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Federal Register

Book 1 of 2 Books
Wednesday, May 29, 1985

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Environmental Protection Agency

Animal Biologics
Animal and Plant Health Inspection Service

Communications Common Carriers
Federal Communications Commission

Electric Utilities
Federal Energy Regulatory Commission

Exports
International Trade Administration

Fisheries
National Oceanic and Atmospheric Administration

Food Additives
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Loan Programs—Housing and Community Development
Veterans Administration

Marine Safety
Coast Guard

Marketing Agreements
Agricultural Marketing Service

Medicaid
Health Care Financing Administration

Pesticides and Pests
Environmental Protection Agency

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Presidential Documents

Title 3—

The President

Proclamation 5346 of May 23, 1985

National Farm Safety Week, 1985

By the President of the United States of America

A Proclamation

From the beginning of our Nation's history, agriculture has been one of the major elements of the American success story. Since this country was founded, when over 90 percent of its labor force was on the farm, it has excelled at growing food and other agricultural products. This success was achieved long before we became a leader in industry, technology, science, and commerce.

Today, technological advances have made possible productivity undreamed of in the days when Cyrus McCormack designed and built the first horse-drawn reaper. The United States now supplies food to millions of people around the world, and our productive capabilities grow still greater every year.

But the farmer's life is still difficult and dangerous. While the new technology that makes such bounty possible has brought advances in safety, it also carries its own risks, and requires knowledge and care in its use. Incidents of accidental death, injury, and job-related illnesses are still tragically numerous on the farms, in the homes, and on the roads of rural America. But with increased education about the need for farm safety, and with ongoing improvements in product design, there is hope that we can make real progress in protecting America's farmers and their families from accidents and injuries.

NOW, THEREFORE, I, RONALD REAGAN, President of the United States of America, do hereby proclaim the week of September 15 through September 21, 1985, as National Farm Safety Week. I urge all those Americans engaged in agriculture or its related services, and especially those training inexperienced or young workers, to establish and follow safety procedures and instill dedication and commitment to safety and health care in all those who can be influenced by their example.

IN WITNESS WHEREOF, I have hereunto set my hand this twenty-third day of May, in the year of our Lord nineteen hundred and eighty-five, and of the Independence of the United States of America the two hundred and ninth.

Ronald Reagan

[FR Doc. 85-12949
Filed 5-24-85; 2:30 pm]
Billing code 3195-01-M

Rules and Regulations

Federal Register
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This section of the FEDERAL REGISTER contains regulatory documents having general applicability and legal effect, most of which are keyed to and codified in the Code of Federal Regulations, which is published under 50 titles pursuant to 44 U.S.C. 1510.
The Code of Federal Regulations is sold by the Superintendent of Documents. Prices of new books are listed in the first FEDERAL REGISTER issue of each week.

DEPARTMENT OF AGRICULTURE

Agricultural Marketing Service

7 CFR Part 908

[Valencia Orange Reg. 345, Amdt. 1; Valencia Orange Reg. 346]

Valencia Oranges Grown in Arizona and Designated Part of California; Limitation of Handling

AGENCY: Agricultural Marketing Service, USDA.

ACTION: Final rules.

SUMMARY: Amendment 1 of Regulation 345 increases the quantity of fresh California-Arizona Valencia oranges that may be shipped to market during the period May 24–May 30, 1985. Regulation 346 establishes the quantity of such fruit that may be shipped to market during the period May 31–June 6, 1985. The amendment and regulation are needed to provide for orderly marketing of fresh Valencia oranges for the periods specified due to the marketing situation confronting the orange industry.

DATES: Regulation 345, Amendment 1 (§ 908.645) is effective for the period May 24–30, 1985. Regulation 346 (§ 908.646) is effective for the period May 31–June 6, 1985.

FOR FURTHER INFORMATION CONTACT: William J. Doyle, Chief, Fruit Branch, F&V, AMS, USDA, Washington, D.C. 20250, telephone: 202–447–5975

SUPPLEMENTARY INFORMATION: *Findings.* These rules have been reviewed under USDA procedures and Executive Order 12291 and have been designated a "non-major" rules. William T. Manley, Deputy Administrator, Agricultural Marketing Service, has certified that these actions will not have a significant economic impact on a substantial number of small entities

The amendment and the regulation are issued under Marketing Order No. 908, as amended (7 CFR Part 908), regulating the handling of Valencia oranges grown in Arizona and designated part of California. The order is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601–674). The actions are based upon the recommendation and information submitted by the Valencia Orange Administrative Committee (VOAC) and upon other available information. It is hereby found that these actions will tend to effectuate the declared policy of the act.

The amendment and the regulation are consistent with the marketing policy for 1984–85. The marketing policy was recommended by the committee following discussion at a public meeting on March 26, 1985. The committee met again publicly on May 21, 1985, to consider the current and prospective conditions of supply and demand and recommended a quantity of Valencia oranges for the specified weeks. The committee reports the demand for Valencia oranges is fairly good but that the current level of demand is not expected to continue during the next two weeks.

It is further found that it is impracticable and contrary to the public interest to give preliminary notice, engage in public rulemaking, and postpone the effective date until 30 days after publication in the **Federal Register** (5 U.S.C. 553), because there is insufficient time between the date when information upon which the regulations are based became available and the effective date necessary to effectuate the declared policy of the act. Interested person were given an opportunity to submit information and views on the amendment and the regulation at an open meeting. To effectuate the declared policy of the act, it is necessary to make the regulatory provisions effective as specified, and handlers have been notified of the amendment and the regulation and their effective dates.

List of Subjects in 7 CFR Part 908

Marketing Agreements and Orders, California, Arizona, Oranges (Valencia).

PART 908—[AMENDED]

1. The authority citation for Part 7 CFR Part 908 continues to read as follows:

Authority: (Secs. 1–19, 48 Stat. 31, as amended; 7 U.S.C. 601–674).

2. Section 908.645 is revised to read as follows:

§ 908.645 Valencia Orange Regulation 345.

The quantities of Valencia oranges grown in California and Arizona which may be handled during the period May 24, 1985, through May 30, 1985, are established as follows:

(a) District 1: 360,000 cartons;
(b) District 2: 540,000 cartons;
(c) District 3: Unlimited cartons.

3. Section 908.646 is revised to read as follows:

§ 908.646 Valencia Orange Regulation 346.

The quantities of Valencia oranges grown in California and Arizona which may be handled during the period May 31, 1985, through June 6, 1985, are established as follows:

(a) District 1: 360,000 cartons;
(b) District 2: 480,000 cartons;
(c) District 3: Unlimited cartons.

Dated: May 22, 1985.

Thomas R. Clark,
Deputy Director, Fruit and Vegetable Division, Agricultural Marketing Service.

[FR Doc. 85–12829 Filed 5–28–85; 8:45 am]
BILLING CODE 3410–02–M

Animal and Plant Health Inspection Service

9 CFR Part 72

[Docket No. 85–028]

Texas (Splenetic) Fever in Cattle; Areas Quarantined

AGENCY: Animal and Plant Health Inspection Service, USDA.

ACTION: Interim Rule.

SUMMARY: This document amends the "Texas (Splenetic) Fever in Cattle" regulations by adding to the quarantined area (the quarantined area is a strip of land along the Rio Grande River) additional portions of Kinney, Maverick, and Val Verde Counties in Texas. The regulations, among other things, restrict the interstate movement from the quarantined area of certain cattle because of ticks which are vectors of splenetic or tick fever. Such ticks have been found to occur in the areas added to the quarantined area. This rule is necessary to add such areas to the

quarantined area in order to impose restrictions on the interstate movement of certain cattle from such areas and thereby help prevent the spread of such ticks.

DATES: Effective Date: May 29, 1985. Written comments must be received on or before July 29, 1985.

ADDRESSES: Written comments should be submitted to Thomas O. Gessel, Director, Regulatory Coordination Staff, APHIS, USDA, Room 728, Federal Building, 6505 Belcrest Road, Hyattsville, MD 20782. Written comments received may be inspected at Room 728 of the Federal Building between 8 a.m. and 4:30 p.m., Monday through Friday, except holidays.

FOR FURTHER INFORMATION CONTACT: Dr. C.A. Gipson, Special Diseases Staff, VS, APHIS, USDA, Room 826, Federal Building, 6505 Belcrest Road, Hyattsville, MD 20782, 301–436–8321.

SUPPLEMENTARY INFORMATION:

Background

The "Texas (Splenetic) Fever in Cattle" regulations (contained in 9 CFR Part 72 and referred to below as the regulations), among other things, restrict the interstate movement from a quarantined area of cattle because of ticks which are vectors of splenetic or tick fever (referred to below as ticks). Splenetic or tick fever is a contagious, infectious, and communicable disease of cattle. The disease causes cattle to become weak and dehydrated, and can cause death.

The areas quarantined because of ticks include portions of Texas and include all of Guam, the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the Virgin Islands of the United States.

An interim rule published in the **Federal Register** on December 21, 1984 (49 FR 49610–49614), revised the area quarantined in Texas. The quarantined area is a strip of land along the Rio Grande River, consisting of portions of Cameron, Hidalgo, Kinney, Maverick, Starr, Val Verde, Webb, and Zapata Counties. This document adds to the quarantined area small areas contiguous to the previously quarantined portions of Kinney, Maverick, and Val Verde Counties. Based on surveys conducted by inspectors of the U.S. Department of Agriculture and the Texas Animal Health Commission, ticks have been found to occur in the areas added to the quarantined area. Therefore, it is necessary to add these areas to the quarantined area in order to help prevent the spread of the ticks.

The description of the revised quarantined area in Kinney, Maverick, and Val Verde Counties in Texas is set forth in the rule portion of this document.

Executive Order 12291 and Regulatory Flexibility Act

This action has been reviewed in accordance with Executive Order 12291 and has been determined to be not a "major rule." The Department has determined that this rule will not have a significant annual effect on the economy; will not cause a major increase in costs or prices for consumers, individual industries, Federal, State, or local government agencies, or geographic regions; and will not have any significant adverse effects on competition, employment, investment, productivity, innovation, or on the ability of United States-based enterprises to compete with foreign-based enterprises in domestic or export markets.

For this rulemaking action, the Office of Management and Budget has waived its review process required by Executive Order 12291.

It is anticipated that the number of cattle moved interstate annually from Texas which will be affected by this amendment will be significantly less than 1 percent of the number of cattle moved interstate annually within the United States.

Under these circumstances, the Administrator of the Animal and Plant Health Inspection Service has determined that this action will not have a significant economic impact on a substantial number of small entities.

Emergency Action

Dr. John K. Atwell, Deputy Administrator, Veterinary Services, has determined that an emergency situation exists which warrants publication of this interim rule without prior opportunity for public comment. With respect to the areas added to the quarantined area, it is necessary that the rule be made effective immediately in order to prevent the interstate spread of ticks.

Therefore, pursuant to the administrative procedure provisions in 5 U.S.C. 553, it is found upon good cause that prior notice and other public procedure with respect to this interim rule are impracticable and contrary to the public interest and good cause is found for making this interim rule effective less than 30 days after publication of this document in the **Federal Register.** Comments have been solicited for 60 days after publication of this document, and a document discussing comments received and any changes required will be published in the **Federal Register.**

List of Subjects in 9 CFR Part 72

Animal diseases, Animal pests, Cattle, Quarantine, Transportation, Texas fever, Splenetic fever, Ticks.

PART 72—TEXAS (SPLENETIC) FEVER IN CATTLE

Accordingly, 9 CFR Part 72 is amended as follows:

1. The authority citation for Part 72 is revised to read as set forth below and the authority citations following all sections in Part 72 are removed:

Authority: 21 U.S.C. 111–113, 115, 117, 120, 121, 123–126, 134b, and 134f; 7 CFR 2.17, 2.51, and 371.2(d).

2. Paragraphs (a), (b), and (c) of § 72.5 are revised to read as follows:

§ 72.5 Area quarantined in Texas.

The following portions of the specified counties in Texas are quarantined:

(a) That portion of *Val Verde County* lying generally southwest of a line beginning at the point on the south bank of the Devils River where the Amistad Dam Compound east fence intersects the water line and following this east fence of the compound in a southerly direction to the southeast corner of the Amistad Dam Compound, approximately 1¾ miles; thence, following the meanderings of this compound fence in a southwesterly direction to where it intersects the east right-of-way fence of the old railroad, approximately 3¼ miles; thence, following the old railroad right-of-way fence in a southeasterly direction to its intersection with the right-of-way fence of the present Southern Pacific Railroad, approximately 3⅛ miles; thence, following Southern Pacific Railroad in a southeasterly direction to a point directly north across a gravel road from the northeast corner of the Slover Field, approximately 5¾ miles; thence, south across this gravel road to the northeast corner of the Slover Field and following the meanderings of the east fence of the Slover Field in a southwesterly direction to where it intersects the northeast corner of the Woodson Field #1, approximately ⅛ mile; thence, following the meanderings of Woodson Field #1 east fence in a southwesterly direction to the southwest corner of the same, approximately ¼ mile to the north fence of the Payne Pasture; thence, following the north fence of the Payne Pasture in a westerly direction to the southwest corner of the same, approximately 100 yards; thence, following the west fence of the Payne Pasture in a southeasterly

direction across Cienegas Creek to its junction with Kite Road, approximately 100 yards; thence, following Kite Road in a southerly direction to where it intersects Garza Lane, approximately 3/10 mile; thence, following Garza Lane in a westerly direction to a corner, approximately 1/8 mile; thence, following Garza Lane in a southeasterly direction to where it intersects U.S. Highway 277 Spur, approximately 1 1/8 miles; thence, following U.S. Highway 277 Spur in a southeasterly direction to its intersection with Hudson Drive, approximately 1/2 mile; thence, following Hudson Drive in a southeasterly direction to where it joins Rio Grande Drive, formerly called Silo Field Road, approximately 9/10 mile; thence, following the west fence of Rio Grande Drive in a southeasterly direction to where it joins the east fence of the Rudy Mota Vega,[1] approximately 4/10 mile; thence, following the east fence of the Rudy Mota Vega in a southerly direction to where it joins the San Felipe Creek, approximately 3/10 mile; thence, following San Felipe Creek in an easterly direction to where it joins the W. L. Moody Rancho Rio Grande north fence of the Leroyce Pasture, approximately 1 7/10 miles; thence, following the meanderings of the Leroyce Pasture north fence in an easterly direction to a corner where it intersects the west right-of-way fence of U.S. Highway 277 being the east fence of the Rancho Rio Grande, approximately 3 3/10 miles; thence, following the Rancho Rio Grande east fence (on the west side of Highway 277) in a southeasterly direction to where it intersects the Val Verde-Kinney County Line, approximately 9 3/10 miles

(b) That portion of *Kinney County* lying generally southwest of a line beginning at the point where the Rancho Rio Grande east fence intersects the Val Verde-Kinney County Line; thence, following the meanderings of the Rancho Rio Grande east fence in a southeasterly direction to where it intersects the Kinney-Maverick County Line, approximately 14 miles.

(c) That portion of *Maverick County* lying generally southeasterly of a line beginning at the point where the Rancho Rio Grande east fence intersects the Kinney-Maverick County Line; thence, following the Rancho Rio Grande east fence in a southeasterly direction to where it joins the southeast corner of the Rancho Rio Grande four section pasture, approximately 2 7/10 miles; thence, following the south fence of the Rancho Rio Grande four section pasture in a westerly direction to a point where it intersects the Maverick County Water District main canal, approximately 1 5/10 miles; thence, following the Maverick County Water District main canal in a southeasterly direction to where it intersects the west right-of-way fence of U.S. Highway 277, approximately 2 5/10 miles; thence, following the right-of-way fence of U.S. Highway 277 in a southerly direction to where it intersects Maverick County Water District Lateral #2, approximately 1/2 mile; thence, following the Maverick County Water District Lateral #2 in a southerly direction to where it intersects the north fence of the Calley property, approximately 5 1/4 miles; thence, east along the north fence of the Calley property to a corner, approximately 200 yards; thence, following the east fence of the Calley property in a southerly direction to the northeast corner of the Hal Bowles Ranch, approximately 3/8 mile; thence, following the east fence of the Hal Bowles Ranch in a southeasterly direction to where it intersects the north fence of the Lehman Brothers Ranch, approximately 3/4 mile; thence, following the Lehman north fence in a southeasterly direction to a drainage canal, approximately 1/8 mile; thence, following the drainage canal in a southerly direction to the north fence of the Las Vegas Ranch, approximately 7/8 mile; thence, following the meanderings of the Las Vegas Ranch fence in a southeasterly direction to the northeast corner of the same, approximately 1 mile; thence, following the meanderings of the east fence of the Las Vegas Ranch in a southerly direction to where it intersects the Alex Ritchie north fence, approximately 3 1/2 miles; thence, along the north fence of the Alex Ritchie Farm in an easterly direction to where it intersects the Maverick County Water District main canal, approximately 3/8 mile; thence, following the meanderings of the Maverick County Water District main canal in a southerly direction to where it intersects the C.P. & L. Power Plant Road, approximately 3 1/2 miles; thence, following the C.P. & L. Power Plant Road in an easterly direction to where it intersects the west fence of the Beer Joint Trap,[2] approximately 1 3/8 miles; thence, following the west fence of the Beer Joint Trap in a southerly direction to the southwest corner of the same, approximately 5/8 mile; thence, following the meanderings of the south fence of the Beer Joint Trap in an easterly direction to where it intersects the west right-of-way fence of U.S. Highway 277, approximately 3/4 mile; thence, following U.S. Highway 277 in a southerly direction into the City of Eagle Pass, Texas, and following the meanderings of U.S. Highway 277 in a southerly direction to its intersection with Church Street, approximately 8 1/2 miles; thence, following Church Street in a westerly direction to its intersection with Commercial Street, approximately 9/10 mile; thence, following Commercial Street in a southerly direction to its intersection with Garrison Street, approximately 7/10 mile; thence, following Garrison Street in an easterly direction to its intersection with Adams Street, approximately 3/10 mile; thence, following the meanderings of Adams Street in a southerly direction to where it becomes Industrial Park Road, approximately 1 mile; thence, following the meanderings of Industrial Park Road to where it intersects Brown Street, approximately 1 1/2 miles; thence, following Brown Street in an easterly direction to the intersection of Farm Road 1021, approximately 1/2 mile; thence, following Farm Road 1021 in a southeasterly direction to the intersection of Farm Road 1021 and Farm Road 2366; thence, following Farm Road 2366 in a southwesterly direction to an intersection of Farm Road 2366 and a paved county road, approximately 1 1/2 miles; thence, continuing along a paved county road in a southwesterly direction to a cattle guard at the eastmost corner of the Loma Linda Ranch double fence, approximately 1 1/4 miles; thence, following the same double fence in a westerly direction to a corner, approximately 5/8 mile; thence, following the same double fence in a northerly direction to a corner, approximately 3/4 mile; thence, following the same double fence in a westerly direction to the northwest corner of the Loma Linda Ranch, approximately 7/8 mile; thence, following the meanderings of the same double fence in a southerly direction to the north fence of the W.D. Ranch, approximately 1 1/2 miles; thence, following the same double fence along the north property line of the W.D. Ranch in a westerly direction to the northwest corner of the same, approximately 3/8 mile; thence, following the same double fence along the meanderings of the Rio Grande River in a southeasterly direction to the northwest corner of the El Indio Land Company Ranch, approximately 1 mile; thence, following the meanderings of the same double fence parallel to the Rio Grande River in a southeasterly direction to where it intersects the west fence of the Kiesling Rio Lado Farm, approximately 4 miles; thence, following

[1] Vega is a flat lowland area.

[2] A trap is an area in which animals may be trapped.

the same double fence in a southeasterly direction to where it joins the west fence of the Stone Ranch Upper Pasture, approximately 1¼ miles; thence, following the meanderings of the Stone Ranch Upper Pasture west double fence in a northerly direction to a corner, approximately ½ mile; thence, following the same double fence along the north property line of the Stone Ranch Upper Pasture in a northeasterly direction to where it intersects the Maverick County quarantine fence at El Indio vat, approximately ¾ mile; thence, following the meanderings of the Maverick County quarantine line fence in a southerly direction to the northwest corner of the Kiesling Lake Pasture, approximately 10¾ miles; thence, along the Kiesling Lake Pasture double fence in a southeasterly direction to where it intersects the north fence of the Dick Swartz Ranch Mansfield Pasture, approximately 1¾ miles; thence, following the meanderings of a double fence in a southeasterly direction paralleling the Rio Grande River to the south fence of the Swartz Ranch Mansfield Pasture, approximately 5 miles; thence, following the meanderings of the south fence of the Swartz Ranch Mansfield Pasture in a northeasterly direction to the Eagle Pass-Laredo River Road which will be called the Mines Road from this point south, approximately 4 miles; thence, following the Mines Road in a southeasterly direction to the Maverick-Webb County Line, approximately 14 miles.

* * * * *

Done at Washington, D.C., this 22nd day of May 1985.

G.J. Fichtner,

Acting Deputy Administrator, Veterinary Services.

[FR Doc. 85-12867 Filed 5-28-85 8:45 am]

BILLING CODE 3410-34-M

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9 CFR Part 113

[Docket No. 85-035]

Viruses, Serums, Toxins, and Analogous Products; Revision of Standard Requirements.

AGENCY: Animal and Plant Health Inspection Service, USDA.

ACTION: Final rule.

SUMMARY: This final rule updates the present regulations by correcting the name of the official laboratory responsible for preparation of testing aids and for conducting official tests from Veterinary Services Laboratories to National Veterinary Services Laboratories. This revised rule also improves the precision of reporting test results by licensees, permittees, and National Veterinary Services Laboratories by establishing the use of test code numbers. Obsolete references in the present regulations to sample selection by persons under contract with the Department are deleted. The number of samples specified in the regulations for submission to National Veterinary Services Laboratories are adjusted to meet current needs. This will result in an overall reduction in the number of samples required for testing. The requirement that selection of reserve samples be only from finished product is deleted. This permits selection of final container samples of completed product for this purpose. These changes update these regulations to reflect current program procedures and needs.

EFFECTIVE DATE: This amendment becomes effective May 29, 1985.

FOR FURTHER INFORMATION CONTACT: Dr. David F. Long, Chief Staff Veterinarian, Veterinary Biologics Staff, VS, APHIS, USDA, Room 834, Federal Building, 6505 Belcrest Road, Hyattsville, MD 20782, 301-436-8674.

Paperwork Reduction Act

Information collection requirements contained in this proposed rulemaking have been approved by the Office of Management and Budget under the provisions of the Paperwork Reduction Act of 1980 (Pub. L. 96-511) and have been assigned the OMB control number 0579-0059.

Executive Order 12291

This action has been reviewed under USDA procedures established in Secretary's Memorandum No. 1512-1 to implement Executive Order 12291 and has been classified as a "Nonmajor Rule."

The rule will not have a significant effect on the economy and would not result in a major increase in costs or prices for consumers, individual industries, Federal, State, or local government agencies, or geographic regions; or significant adverse effects on competition, employment, investment, productivity, innovation, or on the ability of the United States-based enterprises to compete with foreign-based enterprises, in domestic or export markets. These revisions reduce regulatory requirements. For this action, the Office of Managment and Budget has waived it's review process required by Executive Order 12291.

Certification Under the Regulatory Flexibility Act

The Administrator of the Animal and Plant Health Inspection Service, has determined that this action will not result in an adverse economic impact on a substantial number of small entities. Small entities are defined as independently owned firms not dominant in the field of veterinary biologics manufacturing. This action deletes obsolete references, permits use of more precise methods for reporting test results for serial release, and permits less restrictive selection of reserve samples.

Background

Standard Requirements consist of test methods, procedures, and criteria established by Veterinary Services for evaluating veterinary biological products for purity, safety, potency, and efficacy.

In order to ensure that consistent and reproducible test results are obtained, the Standard Requirements contain provision for testing aids. Procedures and requirements for selection and submission of samples for testing at National Veterinary Services Laboratories to confirm results obtained by licensees and permittees are also prescribed.

In 1977, the name of Veterinary Services Laboratories was changed to National Veterinary Services Laboratories. This rule updates 9 CFR 113.2 and 113.3 to specify the new name.

During the period from January 1, 1972, to July 1, 1980, all samples for tests conducted at National Veterinary Services Laboratories were selected and authenticated either by employees of the Department or by persons under contract with the Department. This procedure was changed in July 1980, to discontinue the regular use of Department employees and to eliminate all contractual agreements for this purpose. This rule deletes the obsolete reference to contractors in 9 CFR 103.3 (a) and (c).

Revision of test methods and assignments in National Veterinary Services Laboratories have resulted in changes in the number of samples needed to conduct tests to confirm the results reported by licensees and permittees. This revision of 9 CFR 103.3 provides for the correct number of test samples required. There will be an overall reduction in the number of samples required, resulting in savings to the producers and to the Department.

Certain tests conducted in support of requests for release of serials or subserials contain provisions for optional or required variations in methods. Examples are stated in 9 CFR 113.26(a)(3) and 9 CFR 113.33(b)(1). In order to be more precise in reporting test results, Veterinary Services has devised

a series of test code numbers. These numbers are designed to be specific for each test, whether prescribed in Standard Requirements or filed Outlines of Production, and are correlated with 9 CFR references describing the criteria for each test. These test code numbers have been used to supplement the Standard Requirement test references in reports of National Veterinary Services Laboratories test results. In order to make this information available to the public, this revision adds a definition of test code numbers to 9 CFR 113.2. This will also have the effect of establishing a uniform, simplified, and precise format for licensees or permittees to use in reporting test results required in 9 CFR 113.5(c) and 116.7.

Currently, the requirements in 9 CFR 113.3(a)(1) permit selection of samples of each serial or subserial for submission to Veterinary Services before labeling and packaging. The reserve samples specified in 9 CFR 113.3(c) are required to be selected after labeling and packaging. This special requirement for reserve samples frequently entails a second sampling effort for each serial and subserial. The only advantage in obtaining finished product for retention is to identify the labeling used on the serial or subserial. This is not considered sufficient justification for the extra effort involved. Identity of all labels used for each serial or subserial is maintained as part of the records required in 9 CFR 116.3(b). This revised rule permits selection or reserve samples from completed product at the same time that samples are selected for Veterinary Services tests.

Comments Received

On October 11, 1984, a notice of proposed rulemaking was published in the **Federal Register** at 49 FR 39854 discussing this revision and soliciting comments.

Comments were received from four licensed manufacturers. All recommended adoption of the proposed amendment without further comments or suggestions.

List of Subjects in 9 CFR Part 113

Animal biologics.

PART 113—STANDARD REQUIREMENTS

1. The authority citation for Part 113 continues to read:

Authority: 37 Stat. 832–833 (21 U.S.C. 151–158).

2. Section 113.2 is amended by revising the introductory text and paragraph (a) and by adding paragraph (e) to read:

§ 113.2 Testing aids.

To better ensure consistent and reproducible test results when Standard Requirement tests prescribed in the regulations are conducted, National Veterinary Services Laboratories, U.S. Department of Agriculture, may provide testing aids, when available, to licensees, permittees, and applicants for licenses and permits. Such aids shall be as follows:

(a) Supplemental Assay Method (SAM) is a technical bulletin containing detailed instructions for conducting a test. Such instructions shall be in accordance with the procedures currently being followed at National Veterinary Services Laboratories and as improved, proven procedures are developed, shall be revised and reissued prior to application.

* * * * *

(e) Test Code Number is a number assigned by Veterinary Services to each test procedure specified in the Standard Requirements and in each filed Outline of Production where such test is conducted to support a request for release of a serial or subserial.

3. Section 113.3 is amended by revising introductory text of paragraph (a) and paragraphs (b) (1), (2), (4), (5), (8) and (9) and by revising paragraph (c) introductory text, to read:

§ 113.3 Sampling of biological products.

* * * * *

(a) Either an employee of the Department of Agriculture, of the licensee, or of the permittee, as designated by the Deputy Administrator shall select prerelease samples of biological product in the number prescribed in paragraph (b) of this section. Each sample shall be marked for identification by the person making the selection after which they shall be packaged by the licensee or permittee, as the case may be, and forwarded to National Veterinary Services Laboratories; except that an employee of the Department may forward or deliver the samples to National Veterinary Services Laboratories if such action deemed advisable by the Deputy Administrator. * * *

(b) Unless otherwise prescribed by the Deputy Administrator, the number of final container samples to be selected from each serial and subserial shall be:

(1) *Vaccines:*

(i) Six multiple—dose samples of Brucella Abortus Vaccine;

(ii) Twelve samples of all other live bacterial vaccines;

(iii) Two samples of Coccidiosis Vaccine;

(iv) Eighteen samples of Rabies Vaccine, Modified Live Virus;

(v) Sixteen samples of all other vaccines consisting of live microorganisms;

(vi) Thirty single-dose or 14 multiple-dose samples of Equine Encephalomyelitis Vaccine, Killed Virus;

(vii) Twenty-two single-dose or 14 multiple-dose samples of Rabies Vaccine, Killed Virus;

(viii) Sixteen single-dose or 12 multiple-dose samples of all other vaccines consisting of killed microorganisms.

(2) *Bacterins and bacterin-toxoids:*

(i) Twelve samples of single-fraction products;

(ii) Thirteen samples of two-fraction products;

(iii) Fourteen samples of products consisting of 3 or more fractions.

* * * * *

(4) *Antitoxins:*

(i) Fourteen single-dose or 12 multiple dose samples of Tetanus Antitoxin;

(ii) Twelve samples of all other antitoxins.

(5) *Toxoids:*

(i) Eighteen single-dose or 12 multiple dose samples of all toxoids.

(6) * * *

(7) * * *

(8) *Prelicensing and Outline of Production changes:* Samples needed to support a license application or a change in the Outline of Production for a licensed product shall be submitted only on request from Veterinary Services. Except for miscellaneous products specified in paragraph (7) of this section, the number of such samples shall be at least one and one-half times the number prescribed in this section for such product.

(9) *Sterile Diluent.* A sample of Sterile Diluent shall accompany each sample of product, other than Marek's Disease Vaccine, if such diluent is required to rehydrate or dilute the product before use. Samples of Sterile Diluent prepared for use with Marek's Disease Vaccine shall be submitted on request from Veterinary Services.

* * * * *

(c) Reserve samples shall be selected from each serial and subserial of every biological product. Such samples shall be selected at random from final containers of completed product by an employee of the Department, of the licensee, or of the permittee, as designated by the Deputy Administrator.

* * * * *

Done at Washington, D.C., this 22nd day of May 1985.

G.J. Fichtner,

Acting Deputy Administrator, Veterinary Services.

[FR Doc. 85-12866 Filed 5-28-85; 8:45 am]

BILLING CODE 3410-34-M

DEPARTMENT OF COMMERCE

International Trade Administration

15 CFR Part 399

[Docket No. 50577-5077]

COCOM Review of the Commodity Control List: Chemicals, Metalloids and Petroleum Products

AGENCY: Office of Export Administration, International Trade Administration, Commerce.

ACTION: Final rule.

SUMMARY: The Office of Export Administration maintains the Commodity Control List (CCL), which identifies those items subject to Department of Commerce export controls.

This revision of the CCL results from a review of strategic controls maintained by the U.S. and certain allied countries through the Coordinating Committee (COCOM). Such multilateral controls restrict the availability from abroad of strategic items to potential adversaries. In consultation with the Departments of Defense and State, the Department of Commerce has determined that this revision to the CCL is necessary to protect U.S. national security interests.

EFFECTIVE DATE: May 29, 1985.

FOR FURTHER INFORMATION CONTACT: Jo-Anne Jackson, Capital Goods and Production Materials Division, Office of Export Administration, U.S Department of Commerce, Washington, D.C. 20230 (Telephone: (202) 377-0896).

SUPPLEMENTARY INFORMATION:

Rulemaking Requirements

In connection with various rulemaking requirements, the Office of Export Administration has determined that:

1. The provisions of the Administrative Procedure Act requiring notice of proposed rulemaking, an opportunity for public participation, and a delay in effective date (5 U.S.C. 553) are inapplicable because this regulation involves a foreign affairs function of the United States.

2. This rule contains a collection of information requirements under the Paperwork Reduction Act of 1980, 44 U.S.C. 3501 *et seq.* The collection of this information has been approved by the Office of Management and Budget under control number 0625-0001. The reporting requirements contained in this rule do not increase the regulatory burden on exporters because certain commodities that previously required validated licenses are released from such control by this rule.

3. Because a notice of proposed rulemaking is not required to be published for this rule, it is not a rule within the meaning of section 601(2) of the Regulatory Flexibility Act and is not subject to the requirements of that Act. Accordingly, no initial or final Regulatory Flexibility Analysis has been or will be prepared.

4. Because this rule concerns a foreign affairs function of the United States, it is not a rule or regulation within the meaning of section 1(a) of Executive Order 12291 and, accordingly, is not subject to the requirements of that Order. Accordingly, no preliminary or final Regulatory Impact Analysis has been or will be prepared.

Therefore, this regulation is issued in final form. Although there is no formal comment period, public comments on this regulation are welcome on a continuing basis.

List of Subjects in 15 CFR Part 399

Exports.

PART 399—[AMENDED]

Accordingly, the Export Administration Regulations (15 CFR Parts 368-399) are amended as follows:

1. The authority citation for 15 CFR Part 399 continues to read as follows:

Authority: Secs. 203, 206, Pub. L. 95-223, Title II, 91 Stat. 1626, 1628 (50 U.S.C. 1702, 1704), Executive Order No. 12470 of March 30, 1984 (50 FR 13099, April 3, 1984); Presidential Notice of March 28, 1985 (50 FR 12513, March 29, 1985).

2. In Supplement No. 1 to § 399.1 (the Commodity Control List), Commodity Group 7 (Chemicals, Metalloids, Petroleum Products and Related Materials), ECCN 1702A is amended by revising the heading, the *GLV $ Value Limit*, and the "List of Hydraulic Fluids Controlled by ECCN 1702A, to read as follows:

1702A Hydraulic fluids that contain as the principal ingredient(s) petroleum (mineral) oils, synthetic hydrocarbon oils, non-fluorinated silicones or fluorocarbons as described in this entry.

* * * * *

GLV $ Value Limit: $1,000 for Country Groups T & V, except $0 for the People's Republic of China; $0 for all other destinations.

List of Hydraulic Fluids Controlled by ECCN 1702A

Hydraulic fluids which contain as the principal ingredient(s) petroleum (mineral) oils, synthetic hydrocarbon oils, non-fluorinated silicones or fluorocarbons, and which have:

(a) A flash point of greater than 400 °F (204 °C); *or*

(b) All of the following characteristics:

(1) A pour point of −30 °F (−34 °C) or lower;

(2) A viscosity index of 75 or greater; *and*

(3) Are thermally stable at +650 °F (+343 °C)

3. In Supplement No. 1 to § 399.1 (the Commodity Control List), Commodity Group 7, (Chemicals, Metalloids, Petroleum Products and Related Materials), ECCN 1746A is amended by revising the *GLV $ Value Limit* and "List of Polymeric Substances and Manufactures Controlled by ECCN 1746A" to read as follows:

1746A Polymeric substances and manufactures thereof, as described in this entry.

* * * * *

GLV $ Value Limit: $200 for Country Groups T & V, except $0 for the People's Republic of China; $0 for all other destinations.

* * * * *

List of Polymeric Substances and Manufactures Controlled by ECCN 1746A

Polymeric substances and manufactures thereof, where the value of the polymeric component, either alone or in combination with other materials included on the Commodity Control List under an Export Control Commodity Number that is followed by the code letter "A", is 50 percent or more of the total value of the materials, as follows:

(a) Polyimides (including maleimides), *except fully cured polyimide-based film, sheet, tape or ribbon having a maximum thickness of 10 mils (0.010 inch or 0.254 mm) whether or not coated or laminated with heat- or pressure-sensitive resinous substances of an adhesive nature, which contain no fibrous reinforcing materials, and which have not been coated or laminated with carbon, graphite, metals or magnetic substances;*

(b) Polybenzimidazoles;

(c) Aromatic polyamides, *except staples, fibers, filaments, yarns and threads having a fiber modulus of 250 grams-force per denier or less and a tenacity of 11 grams-force per denier or less, and textile and mat products thereof;*

(d) Polybenzothiazoles;
(e) Polyoxadiazoles;
(f) Polyphosphonitriles.

4. In Supplement No. 1 to § 399.1 (the Commodity Control List), Commodity Group 7, (Chemicals, Metalloids, Petroleum Products and Related Materials), ECCN 1754A is amended by removing Advisory Note 1 and removing the Advisory Note designator "2", revising the *GLV $ Value Limit*, and adding a reference after paragraph (a)(5) of the "List of Fluorocarbon Compounds and Manufactures Controlled by ECCN 1754A" as follows:

1754A Fluorocarbon compounds and manufacturers as described in this entry.

* * * * *

GLV $ Value Limit: $2,000 for Country Groups T & V, except $0 for the People's Republic of China; $0 for all other destinations.

* * * * *

List of Fluorocarbon Compounds and Manufactures Controlled by ECCN 1754A

(a) * * *
(5) * * *

(For hydraulic fluids using these elements, see also ECCN 1702A.)

* * * * *

5. In Supplement No. 1 to § 399.1 (the Commodity Control List), Commodity Group 7, (Chemicals, Metalloids, Petroleum Products and Related Materials), ECCN 1755A is amended by revising the *GLV $ Value Limit*, the "List of Silicone Fluids and Greases Controlled by ECCN 1755A," and the Advisory Note to read as follows:

1755A Silicone fluids and greases as described in this entry.

* * * * *

GLV $ Value Limit: $1,000 for Country Groups T & V, except $0 for the People's Republic of China; $0 for all other destinations.

* * * * *

List of Silicone Fluids and Greases Controlled by ECCN 1755A

(a) Fluorinated silicone fluids; and
(b) Silicone and fluorinated silicone lubricating greases capable of operating at temperatures of 180 °C (356 °F) or higher and having a drop point (method of test being ASTM or ITP) of 220 °C (428 °F) or higher.

(For hydraulic fluids using these elements, see also ECCN 1702A.)

(Advisory) Note.—Licenses are likely to be approved to satisfactory end-users in Country Groups QWY for the shipment of silicone and fluorinated silicone lubricating greases controlled for export by sub-paragraph (b) above, provided that they are not capable of operating at temperatures of 205 °C (400 °F) or higher.

6. In Supplement No. 1 to § 399.1 (the Commodity Control List), Commodity Group 7 (Chemicals, Metalloids, Petroleum Products and Related Materials), ECCN 1757A is amended by revising the *GLV $ Value Limit* to read "$1,000 for Country Groups T & V, except $0 for the People's Republic of China; $0 for all other destinations." and by revising paragraph (c) of the "List of Compounds and Materials Controlled by ECCN 1757A" to read "(c) Indium of a purity greater than 99.9995% and III–V indium compounds containing more than 1% indium."

7. In Supplement No. 1 to § 399.1 (the Commodity Control List), Commodity Group 7, (Chemicals, Metalloids, Petroleum Products and related Materials), ECCN 1767A is amended by revising the heading, the *GLV $ Value Limit*, and the Advisory Note to read as follows:

1767A Preforms of glass or of any other materials specially designed for the fabrication of optical fibers covered by ECCN 1526A (c) and (d).

* * * * *

GLV $ Value Limit: $1,000 for Country Groups T & V, except $0 for the People's Republic of China; $0 for all other destinations.

* * * * *

(Advisory) Note.—Licenses are likely to be approved for export to satisfactory end-users in Country Groups QWY for the shipment of preforms specially designed for multimode optical fibers only optimized to operate for communications purposes at 850 nanometers.

Dated: May 22, 1985.

John K. Boidock,

Director, Office of Export Administration, International Trade Administration.

[FR Doc. 85–12906 Filed 5–24–85; 11:22 am]

BILLING CODE 3510-DT-M

FEDERAL TRADE COMMISSION

16 CFR Part 13

[Docket 9173]

P. Leiner Nutritional Products Corp. et al.; Prohibited Trade Practices and Affirmative Corrective Actions

AGENCY: Federal Trade Commission.

ACTION: Consent order.

SUMMARY: In settlement of alleged violations of federal law prohibiting unfair acts and practices and unfair methods of competition, this consent order requires two Cal. firms engaged in the advertising, labelling, packaging, sale and distribution of nutritional supplements, among other things, to cease representing falsely or without proper substantiation, that Octacol 4 or any similar product can improve human vigor, endurance or other aspects of physical performance or fitness; or that the octacosano, triacontanol, hexacosanol or tetracosanol contained in their products are related to athletic endurance or physical fitness. The firms are also barred from making claims regarding physical benefits to be derived from using such products unless they are properly substantiated; and from misrepresenting the purpose, reliability, results or conclusions of any test, research, article or scientific opinion. Additionally, the companies are required to maintain for a period of three years all materials that substantiate representations covered by the order and those that contradict any product claim.

DATES: Complaint issued Jan. 27, 1984. Decision and Order issued May 3, 1985.[1]

FOR FURTHER INFORMATION CONTACT: Cheryl B. Anderson, FTC/B 411–1, Washington, D.C. 20580 (202) 376–8648.

SUPPLEMENTARY INFORMATION: On Wednesday, February 13, 1985, there was published in the **Federal Register**, 50 FR 6005, a proposed consent agreement with analysis In the Matter of P. Leiner Nutritional Products Corp., a corporation, and P. Leiner Nutritional Products, Inc., of Delaware, a corporation, for the purpose of soliciting public comment. Interested parties were given sixty (60) days in which to submit comments, suggestions or objections regarding the proposed form of order.

No comments having been received, the Commission has ordered the issuance of the complaint in the form contemplated by the agreement, made its jurisdictional findings and entered its order to cease and desist, as set forth below in disposition of this proceeding.

The prohibited trade practices and/or corrective actions, as codified under 16 CFR Part 13, are as follows: Subpart—Advertising Falsely or Misleadingly: § 13.10 Advertising falsely or misleadingly; § 13.20 Comparative data or merits; § 13.20–20 Competitors' products; § 13.45 Content; § 13.135 Nature of product or service; § 13.170–52 Medicinal, therapeutic, healthful, etc.; § 13.190 Results; § 13.205 Scientific or other relevant facts; § 13.210 Scientific tests. Subpart—Corrective Actions and/or Requirements: § 13.533 Corrective

[1] Copies of the Complaint and the Decision and Order filed with the original document except for exhibits A through D, which are available for inspection at the Federal Trade Commission, Publications Reference Branch, Room 132, 6th St. and Pennsylvania Ave., NW., Washington, D.C. 20580.

actions and/or requirements; § 13.533–45 Maintain records. Subpart—Misrepresenting Oneself and Goods—Goods: § 13.1575 Comparative data or merits; § 13.1605 Content; § 13.1710 Qualities or properties; § 13.1730 Results; § 13.1740 Scientific or other relevant facts; § 13.1672 Tests, purported.

List of Subjects in 16 CFR Part 13

Nutritional supplements, Trade practices.

(Sec. 6, 38 Stat. 721; 15 U.S.C. 46. Interprets or applies sec. 5, 38 Stat. 719, as amended; 15 U.S.C. 45, 52)

Emily H. Rock,

Secretary.

[FR Doc. 85–12682 Filed 5–28–85; 8:45 am]

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DEPARTMENT OF ENERGY

Federal Energy Regulatory Commission

18 CFR Part 37

[Docket No. RM84–15–000; Order No. 420]

Generic Determination of Rate of Return on Common Equity for Public Utilities

Issued: May 20, 1985.

AGENCY: Federal Energy Regulatory Commission, DOE.

ACTION: Final rule.

SUMMARY: The Federal Energy Regulatory Commission (Commission) determines that the average cost of common equity for the jurisdictional operations of electric utilities during the year ending June 30, 1984 was 15.31 percent.

The Commission also amends Part 37 of its regulations to include a quarterly indexing procedure to update this cost estimate and provide benchmark rates of return. The quarterly indexing procedure adopted by the Commission is based on fixed adjustment factors determined in this proceeding and changes in the average dividend yield (measured by the median) for a broad-based sample of 100 utilities.

Application of the quarterly indexing procedure to data for the first calendar quarter of 1985 produces a benchmark rate of return on common equity of 14.46 percent. This benchmark applies to rate filings made by utilities during the period beginning July 1 and ending July 31, 1985. New benchmarks will be established for filings made after July 31 in accordance with the quarterly indexing procedure determined in this proceeding.

As indicated in § 37.8 of the Commission's regulations, these benchmark rates of return are advisory only. The benchmark rates established as a result of this proceeding are intended to guide companies and intervenors in individual rate cases and to serve as a reference point for the Commission in its deliberations. The Commission may take official notice of them in individual rate proceedings.

EFFECTIVE DATE: The final rule is effective June 28, 1985.

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SUPPLEMENTARY INFORMATION:

Before Commissioners: Raymond J. O'Connor, Chairman; A.G. Sousa, Oliver G. Richard III, and Charles G. Stalon.

In the matter of generic determination of rate of return on common equity for public utilities; Docket No. RM84–15–000; Order No. 420; Final Rule.

Issued May 20, 1985.

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I. Introduction and Summary of Conclusions

In accordance with the new Part 37 of its regulations, the Federal Energy Regulatory Commission (Commission) is determining in this order: (1) The average cost of common equity for the jurisdictional operations of public utilities [1] for the year ending June 30, 1984; and (2) a quarterly indexing procedure to update the cost estimate and establish benchmark rates of return on common equity for use in individual rate cases. The benchmark rates of return established in this year's proceeding are advisory only.

As detailed below, the Commission estimates that the average cost of common equity for the jurisdictional opeations of electric utilities during the year ending June 30, 1984 (hereinafter referred to as the "base year") was 15.31 percent.

The Commission also amends Part 37 of its regulations to include a quarterly indexing procedure to update this cost estimate and provide benchmark rates of return. The quarterly indexing procedure adopted by the Commission is based on fixed adjustment factors determined in this proceeding and changes in the average dividend yield (measured by the median) for a broad-based sample of 100 electric utilities.

Application of the quarterly indexing procedure to data for the first calendar quarter of 1985 produces a benchmark rate of return on common equity of 14.46 percent. This benchmark applies to rate filings made by utilities during the period beginning July 1 and ending July 31, 1985. New benchmarks will be established for filings made after July 31

[1] The term "public utilities" and "electric utilities" are used interchangeably.

in accordance with the quarterly indexing procedure determined in this proceeding.

As indicated in § 37.8 of the Commission's regulations, these benchmark rates of return are advisory only. The benchmark rates established as a result of this proceeding are intended to guide companies and intervenors in individual rate cases and to serve as a reference point for the Commission in its deliberations. The Commission may take official notice of them in individual rate proceedings. And the Commission will determine the weight to accord these benchmark rates based on the record in each case. In this regard, the Commission urges participants in rate cases to evaluate the reasonableness of the applicable benchmark in light of any special circumstances of the filing utility.[2] The Commission is using the results from the initial two year advisory period under Part 37 as a test of the likely consequences of moving to a rebuttable presumption standard.

The primary exception to the application of the benchmark rate of return to a utility during a rate case is whether the utility is significantly more or less risky than the average utility. In Order No. 389, the Commission recognized that there will be some uncertainty as to what kind of showing will be required to substantiate a contention that the risk of the subject company is significantly different from the electric utility industry average.[3] Generally, Commission analysis of the relative risk issue in individual cases will provide guidance to parties regarding the risk issue. In addition, the Commission requested Commission staff to prepare and make available a periodic electric utility industry profile report containing industry average data on significant financial and operating parameters that would be useful in evaluating the relative risk issue. Copies of the staff's first industry profile report are now publicly available through the Commission's Division of Public Information.[4]

II. Background

Section 205(a) of the Federal Power Act requires that all electric rates subject to the jurisdiction of the Commission be "just and reasonable."[5] In the exercise of this statutory responsbility, the Commission seeks to set rates of return on common equity that are fair to both ratepayers and stockholders. The current market cost of common equity[6] to the regulated utility is viewed as the proper cost-based standard for this purpose.[7] The cost of common equity is the minimum rate of return investors require from a company's common stock (hereinafter referred to as the required rate of return) plus an allowance for the costs associated with selling new common stock, i.e. flotation costs, where appropriate.[8]

As the Commission has observed,[9] it has been difficult to apply this cost standard to allowed rates of return on common equity primarily because of two reasons. First, the cost is not directly observable and so it must be estimated. Second, it changes continually as capital market conditions change. This is the essence of the problem.

Currently, the allowed rate of return on common equity is determined individually for each utility on a case by case basis. In July 1984, however, the Commission implemented procedures for generically determining benchmark rates of return on common equity and for applying them in individual cases.[10]

The new rule does not alter the cost-based standard for rates of return. Rather it modifies the application of the standard. The benchmark rates of return are based on the industry average costs of common equity and are intended to be reasonable estimates of the costs to most utilities.[11]

In implementing these procedures, the Commission has three purposes: (1) To produce more accurate and consistent rate of return decisions, (2) to involve the Commission more directly and currently in a consideration of the financial and operating circumstances of the electric utility industry, and (3) ultimately to reduce some of the burdens that rate filings impose on applicants, intervenors, and the Commission.

Under these procedures and after an initial two year "advisory" period, a rebuttable presumption is created in each rate case that the allowed rate of return on common equity should be the benchmark rate of return in effect at the time of filing unless one of three exceptions applies. The primary exception is where the utility is significantly more or less risky than average. The rule also allows for a rate of return different from the benchmark when there is a settlement between parties or when there is a finding of undue discrimination. Thus, instead of parties devoting substantial resources to evaluating the cost to individual utilities in individual rate cases, Part 37 has the industry average cost determined in an annual rulemaking proceeding and, in general, focuses attention on individual companies only when there is a contention that the subject utility has significantly different risks from the average. And, when this occurs, the rule gives parties to rate proceedings a common basis from which to evaluate their different perceptions of the utility in question.

Conceptually, there are two basic ways to estimate the major component of this cost, the required rate of return on common equity.[12] It can be estimated directly by evaluating its component parts: (1) The risk-free real return reflecting investors' time value of money, (2) the compensation for expected inflation and (3) the compensation for risk. This approach, which has many variants, is referred to

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[1] Generic Determination of Rate of Return on Common Equity for Electric Utilities, 49 FR 29,946 (July 25, 1984) (Docket No. RM80-36-000) (Final Rule) (Order No. 389) (issued July 18, 1984) (to be codified at 18 CFR 37.6).

[2] Order No. 389, 49 FR 29,946, 29,954.

[3] The Commission is not publishing staff's Industry Profile Report in the Federal Register. Copies of the Report are available at the Division of Public Information, Room 1000, 825 North Capitol Street, NE., Washington, D.C. 20426 (202) 357-8118.

[5] 16 U.S.C. 824d(a)(1982).

[6] Alternatively referred to as "market cost of common equity," "cost of common equity," "cost of equity capital," or simply "cost of equity."

[7] Order No. 389, 49 FR 29946, 29947.

[8] *Id.* at 29948.

[9] *Id.* at 29947-48.

[10] This order represents the culmination of years of discussion and debate reflected in a series of reports. *See* Generic Determination of Rate of Return on Common Equity for Electric Utilities, 47 FR 38332 (Aug. 31, 1982) (Docket no. RM80-36-000) (Notice of Proposed Rulemaking) (issued August 26, 1982); *Establishing the Rate of Return on Equity for Wholesale Electric Sales: Potential Regulatory Reforms* (Dec. 15, 1980), a discussion paper by a Federal Energy Regulatory Commission Staff Study Group; C. Curtis, *Decisional Delay in Wholesale Electric Rate Increase Cases: Causes, Consequences and Possible Remedies* (Jan. 23, 1980), a report submitted to the Congress under section 207(b) of the Public Utility Regulatory Policies Act; Federal Energy Regulatory Commission Advisory Committee on Revision of Rules of Practice and Procedure, *Report of the Subcommittee on the Review of the Decisional Process* (July 26, 1979); Just and Reasonable Rate of Return on Equity for Natural Gas Pipeline Companies and Public Utilities, 41 FR 46618 (Oct. 22, 1976), (Docket No. RM77-1) (Notice of Proposed Statement of Policy) (issued Oct. 15, 1976).

[11] For purposes of this rule, the Commission views the "industry average cost" as synonymous with the cost to the average utility." *See* Sections III.A.3 and IV.A.2 below.

[12] Distinguishing methods as direct or indirect is but one way of categorizing the various methods for estimating the cost of common equity. *See* Generic Determination of Rate of Return on Common Equity for Electric Utilities, 47 FR 38332, 38340-41. For other ways, *see generally*, A.L. Kolbe, and J. Read, Jr. with G. Hall, *The Cost of Capital: Estimating the Rate of Return for Public Utilities* (1984) or R. Morin, *Utilities' Cost of Capital* (1982). Flotation costs, the costs incurred in selling new common stock, are relatively small. *See* section IV.A.5 below.

as the risk premium approach.[13] Alternatively, the required rate of return can be estimated indirectly on the basis of the return expectations embodied in common stock prices. These return expectations are presumed equal to investor return requirements as they are determined in competitive capital markets. This approach, which also has many variants, is referred to as the so-called discounted cash flow (DCF) approach.[14]

In the Notice to this proceeding,[15] the Commission expressed an inclination in favor of the DCF approach, based on its evaluation of the record in Docket No. RM80-36-000. The Commission did not, however, propose any specific DCF model, preferring to address the specifics of the method in its review of the record in this proceeding. It also recognized that other types of analyses could be useful for corroborative purposes and expressly stated that it did not want to foreclose commenters from presenting new and innovative analyses.

With regard to flotation costs, the Commission observed that three approaches seemed to dominate the discussion of how to reflect these costs in utility rates: (1) As an above the line component of the cost of service reflecting these costs as they are incurred, (2) by use of a formula to compute a company specific adjustment to allowed rates of return, or (3) by way of an industry average estimate incorporated in the generic rates of return. The Notice proposed use of the latter, industry average adjustment, approach.[16]

Finally, the Commission proposed an indexing procedure, for updating the benchmark quarterly, based on changes in dividend yields together with a cap of 50 basis points on the quarter-to-quarter changes in the benchmark.[17]

In reponse to the Notice, 37 parties submitted comments—29 individual or groups of utilities, 5 individual or groups of utility customers, and three regulatory commissions or their staffs. In general, the comments were favorable, irrespective of the affiliation of the party that submitted them. Most favored primary reliance on the DCF approach to estimate that cost of common equity and many submitted comprehensive studies estimating the cost during the base year. Most commenters also favored the Commission's proposal to incorporate an estimate of the industry average flotation cost in the benchmark rate of return. Finally, there was general support for the use of a dividend yield-based indexing mechanism and for the imposition of some limit on the quarterly changes in the benchmark.

III. Basic Conclusions and Rationale

A. The Average Cost of Common Equity for Jurisdictional Operations of Electric Utilities for the Year Ending June 30, 1984

The cost of common equity consists of two components: (1) The market required rate of return on common equity and (2) flotation costs. The basis for the Commission's findings on each of these components is discussed below.

In the following sections of this order, the Commission places primary reliance on the discounted cash flow (DCF) approach to estimating the market required rate of return on common equity. The Commission stated an inclination toward this in its Notice, and with few exceptions, commenters devoted their efforts to espousing specific formulations of DCF models.[18] The Commission then chooses the following DCF model to evaluate the market required rate of return for the base year:

$$\text{Model (2) } k = \frac{D_0 (1+.5g)}{P_0} + g$$

where k = market required rate of return

$\frac{D_0}{P_0}$ = current dividend yield (current annual dividend rate divided by current market price)

g = dividend growth rate

The Commission then evaluates the specific components of that DCF model. In particular, the current dividend yield for the base year is estimated as 10.74 percent. The growth rate is estimated as 4.30 percent. Using these values in the above model, the Commission estimates that the market required rate of return for the base year was 15.25 percent:

$k = (.1074)(1+(.5)(.0430)) + (.0430) = .1525 = 15.25\%$

Next, the Commission evaluates the reasonableness of this result by reference to the corroborative evidence submitted by commenters. The Commission concludes that this estimate of the market required rate is consistent with the 12.0–12.25 percent average interest rate on U.S. government bonds during the base year and the 13.5 percent rate on newly issued public utility bonds. It is also consistent with an average market price to book ratio of 92.5 percent, since that evidence suggests that investors would expect average returns on book equity of less than 15 percent for the foreseeable future.

Based on a review and analysis of the comments on flotation costs, the Commission next adjusts the market required rate by 6 basis points to obtain the cost of common equity for the base year of 15.31 percent.

The Commission then reviews the evidence on FERC-jurisdictional risks (vis-a-vis retail risks) and concludes that the record evidence is inconclusive on this issue.

The quarterly indexing procedure assumes the growth rate and flotation cost adjustments are constant. Thus, a formula of the following form is derived for use in computing the quarterly benchmark rates of return:

$k = a(y) + b$

where $a = (1+.5g)$; the first adjustment factor

y = dividend yield

b = the growth rate (g) plus the flotation cost allowance; the second adjustment factor

Using the parameters derived in this proceeding, this formula for updating becomes $k = 1.02y + 4.36$, which produces the current benchmark of 14.46 percent, given the dividend yield of 9.90 percent.

1. DCF and Quarterly Dividend Payments

In reviewing the rate of return recommendations of commenters, a major benefit of that almost universal use of DCF model formulations is that

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[13] Capital asset pricing and arbitrage pricing models are examples of risk premium methods.

[14] Familiar variants of the discounted cash flow method include the earnings-price and market-to-book ratio methods for evaluating the cost of common equity. They are variants of the general discounted cash flow method since they are based on particular formulations or assumptions as to the cash flow expectations of investors embodied in current stock prices. Statistical market-to-book regression models generally combine elements of both the direct (risk premium) and indirect (DCF) methods. For a more detailed discussion of discounted cash flow theory and application, *see* A.L. Kolbe, J. Read, with G. Hall, *supra* at Chapter 3; R. Morin, *supra* at Chapters 5–8; M. Gordon, *The Cost of Capital to a Public Utility* (1974); R. Brealey and S. Myers, *Principles of Corporate Finance* (1981) at Chapter 4; and W. Sharpe, *Investments* (1978) at Chapter 12. *See* also Minnesota Power and Light Company, 3 FERC ¶ 61,045 at 61,133 (1978) Opinion No. 12; Minnesota Power and Light Company, 4 FERC ¶ 61,116 at 61,264 (1978) Opinion No. 20.

[15] Generic Determination of Rate of Return on Common Equity for Public Utilities, 49 FR 29967 (July 25, 1984) (Docket No. RM84-15-000) (Notice of Proposed Rulemaking).

[16] *Id.*

[17] *Id.* at 29969.

[18] There were two exceptions, APPA and Iowa-Illinois. *See* Sections IV.A.1 and IV.C.2 below for discussion.

the Commission is given the opportunity to compare and evaluate the assumptions of the commenters. On review of the comments in this proceeding, it quickly becomes apparent that there is a finite number of points of controversy. And, most are amenable to objective solutions based on theoretical grounds.

Under certain assumptions, most notably that expected dividends grow at a constant rate, the DCF model can be reduced to very simple formulations.[19] The two most common forms of the DCF model are:

$$\text{Model (1)}\quad k=\frac{D_0}{P_0}+g$$

$$\text{Model (4)}\quad k=\frac{D_1}{P_0}+g=\frac{D_0\ (1+g)}{P_0}+g$$

In model (1), the market required rate of return (k) is equal to the current dividend yield—the current dividend rate (D_0) divided by current market price (P_0)—plus the long term growth rate in dividends (g, assumed constant). According to model (4), the market required rate is equal to the expected one year forward dividend yield—the dividend rate one year forward (D_1) divided by current market price (P_0)—plus the long term growth rate in dividends. The difference between these models is in the assumption as to when dividends are received. Model (1) assumes continuous receipt of dividends while model (4) assumes that investors receive dividends once a year. Clearly, neither correctly characterizes the real world where dividends are generally paid out to investors on a quarterly basis. This means that some adjustment to these standard models is appropriate.

Aside from the measurement problems surrounding the DCF model parameters, a major controversy among commenters concerned the best way to deal with quarterly dividend payments. After careful consideration of commenters' arguments,[20] the Commission has decided on an annual constant growth rate DCF model where the implications of quarterly dividend payments are reflected in an adjustment to the current dividend yield component.

$$\text{Model (1')}\quad k=\frac{D_0(a)}{P_0}+g$$

The adjustment factor (a) is intended to produce a dividend rate value somewhere between the D_0 of the continuous DCF model (Model (1) above) and D_1 of the discrete annual DCF model (Model (4) above). As the Commission has stated in the past,[21] the market required rate of return falls somewhere between the values determined by these two models. Investors require a lower rate of return for quarterly dividend receipts beginning this quarter than for annual dividend receipts beginning one year from now because they can reinvest the dividends received under the former schedule. Similarly, investors require a higher rate of return for the receipt of dividends on a quarterly basis than they do for continuous dividend payments because they can reinvest the dividends received under the latter schedule.

The determination as to the exact method of computing the adjustment factor (a) is more difficult. None of the methods proposed by commenters appear to deal with this issue in a precise manner. That is, none of the commenters provided a convincing proof, mathematical or otherwise, showing that their proposed adjustment properly accounts for quarterly dividend payments. Only two methods seem to come close to the "right" adjustment (a):[22]

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[19] For a general discussion of the DCF model assumptions, *see* R. Morin, *supra*. Model numbers used in text are from Appendix B

[20] *See* Section IV.A.1 and Appendix A below.

[21] *See* Minnesota Power and Light Company, 3 FERC ¶ 61,045 at 61,133 n. 9 (1978) (Opinion No. 12); Minnesota Power and Light Company, 4 FERC ¶ 61,116 at 61,265 (1978) (Opinion No. 20); Public Service Co. of Indiana, Inc., 7 FERC ¶ 61,319 at 61,709 (1979) (Opinion No. 44); New England Power Co., 22 FERC ¶ 61,123 at 61,188 (1983) (Opinion No. 158).

[22] Equation (1) is incorporated in model (2) of Appendix B. A version of equation (2) which assumes the earliest expected dividend is one quarter away is incorporated in model (3) of Appendix B. Section IV.A.2 below explains how many of the other proposals attempt to incorporate reinvestment of dividends into the model. As explained there, this is inappropriate.

Equation (1) $a=(1+.5g)$

Equation (2) $$a=\frac{[1+(1+g)^{.25}+(1+g)^{.5}+(1+g)^{.75}+(1+g)]}{5}$$

What these methods attempt to do is approximate the average expected annual dividends received during the first year. Assuming that some companies will increase their dividend rate within the first quarter, some during the second quarter, etc., these adjustments attempt to approximate the average amount of dividends that the average investor (or, equivalently, investors in the average company) would expect to receive during the first year. Since both methods produce approximately the same results within the range of growth rates considered reasonable,[23] the Commission adopts the method reflected in equation (1) as the appropriate adjustment factor to include in the model (1'). In the case of a 4.3 percent expected growth rate (see below), the adjustment factor (a) equals 1.02 (rounded).

2. Best Ten Commenter Studies

The selection of a particular model goes some distance toward reducing the differences in the recommended rates of return of commenters. But considerable differences remain. These differences are evaluated in detail in the sections that follow.

TABLE 1.—ESTIMATES OF THE AVERAGE COST OF COMMON EQUITY TO ELECTRIC UTILITIES FOR THE YEAR ENDING JUNE 30, 1984

Commenter [1]	Sample size	Model used [2]	Current dividend yield (percent)	Quarterly dividend adjustment (percent)	Adjusted dividend yield (percent)	Constant growth rate (percent)	Required rate of return (percent)	Flotation cost adjustment (percent)	Cost of common equity (percent)
NEP [3]	93	6	10.85	.89	11.74	5.25	16.99	.66	17.65
PPL	97	4	10.55	.62	11.17	5.83	17.00	.44	17.44
EEI	NR	4	NR	NR	11.52	4.98	16.50	.74	17.24
SWEPCO	108	4	11.13	.52	11.65	4.70	16.35	.84	17.19
NSP	90	8	10.83	.42	11.25	5.25	16.50	.40	16.90
AUS	93	7	NR	NR	11.60	5.10	16.70	.16	16.90
BE	89	2	10.80	.30	11.10	5.25	16.35	.45	16.80
Commission	100	2	10.74	.21	10.95	4.30	15.25	.06	15.31
FAB	100	3	10.80	.27	11.07	4.00	15.07	.06	15.13
PUCC	100	2	11.03	.21	11.24	3.88	15.12	NR	15.12
Cooperatives	91	3	10.90	.26	11.16	3.82	14.98	0	14.98

[1] See Appendix A for abbreviations.
[2] See Appendix B for listing of models.
[3] Growth rate used here is average of proposed range of 5.00–5.50.
NR = Not reported.

For ten of the studies submitted, these differences are illustrated in Table 1, together with the Commission's findings for the base year. They are arranged in descending order based on their estimated costs of common equity. The Commission finds these particular studies most useful because they focused on the same time period for their analyses (the base year July 1983 to June 1984), did not impose stringent screens on their sample selection, and relied on constant growth DCF formulations.[24]

The importance of the common time period is to permit comparisons of end results. The cost of capital is akin to an interest rate and, as such, rises and falls over time. To the extent that commenters evaluate this cost for different time periods, they are estimating different costs.

Similarly, when commenters impose different screening rules to meet "their" criteria of the relevant industry average, they estimate different costs. While one commenter may think the sample should consist only of low risk companies, another may think high risk is the relevant group. The rule adopted by the Commission specifies the benchmark as an average cost across the industry reasonably applicable to the majority of companies. The Commission believes that this is best evaluated by a large broad-based sample of companies.

Finally, while variable growth models were proposed by two commenters,[25] most commenters relied on constant growth rate models because of the relative stability of utility returns. Commenters generally agreed that a reasonable estimate of the market required rate of return can be obtained with a constant growth model. However, since a variable growth rate model may better reflect reality, the constant growth rates of commenters are essentially composites of variable growth rates.[26]

3. Dividend Yield

As Table 1 shows, differences among the commenters as to the current dividend yield were relatively minor. Generally, they were due to differences in six factors:

(1) the sample of companies,
(2) the dividend rate,
(3) the market price,
(4) the use of monthly or quarterly dividend yields,
(5) the measure of the average, and
(6) whether the yields were weighted or unweighted. Except for the measure of the average, none of these factors appear to affect the results for the base year significantly.

In evaluating the dividend yield, the Commission relies on a sample of 100 utilities.[27] This sample represents essentially all predominantly electric utilities listed on the New York and American Stock Exchanges and included in Standard and Poor's Utility

[23] For a growth rate of 4 percent, equation (1) gives an adjustment factor of 1.0200 and equation (2) gives 1.0199. For a growth rate of 5 percent, the respective adjustment factors are 1.0250 and 1.0248.

[24] The studies of FPL, Southern, PSEG, Detroit Edison, SCE, Illinois Commission, and Public Systems are omitted because they estimate the market required rate of return for time periods different than the base year. GSA's study is omitted because its sample of 59 companies with specified financial strength ratings is unrepresentative of the industry as a whole. The SPS study is not included because it relied on a non-constant growth model where much of the analysis to derive required rates of return is completed internally in a computer program. No average dividend yield or growth rate data was provided for the Commission to evaluate and compare with the other studies.

[25] *See* Initial Comments of Detroit Edison and SPS.

[26] *See* Section IV.A.3 below.

[27] *See* Section IV.A.2.a below.

Compustat II data base. This sample meets three criteria the Commission thinks important. First, it is broad-based and includes utilities that are predominately electric and, as such, is reasonably representative of the electric utility industry as a whole. Second, the relevant price and dividend data are available for all the companies in the sample. Third, this data is readily accessible from more than one source.

When used, either for the estimation of the base year cost or for quarterly updates, the companies are screened further to ensure that the appropriate data is available and that it can reasonably be used in a mechanical calculation of dividend yields. This screening is intended to reduce the probability that the industry average will be distorted by misleading data. The rule incorporates the following three screens:

(i) The company's common stock through merger or other action, no longer is publicly traded, or

(ii) The company has decreased or omitted a common dividend payment in the current or prior three quarters, or

(iii) The Commission determines on a case by case basis that some other occurrence causes the dividend yield for that company to be substantially misleading and to bias the resulting quarterly average.

The first screen ensures data availability. If a company is no longer publicly traded, it will not have a current market price (and yield). The second screen is intended to eliminate companies whose data would probably be inappropriate and therefore misleading in a constant growth DCF model. The third screen gives the Commission the descretion to further eliminate problem companies when necessary. It is expected that this screen will operate only in extreme cases, for example, when a company exhibits a dividend yield of 100%. In any event, a list of excluded companies will be made available each quarter when the benchmark is updated.

The dividend rate used in the dividend yield calculation is the indicated annual rate, which is the most recent quarterly dividend declared times four. The market price used is the average of the monthly highs and lows. Almost all commenters used these data definitions because they meet the specifications of the variables in the DCF model.[28]

While most commenters computed monthly dividend yields and then averaged them for the year, the Commission sees no advantage to computing three different yields in a quarter since the indicated dividend rate used is generally the same for each month. The Commission will rely on quarterly dividend yield calculations.

Since one of the objectives of the generic approach is to minimize the number of times that a company or its customers will plead special circumstances (i.e., "significantly different risk"), the Commission will use the median as the measure of the industry average.[29] The median yield is the statistical average yield where 50 percent of the utilities have lower yields and 50 percent have higher yields.[30] As such, it is uninfluenced by very high or low yield values for companies at the extremes. By contrast, the mean, which is probably the most commonly referred to measure of an average, can be affected by the existence of a few very high or very low yields (so-called outliers). This is because the mean is computed by summing the individual yield values and dividing by the number of observations. The use of the median is also called for where there is skewness in the distribution of the data being evaluated. The distribution of capital costs across utilities is skewed rather than symmetrical.[31] If it were symmetrical, the mean and median would be equal. But, for data that is skewed, the median is the better measure of the average.

Finally, with regard to giving different weights to different companies, the Commission is unpersuaded that any benefits are achieved by this. In line with its reasoning on the use of the median, the Commission is seeking to obtain the cost of common equity to the average utility rather than the average cost to the industry.

Based on the above guidelines, the Commission finds that the current indicated dividend yield for the base year was 10.74 percent.[32] Adjusting this value for quarterly dividend payments, per the adjustment factor of 1.02 the adjusted dividend yield was 10.95 percent.[33]

4. Growth Rate

As expected, the range of commenters' recommended growth rates was greater than any other component of the DCF model. Table 1 shows that most recommendations fell between 4.00 and 5.25 percent, a range of 125 basis points. The approaches used by commenters were also wide ranging, from simple extrapolations of past dividends to use of analysts' forecasts, to combinations of both.

Based on an evaluation of the dividend growth analyses submitted by commenters,[34] the Commission believes that the long run growth in dividends expected by investors during the base year was between 4 and 5 percent. The 4 percent growth rate was supported by FA Staff's fundamental analysis.[35] The 5 percent growth rate was supported by the 10-year historical growth in dividends, NEP's fundamental analysis, and analysis' forecasts. The inherent problems involved in estimating investors' growth expectations make it difficult to pinpoint a growth rate within this range. However, a fundamental analysis provides the Commission with a better understanding of underlying conditions in the industry and how dividends, in fact, grow. Such insights are useful for purposes of evaluating the weight to be given to either extrapolations of historical data or analysis' forecasts. In this proceeding, the Commission has concluded that because of the occurrence of significant changes in the industry over the past ten years, the use of historical data is less reliable than it otherwise might be. Similarly, the Commission believes that the use of analysts' short-term forecasts overstated investors' long-term growth expectations during the base year.

Nevertheless, the Commission recognizes how sensitive the result of a fundamental analysis is to the selected inputs. As a consequence, the Commission evaluated this approach from the standpoint of a variety of inputs which could be characterized as reasonable.[36] Based on this analysis, the

[28] *See* Section IV.A.2 below.

[29] *See* Section IV.A.2.b below.

[30] For an even number of observations, arranged from the lowest to the highest values, the median is calculated by averaging the middle two values. For example, after arranging the dividend yields for 100 companies from lowest to highest values, the median is calculated by averaging the yields of the 50th and 51st companies.

[31] *See* Section IV.A.2.b below.

[32] Computer printouts with the data used to derive this yield have been placed in the public files.

[33] *See* Section III.A.1 above.

[34] *See* Section IV.A.3 below.

[35] A fundamental analysis is distinguished by its evaluation of the underlying factors that influence growth from internal sources and external sources. It is generally represented by the formula br + sv.

[36] *See* Section IV.A.3.f below for the Commission's analysis.

Commission concludes that the range of reasonableness can be narrowed further to 4.0–4.5 percent. Reference to non-constant growth analyses also suggests a result within this range. Based on all our analyses of the evidence in this proceeding, the Commission finds that the expected growth rate in dividends during the base year was 4.3 percent.[37] Adding this growth rate to the adjusted dividend yield of 10.95 percent results in an estimated industry average required rate of return for the base year of 15.25 percent.

5. Corroborative Evidence

Most commenters responding to the Commission's request for evidence corroborating the results of their primary analysis used some kind of risk premium approach. They obtained risk premiums, on average, of about 4 to 5 percentage points over long-term government bonds or public utility bonds. The Commission has evaluated these approaches and finds problems with all of them.[38] The fact of the matter is that it is intrinsically difficult to develop a current risk premium.

In general, commenters either established risk premiums by comparing realized returns on stocks and bonds over an extended historical period or they estimated required rates of return on common stock by using a DCF model and computed risk premiums by subtracting the interest rate on long-term bonds from such estimates. The problem with the first approach is that there is evidence that current risk premiums are smaller than historical studies would suggest. The problem with the second approach is that the calculated risk premiums are dependent on their DCF estimates of the investors' required rate of return and the Commission has found such estimates to be overstated.[39]

The most fundamental kind of corroboration for the 15.25 percent required rate of return found reasonable by the Commission comes from the 12.0–12.25 percent average interest rate on U.S. government bonds for the base year.[40] Since the common stock investors' required rate of return is in the nature of a long-term interest rate, a basic reference point is the interest rate on the lowest risk long-term securities available. From this perspective and against the background of the evidence submitted in this proceeding, the 15.25 percent required rate of return for public utility common stock appears consistent with the 12.0–12.25 percent government bond rates. Moving up the risk scale, the 15.25 percent also seems consistent with the 13.5 percent interest rate on newly issued public utility bonds for the base year.[41]

The 15.25 percent estimate of the investors' required rate of return thus implies risk premiums of about 3 percentage points over long-term government bonds and 2 percentage points over public utility bonds. When consideration is given to the changed relationship between debt and equity securities and the inherent limitations of risk premium analyses themselves, the Commission finds these implied equity risk premiums to be reasonable.

Industry average price-book ratios also provide corroboration for the estimated required rate of return. Within the framework of a DCF analysis, the price-book ratio will be one if the expected rate of return on common equity is equal to the investors' required rate of return. If it is more than the investors' required rate of return, the price-book ratio will be above one. If it is less, the price-book ratio will be below one. The latter case is relevant to the current proceeding since the price-book ratio for the base year was about 92.5 percent. Assuming the 15.25 percent is correct, this suggests that investors during the base year expected the electric utility industry to earn less than 15.25 percent on common equity for the foreseeable future. Based on its evaluation of the evidence, the Commission believes that sustainable return expectations for the industry were below 15 percent during this time period. As a result, the price-book ratio check is consistent with the 15.25 percent required rate of return found reasonable by the Commission.

The Commission has also evaluated the earnings-price ratios and statistical regression models relied on by commenters.[42] It finds that they either corroborate or at least are not inconsistent with the Commission's estimate of the investors' required rate of return.

The Commission recognizes the weaknesses and imprecision associated with all the corroborative methods introduced in this proceeding. For many of these corroborative approaches, e.g., risk premium analyses and statistical regression models, the Commission's judgment is that it is unrealistic to expect a result that is anything akin to a precise match with a DCF result. If this occurs, it may be nothing more than happenstance. Given the nature of the task, i.e., estimating the investors' required rate of return on a common stock investment, the Commission believes that the primary value of the corroborative methods is that they can provide useful insights regarding the reasonableness of the result reached through a DCF analysis.

6. Flotation Costs

The next issue involved in deriving the average common equity cost is flotation costs. These are the costs incurred by utilities when they sell new shares of common stock.

Three types of flotation costs were alleged to exist. First are the issuance costs, the actual out-of-pocket expenses for underwriting, legal work, and publishing. Second are the so-called market pressure costs. These are the effects of stock price declines that allegedly occur when new common shares are added to the existing supply. The third type is referred to as market break costs. These are characterized as the effects of issuing new shares in a poor market.

None of the commenters disputed the existence of issuance expenses. Nor did they argue against companies being allowed to recover these expenses in their rates. The only substantive argument with regard to these costs was whether an adjustment for these expenses should be made only for new common equity expected to be issued annually or for all common equity. In contrast, there was substantial disagreement among commenters as to the existence of market pressure and market break costs.

The Commission finds that utilities should be recompensed only for issuance expenses.[43] With regard to

[37] As discussed in Sectio IV.A.3.f below, this growth rate determination is not based solely on data for the sample of companies used in the dividend yield determination.

[38] *See* Section IV.A.4.a below.

[39] *See* Section IV.A.4.a below.

[40] Moody's 1984 Municipal and Government Manual, p. a8, shows that the average of the 10 year constant maturity Treasury bonds was 12.0 percent for the twelve months ending June 30, 1984. The 12.25 percent is the average interest rate on 20-year U.S. government bonds for this same period. *See* Initial Comments of EEI at Appendix B, Table 1.

[41] 13.5 percent is the average of the composite interest rates on newly issued public utility bonds for the twelve months ending June 1984, as reported in Moody's 1984 Public Utility Manual, p. a6. No new issues occurred in May 1984, so the 13.5 percent rate represents an average of the remaining 11 months. Since new issues rated Baa predominated during this period, the calculated average is likely upwardly biased as a reflection of an industry average interest rate for the base period. Interest rates on public utility bonds reported by commenters varied depending on bond rating, time period, and sample used.

[42] *See* Sections IV.A.4.b and c below.

[43] This is consistent with current Commission policy. *See* New England Power Co., 22 FERC ¶61,123 at 61,169 (1983) (Opinion No. 158).

whether an adjustment for these costs should apply to all common equity or only to new stock sales, the Commission agrees with the latter view. If utilities are allowed to recover their average annual issuance costs, they will be made whole. Average annual issuance costs are related only to new stock issues. While there are reasonable arguments for and against the existence of market pressure costs, the available empirical studies are inconclusive as to whether the average utility incurs a net market pressure cost when it issues new stock. With regard to market break, no empirical studies were submitted and the Commission finds its existence questionable.

In its Notice, the Commission suggested three alternative procedures for recovering these expenses: (1) Incorporating an industry average estimate in the generic rate of return, (2) using a formula to calculate company-specific adjustments to allowed rates of return, and (3) making these costs an above-the-line item in the cost of service. Most commenters agreed with the Commission's expressed inclination toward an industry average adjustment.

The industry average adjustment approach is the best alternative and the method adopted by the Commission for several reasons. First, flotation costs (or simply issuance costs) have a relatively small quantitative impact. Second, the appropriate costs are forecasted values relating to future new stock issuances. Thus, the small quantitative adjustments are also subject to forecasting errors, lessening the confidence that can be placed in the values. Third, while an industry average adjustment may cause overrecovery of flotation costs by a particular company in some years and underrecovery in other years, this likely reflects differences in the timing of construction programs which would probably even out over the long run. Finally, with respect to cost of service treatment of flotation costs, the small magnitude of the costs together with the relative jurisdiction of the Commission over most companies' rates limits the cost effectiveness of this option.

Based on the evidence submitted in this proceeding and explained below,[44] the Commission believes that an adjustment of 6 basis points to the market required rate of return is appropriate. This results in an industry average market cost of common equity for the base year of 15.31 percent.

[44] *See* Section IV.B below.

7. Jurisdictional Risk

The final issue in developing the base year cost estimate is the question of risk in jurisdictional vis-a-vis retail electric operations. The Commission finds the record inconclusive on this point. Lower regulatory risks were suggested by some commenters primarily by reference to the relatively high overall ratings given to the Commission by two investment firms, Merrill Lynch and Salomon Brothers, and by a review of specific Commission policies, such as construction work in progress and tax normalization. On the other hand, the Commission recognizes that regulatory risk may be offset by other types of risks and that it may be a type of risk that can be eliminated through diversification with a portfolio of other stocks.

Further, no commenter presented a reasoned basis for determining the appropriate adjustment. Since the benchmark determined in this proceeding serves only an advisory role, the Commission has decided not to make an adjustment to the industry average cost of common equity in this proceeding. Therefore, the Commission finds that the average cost of common equity for the jurisdictional operations of electric utilities during the year ending June 30, 1984 was 15.31 percent.

B. Quarterly Indexing Procedure

In its Notice, the Commission proposed that the average cost of common equity be indexed to public utility dividend yields and that the quarter-to-quarter changes in the benchmark rates be capped at 50 basis points. In making this proposal, the Commission stated its belief that it was reasonable to assume investors' expected growth rates would remain relatively constant between proceedings, especially since it had chosen to have annual rather than biennial generic proceedings. The Commission also noted the tradeoff between keeping the benchmark rates of return reflective of the actual cost of common equity and maintaining stability and predictability in allowed returns.

While some commenters had qualifications to various aspects of the Commission's proposal, they were generally favorable to the proposal as a whole. On review of the comments, the Commission adopts its proposal to index the cost of common equity to utility dividend yields with a cap on quarterly changes. Specifically, the Commission will keep the benchmark reflective of current capital costs by basing it on the median quarterly dividend yield for the most recent calendar quarter. Stability and predictability will be maintained by use of a 50 basis point cap on the quarter-to-quarter changes in the benchmark. This limitation applies only to the three quarters after the initial benchmark is set in each annual proceeding and before the completion of the next proceeding. The initial rate established in each annual proceeding will not be subject to the cap.

The sum and substance of the base year cost determination is to establish the parameters of a formula for deriving benchmark rates of return. This formula is essentially the DCF model referred to above, adjusted for flotation costs:

$k = a(y) + b$

where k = average cost of common equity

$Y = \frac{D_0}{P_0}$ = current dividend yield; current dividend rate divided by current market price,

a = 1 + .5g or one plus one-half the growth rate; the first adjustment factor which adjusts the current dividend yield for quarterly dividend payments, and

b = the expected dividend growth rate (g) plus adjustments for flotation costs and jurisdictional risks, where appropriate.

Based on the parameters estimated in this proceeding, the quarterly indexing procedure formula becomes:

$k = 1.02y + 4.36$

The quarterly dividend yield will be computed in the same manner as described above for the base year cost determination. The same sample of companies will be used. It will be computed as the indicated dividend yield divided by the average of the monthly high and low prices. The average will be measured as the unweighted median.

The procedural steps for establishing the first benchmark rate and the quarterly updates to the benchmark rate are explained in Section VI below.

C. Benchmark Rate of Return on Common Equity for July 1 through July 31, 1985

Based on application of the quarterly indexing procedure to data for the first calendar quarter of 1985 when the median dividend yield was 9.90 percent, the benchmark rate of return on common equity for the period July 1 through July 31, 1985 is 14.46 percent.[45]

[45] The backup data for these calculations have been placed in the public files. If this rule had been established in January 1985, the quarterly indexing procedure would have set the benchmark for the period February 1 through April 30, 1985 at 14.68 percent.

IV. Comment Analysis

A. Base Year Cost of Common Equity

1. DCF Model and Quarterly Dividends

Commenters were almost unanimous in recommending the DCF method as the primary method for estimating the cost of common equity.[46] Most commenters devoted their efforts to espousing particular DCF models rather than alternative approaches. The majority of commenters proposed constant growth DCF models.[47]

The variations on constant growth DCF models proposed by commenters are presented in Appendix B. As shown, differences between the models revolve around how they deal with the issue of quarterly dividend payments. While two deal with the issue through quarterly DCF models,[48] the majority propose various adjustments to the dividend yield component of the annual model. The models can be further distinguished by whether they reflect increases in the dividend rate paid to investors over the first year (quarterly compounding of dividends), whether they reflect a reinvestment of quarterly dividends to derive annual returns, or whether they reflect both.

Only customers recommended the following so-called continuous compounding DCF model.[49] (*See* Model (1) of Appendix B).

$$\text{Model (1)}\quad k = \frac{D_0}{P_0} + g$$

where k = market required rate of return
D_0 = current (indicated) annual dividend rate
P_0 = current market price
g = dividend growth rate

According to this model, the investors' required rate of return is equal to the current dividend yield plus a growth rate. This model is based on the assumption that dividends are paid out continuously and makes no adjustment to the dividend yield component for the fact that dividends are paid out quarterly rather than continuously.

In contrast, only utilities proposed that the Commission rely on the so-called discrete annual DCF model.[50] (*See* Model (4) of Appendix B.)

$$\text{Model (4)}\quad k = \frac{D_1}{P_0} + g = \frac{D_0\,(1+g)}{P_0} + g$$

where k, D_0, P_0, g are defined as above, and
D_1 = indicated dividend rate one year from now.

This model is based on the assumption that dividends are paid out once a year. According to the assumptions of this model, the dividend rate used in the yield component should be the dividend rate of a year from now. This rate is generally estimated by multiplying the current dividend rate by the growth rate used in the model. Like Model (1) proposed by customers, no adjustment is made for the fact that dividends are paid out quarterly rather than annually.

Two other models were proposed which would adjust the dividend yield to a value somewhere between that of the continuous and annual discrete models discussed above. (*See* Models (2) and (3) of Appendix B).[51]

$$\text{Model (2)}\quad k = \frac{D_0\,(1+.5g)}{P_0} + g$$

$$\text{Model (3)}\quad k = \frac{D_0}{P_0}\,\frac{[(1+g)^{.25}+(1+g)^{.5}+(1+g)^{.75}+(1+g)]}{4} + g$$

The first of these models, (Model (2)), effectively obtains an estimate of the average amount of dividends received by investors during the first year by multiplying the current dividend rate by one plus one-half the growth rate. The resulting required rate of return estimate is the midpoint of the continuous and discrete models. Commenters that proposed this model presented two arguments. First, they stated that the dividend rate in the constant growth model is supposed to reflect the nominal amount of dividends to be paid (or received) in the upcoming year. Generally, companies increase their dividend rate one a year. Some companies can be expected to increase their dividend rate in the near future, some a year from now, and the rest in between. Based on this, from the perspective of the average company or the average investor, the next dividend increase is a half year away from now. Thus, the current dividend rate is increased by one-half the expected annual growth rate to obtain the average amount of dividends that investors expect to receive during the upcomng year. The second argument proffered for Model (2) relates more clearly to quarterly dividend payments. PSEG analogizes the difference in the results of the continuous compounding and discrete annual DCF models to the difference between a compound and simple interest rate. The more compounding assumed, the lower the rate of return required to produce a given annual equivalent result. This commenter concluded that while continuous compounding would tend to understate the cost of equity, annual compounding would tend to overstate it. Since dividends are paid and compounded quarterly, the commenter proposed the midpoint between the two models.

Model (3) uses a little more complicated procedure that, in effect, estimates the annual dividend rates at the end of first, second, third and fourth quarters by use of quarterly compounding growth rates and then averages them for use in the dividend yield component. Similar to the arguments used to support Model (2), proponents of this model suggested that (1) it would reflect, on average, the dividends to be received over the year

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[46] Only two commenters opposed the use of a DCF approach. One, Iowa-Illinois, proposed an alternative ratemaking method whereby a real rate of return (which includes no allowance for inflation) would be applied to common equity investment adjusted for experienced inflation. This proposal represents a radical departure from current ratemaking methods and, as such, the Commission finds it beyond the scope of this proceeding. The other commenter, APPA, questioned the conceptual validity of applying a DCF-derived return to an accounting rate base. This issue is addressed in Section IV.C.2 below.

[47] Detroit Edison and SPS proposed non-constant growth DCF models.

[48] Models (8) and (9) of Appendix B. All model numbers used in text are the same as those used in Appendix B.

[49] Initial Comments of GSA at 3 and Exhibit 1, Public Systems at 10, and WCG at 2.

[50] Initial Comments of EEI at 2–19, MSU at 2, PPL at 5, SCE at 16, and SWEPCO at 3.

[51] These models were proposed by a variety of commenters. Model (2) was recommended in Initial Comments of Boston Edison *et al.* at 11, PSEG at 3 and PUCC at 2. Model (3) was recommended in Initial Comments of FA Staff at 2, Cooperatives at 94, and FPL at 7.

and (2) it increases the current dividend yield to reflect investors' opportunity to reinvest dividends on a less than continuous basis.

The other alternative constant growth DCF models presented by commenters incorporate, in different ways, adjustments that increase the expected return estimates to reflect returns from reinvestment of the quarterly dividend payments. (Models (5) through (9) of Appendix B).[52] Proponents of these models generally argued that investors' required returns on common equity reflect the reinvestment of periodic quarterly dividend payments. One of these commenters stated that the purpose of the adjustment was to recognize the cost to the utility of paying dividends to stockholders on a quarterly rather than an annual basis.[53]

Another commenter offered what was referred to as the "Refined DCF Model."[54] The purpose of this model seemed to be to portray the timing of dividend payments as accurately as possible. Thus, the model allowed users to incorporate the exact number of days before dividend payments occur. The commenter did not apply the model to actual data for the purpose of estimating the base year market required rate of return.

Two other commenters proposed non-constant growth DCF model formulations arguing that they better represented the real world.[55] Detroit Edison stated that where a firm's stock price is presently selling below book value and there is reason to expect recovery toward book value, the standard (constant growth) DCF model cannot be strictly employed. The standard model assumes that the market-to-book ratio remains constant. As a result, it ignores capital gains that may be expected to arise over the near term as market value moves toward book value. SPS proposed use of its "Life Cycle Growth DCF Model." This model diverges from the constant growth model by reflecting a declining rate of growth as the industry matures.

On review of the proposed models, the Commission believes the "best" model to rely on for purposes of this proceeding is Model (2). The Commission is most persuaded by the argument that the actual required rate of return is somewhere between the estimates derived from the continuous compounding and discrete annual DCF Models (Models (1) and (4)).[56] Investors prefer, and are thus willing to accept a lower return for, quarterly dividend payments beginning this quarter than annual payments beginning a year from now because they can reinvest the quarterly dividend receipts to obtain higher returns. Similarly, investors require a higher return for quarterly dividend payments vis-a-vis continuous dividend payments because they can reinvest the dividends received under the latter schedule. This is not the same as incorporating reinvestment of dividends within the model. The important distinction is that since investors can reinvest the dividends received on a quarterly basis, they do not require it in the return from a particular stock.

None of the commenters made a complete showing, mathematical or otherwise, that their adjustment to the dividend yield component of the DCF model properly adjusted for the implications of quarterly dividend payments. Only two of the proposals seem to arrive at reasonable approaches to the issue—Models (2) and (3). Both of these models attempt to estimate what the average investor will receive in dividends over the coming year. However, Model (3) seems to be biased slightly upward by assuming that the earliest receipt of dividends is three months away. Applying the model to a large group of companies, it essentially says that some companies will raise their dividend rate and pay out dividends three months from now, others will raise their dividend rate and pay out dividends six months from now, others nine months, and still others a year from now. If one modified the adjustment factor as follows:

$$\text{Equation (2)}\quad a = \frac{[1+(1+g).25+(1+g).5+(1+g).75+(1+g)]}{5}$$

the logic would seem to be complete and the result would closely approximate the adjustment of model (2), the difference being due solely to assuming simple or compounded growth in dividends during the year. Under this circumstance, it seems reasonable to choose the latter model as it is the simpler of the two.

The Commission agrees with commenters that this model best reflects the average dividends paid by companies (or received by investors) during the first year. Since companies increase their annual dividend rates at different times during a year, an estimate of the average amount of dividends that will be paid to investors during the first year is obtained by multiplying the current dividend rate by one plus one-half the growth rate.

Further, as discussed below (Section IV.A.2.c), the "indicated dividend rate" dividend by an average current market price is adopted as the Commission's measure of the current dividend yield. The indicated dividend rate is the most recently declared quarterly dividend rate times four (to make it an annual rate). Because of this, when one aggregates across many companies, the indicated dividend rate provides an estimate of the average amount of dividends received during the six months prior to the current time plus the average amount of dividends that will be received over the next six months. If this rate is multiplied by one plus the growth rate, the result is an estimate of the amount of dividends that will be received during the year beginning six months from the current time. Thus, by implication, the result of multiplying the current dividend rate by one plus one-half the growth rate is an estimate of the average amount of dividends that will be received during the year beginning now.

Models (5) through (9) assume reinvestment of dividends.[57] Since the required rate of return on common equity does not reflect reinvestment of dividends, the model used to estimate it should not reflect reinvestment of dividends. Specifically, the basic DCF formulation relates the future cash flows investors expect from a stock to the current market price of that stock. The growth investors anticipate is simply that related to future dividend payments from the company. The DCF model does not reflect any cash flows or growth in cash flows to investors from year to year arising from their reinvestment of

[52] Initial Comments of NEP at 13 and Schedule No. 2, Southern at 26, AUS at 21, NSP at 19, and Illinois Commission at 6. Reply Comments of EEI at 11 and Attachment A.

[53] Initial Comments of Southern at 24.

[54] Initial Comments of PSCC at 10 and Attachment 7.

[55] Initial Comments of Detroit Edison at 6 and SPS at 9.

[56] This is consistent with and supported by past Commission opinions. *See* Minnesota Power and Light Company, 3 FERC ¶ 61,045 at 61,133 n. 9 (1978) (Opinion No. 12); Minnesota Power and Light Company, 4 FERC ¶ 61,116 at 61,265 (1978) (Opinion No. 20); Public Service Co. of Indiana, Inc., 7 FERC ¶ 61,319 at 61,709 (1979) (Opinion No. 44); New England Power Co., 22 FERC ¶ 61,123 at 61,188 (1983) (Opinion No. 158).

[57] *See* Appendix B.

previously received dividends. Since the model does not reflect such reinvestment on a year to year basis, there seems to be no justification for reflecting it in the dividend rate for the first year. Further, as stated above, since investors may reinvest on their own the dividends they receive quarterly, they do not require or expect a return on particular stocks that reflect this reinvestment. If the Commission allowed rates of return that reflected such reinvestment, investors would receive such returns twice: once through the quarterly dividends received from that company and once through their reinvestment of those dividends.

While the "refined DCF model" and the non-constant growth models are alleged to enable the user to better reflect the real world, the potential gains in precision do not offset the benefits of using the simple constant growth model.[58] Using this model, the varying assumptions and parameter estimates of commenters can be compared and evaluated item by item in a relatively clear cut manner. On the other hand, the benefits of precision supposedly offered by the other models may be illusory if the evaluation of the necessary parameters is more complicated. Of these three proposed alternatives, however, the Commission sees merit in use of non-constant growth models akin to that proposed by Detroit Edison as a check on the reasonableness of any constant growth rate. Similar to the manner in which the yield component of the constant growth model represents a simplification of the real world where dividends are paid out quarterly, the constant growth rate represents a simplification of variable growth. As such, the constant growth rate is a composite average of non-constant growth rates over the future.

2. Dividend Yield

In determining the average current dividend yield for use in the DCF model, a number of factors are important. The first concerns the selection of companies to use it to derive the average dividend yield. What criteria, if any, should be used to establish the sample? Second, what statistic (or statistics) should be used to represent the average, e.g., the mean, the median? And, should this statistic give equal weight to all companies or base the weight each company receives on size or some other parameter? Finally, what definitions should be used for the dividend and price variables used in the computation of the yields?

a. *The Sample.* Most commenters, in developing their estimates of the average common equity cost, relied on a sample of utilities. Most commenters, however, did not specify a list of qualities they thought important in a sample, e.g., homogeneous risk. Instead they simply listed the selection criteria they used in deriving their samples, e.g., Moody's bond rating of BBB or better. They used a wide variety of criteria. The criteria ranged from the fairly innocuous one of being listed on the New York Stock Exchange to one that eliminated companies that had dividend yields in excess of 13.5 percent because they "confront peculiar and unrepresentative circumstances which significantly increase the industry's average dividend yield."[59] Most commenters, however, performed their analyses with roughly the same sample of between 90 and 100 companies.

The base set of companies potentially included in the samples of commenters was determined in large part by the sources of data they used. The two most commonly used sources were the Value Line Investment Survey and Standard and Poor's Utility Compustat II data base, both of which cover over 100 utilities. Some commenters also required sample companies to be covered by certain investment advisory services: Salomon Brothers, Merrill Lynch, and the Institutional Brokers Estimate System. Presumably for similar data accessibility reasons some commenters required companies to be listed on the New York Stock Exchange.

Many commenters argued that the sample should not include companies whose statistics could produce misleading DCF results. Common recommendations were screens that would eliminate companies that either omitted or reduced their dividend rate in the current quarter or recent past.[60] Both of these circumstances were alleged to create low or zero dividend yields that were unrepresentative of investor expectations and therefore were not appropriate in the context of a constant growth DCF model. Suggesting bias in the other direction, one commenter recommended deleting companies with dividend yields in excess of 13.5 percent or which had experienced significant price declines over the past year because they may represent situations where a dividend omission or reduction is imminent and known.[61] Rather than attempt to specify all the situations that would lead to misleading DCF results or otherwise distort the average, two commenters proposed using a criterion of 2 or 3 standard deviations from the mean to eliminate outliers.[62]

Some screens suggested by commenters were directed specifically toward problems in measuring the growth rate component of the DCF model. One commenter dropped companies whose calculated growth rates were negative while another eliminated companies whose growth rates exceeded 50 percent.[63] Two commenters required that the estimated growth rate be less than the market required rate of return.[64] Another commenter required that the utility must not have had a dividend decrease or omission or paid one time special dividends during the 10 years prior to the base period since that is the longest time period used to calculate dividend growth rates.[65]

Other commenters argued that the sample should be relatively homogeneous. One stated that similarity in risk is a requisite for the feasibility of a generic rate of return.[66] Some commenters screened out companies that had significant amounts of nonelectric or nonutility revenues.[67] Another commenter stated that companies should meet some minimum acceptable financial strength standard. In this regard, it should be noted that the rule allows companies with significantly different risk to ask for a different rate of return., Thus, some commenters included only companies that had bond ratings above a specified level or Value Line financial strength ratings above a specified level.[68]

Other commenters criticized the use of screening criteria.[69] They argued that such criteria were essentially *ad hoc* and their use would lead to endless debate. They also argued that if the benchmark is intended to be an average all companies should be included in the

[58] Cf. Delmarva Power & Light Co., 25 FERC ¶ 61,022 at 61,122 (1983) (Opinion No. 189), *affirming* Initial Decision, 22 FERC ¶ 63,052 (1983) at 65,208 (rejection of non-constant growth DCF model).

[59] Initial Comments of Public Systems at 3. See Reply Comments of FA Staff at Exhibit No. FAB1 for a summary of the samples and selection criteria proposed by commenters.

[60] Initial Comments of Boston Edison *et al.* at 4, PPL at 3, NEP at 2, and Cooperatives at 69. One commenter used the criterion on dividends must not have been reduced or eliminated at any time during the ten years prior to June 30, 1984. (Initial Comments of NSP, attachment at 16.)

[61] Initial Comments of Public Systems at 9.

[62] Initial Comments of Public Systems at 8 and MSU at 6.

[63] Initial Comments of FPL at 18 and EEI at 9.

[64] Initial Comments of FPL at 18 and NSP at 15.

[65] Initial Comments of NSP at 16.

[66] Initial Comments of GSA at 6.

[67] Initial Comments of PPL at 3 and AUS at 11.

[68] Initial Comments of PPL at 4, SCE at 9 and GSA at 6.

[69] Initial Comments of FA Staff at 15, EEI at 17, and FPL at 18.

sample. Further, they stated that differences can best be dealt with in individual rate cases.

In evaluating the sample selection, the Commission considers three factors important. First, the sample should give a reasonable representation of the electric utility industry as a whole. As such, it should be broad-based and include utilities that are predominately electric. Second, the date needed for the study should be available for all companies in the sample. For our purposes, this means that the companies should all be publicly traded and have the relevant price and dividend data. The prices are the monthly highs and lows. The dividend rate is the indicated dividend rate based on the latest ex-dividend date as of the end of each quarter. (See below) Third, for all companies in the sample, current information on these statistics should be easily accessible to interested parties through one or more sources. The latter two standards allow the Commission to use the same sample of companies to update the benchmark using the adopted quarterly indexing procedure.

The application of the three criteria results in a sample consisting essentially of those publicly traded utilities or combination companies that:

(1) Are predominately electric, [70]

(2) have their stock traded on either the New York or American Stock Exchanges, and

(3) are included in the Utility Compustat II data base. The Commission sees no reason to exclude companies that trade on the American Exchange since data availability for these companies is as good as for those companies listed on the New York Exchange. Application of these criteria produces a sample size of 100 companies.[71] These companies are listed in Appendix C.

The Commission will obtain the requisite data for its calculations from the Utility Compustat II computer data base, a source used by many commenters. However, the data for the sample companies are also available in the Standard and Poor's Monthly Stock Guide which has wide availability.

Further, for consistency, data for the same sample of companies will be used to calculate the dividend yield used to update the benchmark quarterly.

While the three criteria listed above will be used to choose the sample of companies, the calculation of quarterly dividends should not include companies whose data would lead to obvious errors in DCF cost estimates. During each quarter the Commission will exclude any company for which one of the following situations exists:

(1) The company, through merger or other action, no longer has its common stock traded on the New York or American Stock Exchange,

(2) The company has decreased or omitted a dividend payment in the current or prior three quarters, or

(3) The Commission determines on a case by case basis that some other occurrence causes the dividend yield for a company to be substantially misleading and to bias the resulting quarterly benchmark rate.

The first of these screens is intended to ensure a sample for the quarterly indexing procedure when a merger or the like occurs. The second screen prevents the use of companies whose circumstances would understate the dividend yield and potentially bias the results. An example would be where a dividend is reduced or omitted by a company facing short-term cash flow problems. If the dividend rate decrease or omission is expected to be a one time or short-term phenomenon, the use of a current dividend rate of zero in the D/P + g type model would clearly understate the utility's required rate of return. The simple constant growth DCF model is inappropriate and either the data would have to be adjusted or a different model would have to be used. Rather than deal with this problem, the Commission has chosen to delete these most obvious problem cases from the sample. Based on data for the recent past, the sample would be reduced by no more than a few companies due to this screen. And, the third screen is set up in case some unforeseen event occurs that causes one or more individual companies in the sample to distort the industry average yield. This is expected to be a rare occurrence and, of course, in the latter circumstance, the Commission would indicate the change in sample in its notice of the updated benchmark.

The Commission has decided not to go beyond these criteria and reduce the sample further by eliminating companies, e.g., those with significant non-electric operations or that are not financially strong. No commenter presented evidence to the effect that non-electric operations significantly affect the results. Also, to choose a sample of companies that meet certain threshold tests of financial health would not provide an industry average cost estimate. The Commission concurs in theory with the commenters that argue that all companies should be included in the sample if the benchmark is intended to represent the average. Only where obvious error or bias would result will the Commission exclude companies. Finally, while the existence of a high dividend yield or significant prior decline may portend a short-term aberration, such as an expectation of a future dividend omission, it may also reflect high capital costs. In any event, the concern for such outliers should be mitigated by the Commission's use of the median as a measure of the average (see below).

b. *Measuring the Average.* Commenters used different measures to determine the average dividend yield. The most common measure used was the unweighted mean. Some commenters, however, used weighted means, medians and adjusted means computed after eliminating outliers.

The unweighted mean gives equal weight to the dividend yields of each company in the sample. One commenter, MSU, recommended that use of the unweighted mean for dividend yields and growth rates mitigates the effects of firms whose size or extreme ratios might distort the estimate of the industry average.[72]

EEI looked at the unweighted mean and the market value weighted mean. For the market value weighted mean, the yield of each company is weighted by its total market value, thus giving greater weight to the yields of the largest companies.[73] EEI explained that the weighted mean provides an estimate of the required return on the average dollar invested in a group of companies, while the unweighted mean estimates the required return of the average company. While EEI concluded it was reasonable to develop an industry

[70] Operationally, the Commission has selected all companies classified in the industry groupings "Electric Services" or "Electric and Other Services Combined" by Standard and Poor's Compustat Services, Inc. These industry groupings are supposed to conform as nearly as possible to the Bureau of Budget Standard Industry Classification (SIC) Codes. Electric Services (SIC Code 4911) is defined as establishments engaged in the generation, transmission and/or distribution of electric energy for sale. Electric and Other Services Combined (SIC Code 4931) is defined as establishments primarily engaged in providing electric services in combination with other services, with electric services as the major part, though less than 95% of revenues. (Standard and Poor's Compustat Services, Inc., Utility Compustat II User Manual (1985))

[71] There are exceptions. One company that meets these criteria is deleted because it uses a nonstandard fiscal year. This causes its dividend yields to be out of time with the rest of the companies. This company is Southwestern Public Service Company. A second company, CP National, is deleted because in spite of its being listed as a predominantly electric company, it had only 19 percent of its revenues in 1983 derived from electric sales.

[72] Initial Comments of MSU at 5–6.

[73] Initial Comments of EEI at 1–12 of Appendix B.

average on either basis, it recommended the unweighted mean because it was consistent with its proposed flotation cost study and indexing procedure.

The weighted mean was recommended by other commenters.[74] One stated that the weighted mean was the correct statistic to rely on when dealing with a sample of companies with dissimilar characteristics and which occupy different proportions of the whole. Another commenter stated that weighting companies by their market value allows one to avoid tampering with the universe of companies. It argued that by using market value weights, firms with extreme high or low yields would have significantly less emphasis placed on them because their share prices would be low.

A few commenters evaluated (unweighted) medians as well as means.[75] Cooperatives stated that these two measures were approximately equal for the sample they looked at; thus, they focused on only the mean. Boston Edison *et al.* and FA Staff used the average of the two measures in their recommendations.[76] FA Staff stated that more often than not the unweighted mean adequately describes the group. However, it stated that the median is less affected by extreme values of statistics. In Reply Comments, the WCG pointed to the Boston Edison *et al.* study as showing a mean yield of 11.5 percent and a median yield of 10.9 percent.[77] They stated that this indicated a pronounced positive skewness in the distribution of yields across utilities because of a few utilities with high yields. In such a situation, WCG argued, the median is the technically more accurate measure of central tendency.

FA Staff also used the unweighted mean calculated after excluding outliers, or extreme values. It excluded dividend yields that were more than three standard deviations from the unweighted mean dividend yield, arguing that a normal, or bell shaped, distribution has 99.7 percent of the observations within plus or minus three standard deviations of the mean. Any observation lying outside that range would "be considered atypical of the population." [78]

[74] Initial Comments of Southern at 19 and Reply Comments of AUS at 19.

[75] Initial Comments of Cooperatives at 86, Boston Edison *et al.* at 5, and FA Staff at 17.

[76] FA Staff based its current dividend yield estimate on the average of the mean, median, and the mean adjusted to eliminate outliers.

[77] Reply Comments of WCG Appendix A at 31.

[78] Initial Comments of FA Staff at 18.

In evaluating the appropriate measure for the average, the Commission notes that an important objective of the generic rate of return approach is to minimize adjudication of this issue in individual rate cases. It follows that the appropriate measure of the average should be a rate that is reasonable for the greatest number of companies. Using such a measure should minimize the number of times a utility or its customers will argue for a rate other than the benchmark because the utility is significantly more or less risky than the average.

In comparing the alternatives, the median appears to be the most logical one to use for this purpose. The Commission agrees with commenters that the record evidence suggests that the distribution of dividend yields is skewed [79] and agrees with WCG that, in this circumstance, the median is the better measure of the average company's cost. This means that, in general, the dividend yields (and presumably the costs of common equity) for a greater number of companies will be closer to the median than the mean. Of the alternatives proposed, the median is also the least affected by the existence of extreme values in the data. This means that the industry average will not be distorted by a few companies. It also means that in the quarterly updating there will be less chance that random errors in arithmetic will affect the determined benchmark rates.

The other measures are less desirable primarily because they do not have the above features. The mean (weighted or unweighted) can be influenced by a few companies with extreme values, either low or high. If these extreme values are valid parameters for estimating the cost of common equity to these companies, the companies or their customers can probably show a significant difference in risk and justify a rate of return different from the benchmark. The benchmark, however, is intended to apply to most companies and so should not be allowed to be affected by a few atypical companies.

It may be more reasonable to adopt a mean calculated after excluding outliers. However, if the distribution of dividend yields is skewed to the right (as discussed above), it is difficult to distinguish outliers from high yields. The statistical methods available to detect outliers are rather subjective with symmetric distributions. They would be more difficult to justify with skewed (or asymmetrical) distributions. If the criterion for outliers is based on being so many standard deviations from the mean, as proposed, more companies will be deleted from the high end of the distribution than from the low end. Because of this, the standard deviation is not the best statistic to use to delete outliers when the distribution is not symmetric. It seems that the effect of using a standard deviation criterion for deleting outliers when the distribution is skewed is essentially to move the estimate of the mean closer to the median. This result can be achieved more easily by just using the median.

The Commission also sees problems with the use of weighted averages. EEI explained the difference between weighted and unweighted averages. The latter estimates the cost to the average utility while the former estimates the cost per dollar invested. As suggested by commenters, the weighting would be based on a measure of the size and value of the utility relative to the industry as a whole, giving proportionately more weight to the larger companies. This conflicts with the objective of establishing a rate of return that is representative of most utilities. Further, the other suggested benefits from weighting, i.e., to place less emphasis on extreme values, is better handled by using the median (unweighted) and deleting companies with obvious data problems.

c. *Dividend Rate and Market Price.* The dividend yield component of the DCF model is generally defined as the dividend rate divided by the market price. This section reviews the comments and determines appropriate statistical definitions for these variables. Most commenters that identified the dividend rate they used cite the "indicated dividend rate" which is generally defined as four times the last declared quarterly rate. Similarly, most commenters computed the market prices for their yield estimates as the average of monthly high and low prices. There were some slight variations on these measures. One commenter used the latest dividends paid rather than declared dividends. A few commenters used closing market prices instead of, or together with, the high and low prices. However, commenters did not offer any strong reasons for the latter alternatives or evidence that suggested that significantly different empirical results would obtain from their use.

The dividend rate specified by the model the Commission has chosen to use is the current rate. This is approximated by the so-called "indicated dividend rate" used by most

[79] Initial Comments of Boston Edison *et al.* at 5 and FA Staff at 17.

commenters. Since the "indicated dividend rate" is defined as the last declared quarterly rate times four, when aggregated across many companies it approximates the current rate at which companies are paying dividends.[80] Therefore, the Commission will use this rate in the dividend yield calculation for the base year determination and for the quarterly updates.

Since the objective is to determine the average cost of common equity during a quarter, the required market price statistic is the average price that prevailed during the quarter. The average of monthly high and low prices provides a reasonable estimate of this average price. Therefore, the Commission will adopt this method of estimating the market price for use in the dividend yield calculation.

The quarterly dividend yield (dividend rate divided by market price) could be calculated as an average of the three monthly yields. However, as the indicated dividend rate will generally be the same for each of the three months, this approach would generally provide the same result as the Commission's single quarterly yield calculation.

3. Growth Rate [81]

Commenters correctly identified the estimation of the appropriate growth rate in dividends as the most difficult task facing the Commission when conducting a DCF analysis of the investors' required rate of return. Since the growth rate being sought is the one expected by investors, it is not observable and thus must be inferred from all available evidence.

This is the nub of the problem for the Commission. What is the best evidence to use? Commenters made their estimates based on widely divergent approaches, data sources, and time periods, each one claiming that its analysis resulted in the best proxy for investors' growth expectations during the base year. Eighteen commenters made specific recommendations regarding the expected industry average growth rate based on their own analyses. Most recommendations fell between 4.00 percent and 5.25 percent, a range of 125 basis points.

Among the many reasons why the growth estimates varied was the fact that different samples were used in commenters' analyses. In some cases, the sample of companies used was not reflective of the industry, but rather a segment of the industry. Since the Commission has previously determined that a broad-based sample is required to obtain an estimate of the industry average cost of equity, it would not be appropriate to use the results of an analysis which relied on either a select group of companies or one which screened out such a large number of companies that the remaining sample cannot be characterized as representative of the industry.

Once the issue of sample size is resolved, there are essentially three ways of estimating the dividend growth rate expected by investors. One can rely on such historical growth series as earnings, dividends, or book value on the assumption that investors use these data over some particular period in formulating their dividend growth expectations. One can take account of the dividend or earnings growth forecasts made by professional investment analysts on the assumption that investors place as much or more reliance on this kind of information. Or one can obtain estimates of dividend growth indirectly by engaging in a fundamental analysis of how growth in dividends occurs. Of course, one can also rely on combinations of these three approaches. The varied results produced by commenters' analyses are shown in Table 2, categorized by the data source of approach relied on most heavily.

TABLE 2.—ESTIMATES OF THE EXPECTED DIVIDEND GROWTH RATE

Commenter	Basis for growth estimate				
	Historical data	Forecast data	Historical and forecast data	Fundamental analyses	Non-constant growth analyses
PPL	5.83				
SCE		5.64			
FPL		5.54			
NEP	5.50		5.00		
NSP	5.25				
Boston Edison et al.			5.25		
Southern			5.15		
AUS			5.08		
GSA		5.00			
PSEG	5.00				
EEI		4.98			
SEP			4.70		
Illinois Commission		4.41			
Detroit Edison					4.20
FA Staff				4.00	
PUCC	3.88				
Cooperatives				3.82	
Public Systems	2.70				

a. *Historical Data.* The growth estimates based on historical data series ranged from Public Systems' 2.7 percent to PPL's 5.83 percent.[82] To attempt to identify the historical growth rates relied on by investors, Public Systems did a correlation analysis to quantify the relationship between dividend yields and each of the historical growth rates in earnings, dividends, and book value over a ten year period. This was done for a 69-company sample which excluded "financially distressed" firms. Based on its analysis, Public Systems concluded that the six-year book value growth rate and the one year earnings growth rate were, in combination, most strongly correlated with dividend

[80] *See also* discussion in Section IV A.1 above.

[81] As indicated above, the Commission established a sample of 100 companies on which to base its estimate of the dividend yield component of the DCF model for the base year and for the quarterly indexing procedure. The median dividend yield for this sample is the statistical measure of industry average determined most appropriate given the purpose of the benchmark and the characteristics of the dividend yield data. This involves essentially a mechanical calculation upon which little disagreement is likely to arise.

In contrast, the growth rate determined in this proceeding is not based solely on data for a sample of companies in the industry. First, this component of the DCF model is much more speculative than the dividend yield component. Second, the Commission is unaware of any mechanical calculation procedure for computing individual company growth rates to which it is willing to ascribe at this time. Third, the Commission's review of the growth rate studies submitted in this proceeding suggest that, as long as the sets of companies used as a basis for the estimate are reasonably large and broad-based in their representation of the industry, the differences in results stem largely from factors other than the sample. Because of these considerations, the Commission sees no necessity for conforming the sample of companies used to derive the dividend yield with the sample of companies used for the growth rate. Nor does the Commission think it appropriate to conform the samples, at least at this time. The above considerations make it reasonable for the Commission not to require commenters to rely solely on data for a particular sample of companies in the development of their growth rate estimates. This is important where commenters rely on data sources or specifications that may not be available for all companies.

[82] Although the analysis performed by Public Systems arrived at a 2.7 percent growth rate, the implied growth rate embodied in its 13.5 percent rate of return recommendation was 3.0 percent.

yields.[83] The six-year book value growth, however, was responsible for most of the combined correlation and when both growth rates were weighted by their regression coefficients an average percent was obtained.[84]

Most commenters relying on historical data used growth in dividends over some past period. The 5.83 percent recommended by PPL was based on the five year historical dividend growth rate for 97 companies.[85] Detroit Edison used Value Line's compound growth rate in dividends of 4.86 percent for the ten years ending 1983.[86] The PUCC recommended 3.88 percent based on a ten-year historical growth rate in dividends, although no underlying data was provided supporting its calculation.[87]

Some commenters relied on averages of historical data for making their growth rate recommendations. NSP calculated the 5 and 10 year dividend growth rates to June 30, 1984 at 5.56 percent and 4.94 percent, respectively, and recommended 5.25 percent—the average of these two figures.[88] NEP calculated the same growth rates through 1983 to be 5.73 percent and 5.19 percent, respectively. NEP used the average of 5.5 percent as the top end of its recommended range.[89] PSEG arrived at a 5 percent growth rate by taking an average of the five year dividend growth rate of 6 percent for Moody's 24 electric utility index and a "sustainable" growth rate of 4 percent, which was calculated as the product of the retention ratio and the return on common equity.[90]

In Reply Comments, Cooperatives argued that the historical growth rates employed by most commenters overstated investors' long-term growth expectations.[91] They noted that these commenters generally relied on historical growth in dividends and objected to the use of earnings or book value growth because of the industry's adverse circumstances over the last ten years. According to Cooperatives, however, these commenters did not satisfactorily explain why investors would use the variable with the highest growth rate as the basis for their long-term growth expectations.

FA Staff argued against the use of historical growth rates in general:

> We believe that historical growth rates should be used only if a compelling case can be made that the economic conditions and company fundamentals which influenced these historical growth rates will prevail in the future.[92]

FA Staff noted that the industry average earned rate of return on common equity increased from 11.5 percent in 1979 to 14.9 percent in 1983, which in turn led to earnings and dividend growth rates above sustainable levels. In addition, inflation and interest rates are down from their highs, and the industry's capital requirements are on the decline. Based on these considerations, FA Staff contended that this rising trend in earned rates of return is not likely to recur in the future, thereby making it inappropriate to use short-term historical earnings and dividend growth rates as proxies for investors' long-term dividend growth rate expectations.[93]

b. *Forecast Data.* Several commenters used analyst forecasts of dividends or earnings as the basis for their growth estimates, which ranged from 4.41 percent to 5.64 percent. The EEI recommended a 4.98 percent growth rate based on analyst forecasts of five year growth rates in earnings per share published by the Institutional Brokers Estimate System (IBES), which surveys numerous analysts across the country on a monthly basis.[94] EEI's estimate was based on the mean value of monthly forecasts over the year ending June 1984. SCE based its growth estimate of 5.64 percent on the dividend growth rates projected by the Value Line Investment Survey for 56 "financially healthy" companies.[95] FPL used the average of the projected five year growth in dividends published by Merrill Lynch, Salomon Brothers, First Boston Corporation, and Value Line as the basis for its 5.54 percent recommendation.[96] The GSA recommended a dividend growth rate of 5.0 percent based on the average forecasts published by Value Line, Merrill Lynch, Salomon Brothers, and Prudential Bache for 59 companies whose Value Line financial strength was B++ or higher.[97] The Illinois Commission recommended a 4.41 percent growth rate based on analyst earnings forecasts published by IBES.[98] In contrast to EEI, however, which used an average of monthly forecasts over the year ending June 1984, the Illinois Commission took its growth rates from an IBES publication dated September 20, 1984.

Three commenters objected to using analysts' forecasts. Cooperatives argued that there is ample evidence that analysts' 3–5 years forecasts are above the industry's long run sustainable growth rate.[99] They pointed out that the industry is rebounding from a period of economic recession, high construction expenditures, and rising costs of capital. According to Cooperatives, analysts are projecting long-run sustainable growth to be lower after the near term recovery is completed. They cited Merrill Lynch's 4 percent projected steady-state growth in earnings per share beyond five years and Paine Webber's sustainable growth rate forecast of 2.9 percent after 1987.[100] Public Systems also contended that these forecasts "are not an accurate estimate of investor expectations for the long term."[101] Public Systems believes the short-term projections made by analysts reflect recent events and are changed frequently as conditions change.

In its Reply Comments, Public Systems argued further that some of the sources used by companies are neither widely available nor very reliable.[102] WCG also challenged the reliability of analyst forecasts, but conceded that investors may give some credence to them.[103] In WCG's view, however, analyst forecasts are not the expectations of the market but merely one, frequently discounted, source of information influencing investors.[104] Moreover, WCG contended that even if analyst forecasts were the sole basis upon which investors developed their growth expectations, the consensus of such expectations are not the same as the expectations of marginal investors, which are what is required for the growth factor used in the DCF model. WCG believes that the marginal growth rate will generally be lower and, assuming that the consensus growth rate is a mean, it calculated that the marginal growth rate associated with the IBES

[83] Initial Comments of Public Systems at 34.

[84] The result came to 2.19 percent when Public System's 90 company sample was used.

[85] Initial Comments of PPL at 1, 8.

[86] Initial Comments of Detroit Edison at 17. Their primary recommendation was based on a non-constant growth DCF model. This 4.86 percent is used in their alternative, constant growth analysis.

[87] Initial Comments of PUCC at 1.

[88] Initial Comments of NSP at 21–22.

[89] Initial Comments of NEP at 13–16. The lower end of its range, 5.0 percent, was based on a fundamental analysis which is discussed below.

[90] Initial Comments of PSEG at 5–6.

[91] Reply Comments of Cooperatives at 43.

[92] Reply Comments of FA Staff at 10.

[93] *See also* Reply Comments of WCG at 19.

[94] Initial Comments of EEI at 27 and Appendix B, Table 8.

[95] Initial Comments of SCE at 18–19.

[96] Initial Comments of FPL at 9, 26.

[97] Initial Comments of GSA at 2 and Appendix I.

[98] Initial Comments of Illinois Commission at 8.

[99] Reply Comments of Cooperatives at 20.

[100] *Id.* at 22–23.

[101] Initial Comments on Public Systems at 16.

[102] Reply Comments of Public Systems at 11–15.

[103] Reply Comments of WCG at Appendix A, 4–8.

[104] *Id.* at 14.

data would be 165–300 basis points below the 4.98 percent mean.

c. *Historical and Forecast Data.* Some commenters chose to base their growth estimates on both historical and forecast data.[105] Boston Edison *et al.* took into account that the average of historical growth rates in earnings and dividends over five and ten year periods as well as analysts' projections have both approximated 5.5 percent. Using recent growth from retained earnings of about 5.0 percent, they concluded that 5.0–5.5 percent was a reasonable range for investors' growth expectations and recommended the midpoint of 5.25 percent.[106] AUS evaluated five year historical growth rates in earnings, dividends, and book value and seven different forecast growth rates published by Merrill Lynch and Value Line.[107] By computing a market-weighted average of the five year historical dividend growth rate published by Value Line and the Merrill Lynch forecasts of growth in dividends, earnings, and steady-state earnings, AUS arrived at a recommended growth rate of 5.08 percent. SWEPCO recommended a 4.70 percent growth rate based on a weighted average of a five year historical growth rate in earnings and dividends of 5.73 percent and a forecast growth rate in earnings and dividends of 4.01 percent.[108] It gave 60 percent weight to the forecast growth rate and 40 percent weight to the five year historical growth rate in dividends. Southern developed its growth rate estimate of 5.15 percent by calculating a weighted average of a five year historical growth rate in earnings, a sustainable growth rate based on the industry average retention ratio and the required rate of return, and analysts' forecasts published by IBES.[109]

d. *Fundamental Analyses.* In developing its estimate of the dividend growth rate expected by investors, FA Staff rejected the use of earnings and dividend growth rates as a proxy for long term dividend growth. Its rationale was that changes in earned rates of return and dividend payout ratios can cause trends in earnings and dividends which are not sustainable over the long term. In its view, "book value growth represents the most reasonable estimate of the long-run sustainable growth rate."[110] As explained, the two components of book value growth are retained earnings growth and growth from sales of common stock. Growth from retained earnings, or internal growth, is a function of the expected return on common equity (r) and the expected retention ratio (b).[111] Growth from stock sales or external growth is a function of how much stock is expected to be sold (s) and at what price relative to book value (v).[112] The formula expression for the sum of internal and external growth is $g = br + sv$.

FA Staff computed the br component to be 4.15 percent by estimating the expected return on common equity at 14.3 percent and the expected retention ratio at 29 percent. It calculated the sv component to be—0.15 percent by estimating that the expected growth in common equity due to new stock sales was 1.85 percent per annum and the expected accretion factor was −8.11 percent. The accretion factor was based on an industry market to book ratio of 92.5 percent for the year ending June 30, 1984. With an internal growth rate of 4.15 percent and an external growth rate of −0.15 percent, FA Staff recommended a 4.0 percent dividend growth rate for inclusion in the standard constant growth DCF model. According to the FA Staff, "varying growth assumptions more than a few years hence have little effect on the current market cost of common equity." As a result, "A single constant growth rate 'g', which largely reflects near term data, should satisfactorily measure the investors' long-term growth rate."[113] WCG endorsed the growth analysis of the FA Staff, although it argued for a lower rate of return primarily because of the alleged lower regulatory risk associated with the wholesale electric business.[114]

Cooperatives engaged in the same kind of fundamental br + sv analysis of expected growth in book value as did the FA Staff, but they relied on different, though similar, data and arrived at a growth rate recommendation of 3.82 percent.[115] Although both calculated the sv component to be −0.15 percent, it was somewhat fortuitous in that they used different numbers for the individual s and v variables. The end result differed because of the br component. Cooperatives calculated a weighted average br of 3.97 percent for its combined nuclear and nonnuclear groups based on b and r variables that were slightly lower than those used by the FA Staff.

As noted before, the lower end of NEP's recommended range, 5.0 percent, was also based on a fundamental analysis.[116] However, the br component was based on the rates of return and retention ratios realized for the year ending June 1984, and the sv component was computed using the market to book ratio on June 30, 1984.

Most companies argued that the internal growth rate, br, estimated by FA Staff was understated. AUS pointed to the 15.4 percent actually earned for the year ending June 1984, as well as the 35 percent retention ratio.[117] NSP and NEP noted how sensitive the br + sv analysis is to the retention ratio, b, in the equation. Boston Edison *et al.* stated that each one percentage point by which the dividend payout ratio is overstated leads to a 15 basic point understatement in the br component. Boston Edison *et al.* also contended that FA Staff may have understated the br component by replying on Value Line projections which were published in the last quarter of the base year, while the dividend yield was calculated for the year ending June 1984. According to them, Value Line's earnings and dividend projections were lower in that last quarter than they were in the three preceding quarters.[118] AUS argued that it is more reasonable to look directly to earnings and dividend forecasts "than to attempt to circuitously identify isolated components of growth."[119] A few commenters just asserted it was wrong to use the growth in book value as a proxy for investors' dividend growth expectations.[120]

Most companies also took issue with the FA Staff's use of a negative sv, or accretion factor, within the context of the standard constant growth DCF model. Although based on an estimate that investors expect new stock issues over the near term to be sold at prices below book value, commenters

[105] PEPCO derived an estimate of 6.5–7.0 percent for 15 "superior quality" electric utilities by using five to seven year historical growth rates in dividends and five year dividend growth projections made by Value Line, Merrill Lynch and Salomon Brothers, but did not represent it as an industry-average estimate. See Initial Comments of PEPCO at 11–12.

[106] Initial Comments of Boston Edison *et al.* at 18.

[107] Initial Comments of AUS at 24–25.

[108] Initial Comments of SWEPCO at 4.

[109] Initial Comments of Southern at 5–6.

[110] Initial Comments of FA Staff at 5.

[111] The retention ratio is equal to one minus the dividend payout ratio.

[112] The variable "v", called the accretion factor, is equal to one minus one divided by the ratio of market price to book value.

[113] *Id.* at 3.

[114] Initial Comments of WCG at 9.

[115] Initial Comments of Cooperatives at 95.

[116] Initial Comments of NEP at 16.

[117] Reply Comments of AUS at 23; *see also* Reply Comments of Boston Edison *et al.* at 4–6, NEP at 9–11.

[118] Reply Comments of Boston Edison *et al.* at 2.

[119] Reply Comments of AUS at 23.

[120] *See, e.g.*, Reply Comments of PEPCO at 5, AUS at 13.

contended that the implication of using that estimate in the constant growth model is that investors expect such dilution to continue, on average, forever. And this means that investors must expect that the industry will earn a rate of return on common equity below its cost of equity, on average, also forever. Such an assumption, according to these commenters, is unreasonable, particularly "in light of the recent improvement in market-to-book ratios and the improved levels of earnings * * *" [121] Boston Edison *et al.* believes that "a more realistic assumption would be for investors to expect dilution only in the near-term future." [122] Some commenters argued that "the inclusion of such a term perpetuates a utility's inability to sell new common stock at a market price equal to or above book value." [123]

e. *Non-constant Growth Analyses.* Two commenters used non-constant growth DCF models. Only one, however, presented its variable growth rate estimates separately so as to allow the Commission to evaluate them. [124] Detroit Edison stated that its formulation of the DCF model "allows for the possibility that investors could expect a firm's dividend growth and other financial parameters to vary over time for some period before the constant growth rate applies." [125] Using Value Line data, Detroit Edison estimated a dividend growth rate of 4.67 percent through 1988 and 4.04 percent thereafter. The growth beyond 1988 was estimated based on the br or internal growth approach. The implied constant growth rate was calculated to be 4.20 percent. [126] In its Reply Comments, FA Staff urged the Commission to reject the use of a non-constant growth rate. In its view, it is not necessary to consider a non-constant growth rate and, furthermore, spot estimates four years in the future are subject to significant measurement error. [127]

f. *Discussion.* Estimating the investors' expected growth in dividends is a necessary input in any DCF analysis. If the Commission were to fully heed the Reply Comments in this proceeding, however, there would be no way of implementing a DCF model. It is probably fair to say that the Reply Comments challenged the validity of every expected growth rate recommended by commenters. Somewhat predictably, the Reply Comments focused on those parties whose positions were most adverse to their own. The use of historical growth rates, analysts' forecasts, and fundamental growth analyses were all criticized.

Notwithstanding the nature of the Reply Comments, the Commission believes that reasonable conclusions can be drawn from the submitted analyses regarding the expected growth rate. Moreover, the Commission explicitly rejects the notion that one kind of data or another need be ignored in determining the expected growth rate. While it ultimately may be appropriate to give little or no weight to some data, that judgment should be made only after considering all the evidence and why some data merit greater weight than other data. The Commission believes that it is through the process of comparing and evaluating the data that a reasoned decision can be made regarding the expected growth rate.

The primary issue with respect to the use of historical data for estimating the expected growth in dividends is whether the Commission should rely on such data at all. In the Commission's judgment, historical data does provide a useful frame of reference, regardless of how much weight is ultimately given to it. Its value is enhanced in this proceeding because it is industry average data, which can be expected to exhibit greater stability than individual company data and thus should provide a better basis for making estimates of the future. It is apparent, however, that the future may not be a reflection of the past and the more likely this is the case the less dependable historical data is. As a result, the Commission is compelled to make a judgment regarding the extent to which investors would rely on historical data in forming their growth expectations based on an assessment of the underlying economic forces contributing to past trends.

Another judgment that needs to be made is whether any particular historical series is a good proxy for investors' dividend growth expectations. The Commission believes that the answer depends on an evaluation of historical conditions in the light of both current and reasonably foreseeable circumstances. In other words, it is not appropriate to conclude for all time that either historical growth in dividends, earnings or book value is the most reliable indicator of investors' expected growth in dividends. To the extent that historical data can be used for guidance in this proceeding, however, the record supports the use of historical dividend growth because economic conditions over the last ten years appear to have distorted the other two growth series to a greater extent.

The specific issue raised with respect to the use of five year dividend growth rates is why investors would formulate their long run expectations based on a relatively short period that incorporated significant changes within the industry. As was well documented, the electric utility industry has experienced several years of increasing rates of return and has recently been earning at an historically high level. Moreover, the bulk of the burdensome construction programs undertaken during the 1970's now appears to be over for most companies. In fact, near term forecasts show industry construction expenditures continuing to decline for the next several years. [128] We are in a changing environment and growth estimates based on recent historical data may not reflect investors' long run expectations.

The potential difficulty in relying on short-term growth rates was recognized by many commenters, and several tried to resolve the problem by including in their analysis a ten year growth rate in dividends. [129] These growth rates depending on the method of calculation and the industry sample used, tended to congregate around 5 percent. The five year historical growth rates in dividends were above 5.5 percent

Given the increasing earned rates of return on common equity during the last five years, the Commission believes that the five year historical dividend growth rates are upwardly biased as a reflection of investors' long-term growth expectations. Since an average of 5 and 10 year historical growth rates gives heavy weight to the 5 year data, the Commission believes that such averages are also upwardly biased. If the Commission were constrained to choose only one historical growth rate in this proceeding, it would select the ten year historical growth rate in dividends. This period covered both good and bad times and thus might be expected to reasonably reflect long-term expectations of future conditions. It

[121] Initial Comments of EEI at 19–20, SCE at 29, Boston Edison *et al.* at 22, Detroit Edison at 13.

[122] Initial Comments of Boston Edison *et al.* at 25.

[123] Initial Comments of SCE at 29; See also Reply Comments of AUS at 19.

[124] SPS used a non-constant growth DCF model to estimate the investors' required rate of return, but the average implied growth rates were not separately stated.

[125] Initial Comments of Detroit Edison at 15.

[126] *Id.* at 20–21.

[127] Reply Comments of FA Staff at 11.

[128] Initial Comments of EEI, Appendix A, Table 5.

[129] Although PUCC stated that it used a ten year historical growth rate in dividends, its 3.88 percent estimate differed so much from the same calculation made by other commenters that it appears an error may have been made. At any event, the result cannot be relied on since the lack of backup data precludes checking the calculation.

should be clear, though, that there is no one best historical growth rate to use within the framework of a DCF model. Changing conditions with respect to both capital markets and the industry will cause various historical growth rates to be more or less reflective of investors' long term growth expectations.

Public Systems was the only commenter to rely primarily on historical growth in book value, and the Commission has several concerns with its correlation analysis. First, it is not reasonable to believe that investors only give consideration to historical data in forming their growth expectations. This seems particularly true with respect to the historicial book value growth over the last ten years, which was greatly affected by large amounts of new stock being sold at significant discounts from book value. Second, correlation analysis does not by itself demonstrate a cause and effect relationship between the variables being tested. As Boston Edison *et al.* pointed out, one can get similarly high correlations between dividend yields and the significantly higher forecasted growth rates published by Salomon Brothers and Value Line.[130]

Finally, a 2.7 percent dividend growth rate suggests an unrealistically low rate of return on common equity expected by investors. For example, using a sustainable growth analysis, the 2.7 percent growth rate implies a 9.0 percent expected rate of return on common equity assuming an industry average retention ratio of 30 percent.[131] If other plausible retention ratios are used, the results are not sufficiently different to contradict the main point that a 2.7 percent dividend growth estimate is unreasonably low.

For those commenters that used analysts' forecasts, it was generally necessary to rely on short-term growth estimates, since such forecasts tend to be for only 3–5 years. The individual forecasts relied on by these commenters ranged from below 4 percent to above 6 percent. The forecasts were often averaged together, however, so that the end result forecast actually used was more likely to be in the range of 5.0–5.5 percent. The issue raised here is the extent to which the Commission should give weight to these analyst forecasts.

It seems reasonable to believe that investors would make use of all available data, historical, current, and forecast. As a result, the Commission believes that investors do give consideration to analysts' forecasts and that it is thus appropriate to take them into account when estimating their dividend growth expectations. As far as which forecasts to rely on most heavily, the Commission believes that more is better than less. Therefore, the EEI estimate of 4.98 percent, which is based on the forecasts of many analysts, should provide a better indication of what investors expect than forecasts made by only one source or the average of just a few sources.

The Commission agrees with WCG that the growth factor in the DCF model should reflect the expectations of the marginal investors, but it believes that the evidence submitted on this point does not establish that the consensus growth rate is an unreasonable proxy for such expectations. The Commission, however, is sensitive to the argument made by Public Systems that analyst forecasts for 3–5 years may not capture investors' long run expectations.

In the Commission's judgment, the fundamental analysis undertaken by the FA Staff and others is a useful approach. The Commission agrees with WCG:

> Earnings, dividends, book value, rate or return, and payout ratio are defined in terms of one another. Thus, earnings are return on equity times book value; dividends are earnings times payout ratio. Certain mathematical relationships follow these definitions. If return on equity and payout ratio are held constant, percentage growth in book value, earnings and dividends must be the same.[132]

The Commission recognizes, however, that the use of this approach by itself cannot guarantee accurate results. What the approach does do, however, is to provide insights into the fundamental underpinnings of dividend growth and thus enables one to evaluate the reasonableness of historical or forecasted dividend data.

As discussed previously, FA Staff and Cooperatives conducted similar fundamental analyses, which yielded comparable results. The FA Staff's analysis, however, was more comprehensive in that it relied on more sources and used several different approaches. Moreover, as NEP pointed out, the Cooperatives relied on Value Line projections of rates on return on year-end common equity, which produced a downward bias in its result because such returns understate the rates of return on average common equity.[133] On balance, therefore, the Commission is inclined to rely more heavily on FA Staff's analysis.

The fundamental analysis done by NEP was based on a br component that reflected the realized rate of return and dividend payout ratio for the base year. The Commission believes, however, that the recent industry trend in these two variables makes the base year results an inappropriate basis for estimating future growth expectations. The weight of the evidence suggests that investors would expect the realized rate of return to decline and the dividend payout ratio to increase. The 5 percent growth estimate produced by NEP's analysis, therefore, can be viewed as no more than the upper end of the range of reasonableness, the bottom end being the 4 percent growth estimate of FA Staff.

Although the FA Staff's analysis made an explicit effort to take into account near term and sustainable trends, the Commission is cognizant of the sensitivity of a fundamental analysis to the inputs selected. Under these circumstances, the Commission believes it is appropriate to evaluate the reasonableness of alternative inputs. For this purpose, it is instructive initially to review the br and sv components used by FA Staff and NEP:

$g = br + sv$
FA Staff: $4.0 = 4.15 - 0.15$
NEP: $5.0 = 5.34 - 0.30$

Although NEP incorporated a larger negative sv component in its analysis, its growth estimate was primarily a function of the much larger br component it used. As the Commission has already observed, there is good reason to believe that NEP's br component is significantly overstated because of its reliance of base year data which do not seem sustainable. On the other hand, FA Staff's 14.3 percent estimate of the expected rate of return on common equity in its br component appears reasonable and was well supported. Its use of 29 percent for the expected retention ratio (one minus the dividend payout ratio), however, appears more subject to an estimating error because it is more sensitive to both future earnings growth and managerial decisions regarding the declaration and payment of future dividends.

Moreover, the retention ratio can have such a substantial impact on the end result that it seems prudent to give consideration to more than one estimate. This is particularly true given the circumstances of a 65 percent average dividend payout ratio for the base year and FA Staff's estimate of a 71 percent sustainable payout ratio.

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[130] Reply Comments of Boston Edison *et al.* at 13–15.

[131] A 2.7% growth rate divided by an average retention ratio of 0.30 equals an average expected return of 9.0 percent, or $br = (.30)(9.0) = 2.7$.

[132] Reply Comments of WCG at 18.

[133] Reply Comments of NEP at 11.

What needs to be taken into account is that investors might reasonably have expected that it would take a period of time before the industry reached the 71 percent level. If one assumes a 68 percent dividend payout ratio, the midpoint of the base year payout and the FA Staff's estimate, the br component increases from 4.15 percent to 4.58 percent.

With respect to the negative sv term, or accretion factor, the Commission has two concerns. There should be no controversy regarding the proposition that sales of common stock at prices different than book value affect growth in book value and ultimately earnings and dividend growth. The prospect of such sales should thus be taken into account. Nonetheless, the fact that the market price was so close to book value during the base year makes somewhat tenuous a projection that investors expected dilution over the near term, particularly against the background of improving profitability and capital market conditions.[134] The Commission is not contending, however, that one assume that the sv factor is zero at all times. It is at least conceivable that investors would expect the sv factor to be either positive or negative over the long-term if capital market and/or industry conditions were particularly buoyant or depressed. Rather, the Commission is suggesting that it is difficult to have a high degree of confidence in a relatively small adjustment under current cirumstances. Such a quantification appears to profess greater accuracy in one's estimate than is warranted. In addition, assuming that investors did expect dilution over the near term, there is an issue of whether it is appropriate to incorporate such short-term expectations into the constant growth DCF model, if in fact they expected the market-book ratio to approximate one beyond the near term.

Based on the analysis up to this point, the Commission believes that the evidence supports a range for the expected growth rate of between 4 and 5 percent. The 5 percent growth rate is based on 10-year historical growth rates in dividends, NEP's fundamental analysis, and analysts' forecasts. The Commission, however, would give greater weight to analysts' forecasts because of the significant changes the industry experienced over the last ten years, which make the extrapolation of historical data less reliable than it otherwise would be. With respect to analyst forecasts, however, the Commission's evaluation suggests that they should be viewed as essentially short-term expectations, which is what they in fact purport to be, and that such expectation overstated investors' long-term growth expectations during the base year. The 4 percent growth rate is based on FA Staff's fundamental analysis, which the Commission believes should be relied on most heavily. When consideration is given to alternative inputs to the FA Staff's analysis particularly with respect to the retention ratio and the sv component, the range of reasonableness can be narrowed further to 4.0–4.5 percent.

Reference to a non-constant growth analysis also suggests a growth rate estimate within the 4.0–4.5 percent range. When using a DCF approach in estimating investors' required rates of return, the norm has been to use the constant growth form of the DCF model. This model assumes, among other things, that dividends are expected to grow at a constant rate in perpetuity. It does not require, however, that dividends in reality grow at a constant rate from one year to the next, but only that one use a constant growth rate for purposes of implementation. This might entail, for instance, converting a variable growth rate to a mathematically equivalent average growth rate. A few commenters did engage in this type of analysis.

As discussed before, Detroit Edison calculated a 4.2 percent average growth rate based on a 4.63 percent rate through 1988 and 4.04 percent thereafter. The Cooperatives also included a non-constant growth analysis in their Reply Comments.[135] Among the possibilities they considered was that investors would expect near-term growth of 5 percent and growth thereafter of 4 percent. The weighted average of the growth rates for the first and second stages of growth was calculated to be 4.26 percent, assuming a first stage of three years, and 4.39 percent, assuming a first stage of five years.[136] Although this example did not incorporate specific industry data for dividends and prices, the Commission believes it is suggestive of the impact of a variable growth analysis using such data. Non-constant growth analyses are particularly useful for the purpose of demonstrating explicitly how misleading results can be derived if one makes use of short-term historical data or near-term projections which are not good proxies for investors' long-term growth expectations. Under some circumstances, of course, either or both of these data sources may reasonably reflect investors' long-term growth expectations. In this proceeding, however, the evidence suggests that this is not the case.

Based on the preceding evaluation of commenters' growth analyses, the Commission finds that the expected growth in dividends is 4.3 percent.[137] Adding this growth rate to the adjusted dividend yield of 10.95 percent produces an estimated industry average required rate of return of 15.25 percent.

4. Corroborative Evidence

In the Notice, the Commission requested commenters to provide corroborative evidence of their estimated costs of common equity. Most commenters used some kind of risk premium approach. Other techniques used by commenters included price-book and earnings-price ratios, statistical regression models, and comparable earnings data.

In the judgment of the Commission, all the corroborative methods used in this proceeding have weaknesses that require that they be evaluated carefully. While some corroborative methods can provide guidance regarding the reasonableness of a required rate of return estimate, it does not seem realistic to always expect a very close correspondence with such an estimate, however, it is arrived at.

a. *Risk Premium Approaches.* A basic reference point for evaluating the reasonableness of the required rate of return estimate in this proceeding is the 12.0–12.25 percent average interest rate on U.S. government bonds and the 13.5 percent average interest rate on newly issued public utility bonds for the base year. Given such data, as well as the evidence submitted in this proceeding, the 15.25 percent required rate of return found by the Commission appears reasonable.

In general, commenters using a risk premium approach as an alternative method were either utilities or their representatives. Some of these analyses involved first estimating the investors' required rate of return with a DCF model and then subtracting the interest rate on some long-term debt instrument to obtain the relevant risk premium.[138]

[134] In fact, Boston Edison *et al.* pointed out that data from a Value Line report relied on by the FA Staff shows that the price-book ratio projected by Value Line was 1.02. *See* Reply Comments of Boston Edison *et al.* at 8.

[135] Reply Comments of Cooperatives at 24–38.

[136] *Id.* at 37.

[137] It should be noted that the Commission gave little or no weight to the results of those analyses which did not use a broad-based industry sample, focus on the year ending June 30, 1984, or submit sufficient data explaining the sources used and the calculations made.

[138] Initial Comments of EEI at 29, SEP at 5, AUS at 36, NEP at 16.

PSEG used an earnings-price ratio rather than the DCF as a proxy for the investors' required rate of return.[139] Other commenters made use of various academic studies to obtain a risk premium that was then added to an interest rate on either U.S. government bonds or public utility bonds.[140] The risk premium analysis done by SCE used the S&P Electric Power Companies Index to calculate rates of return earned over a 25 year period on common stock investments, which were then compared to returns earned over this time frame by Moody's double-A utility bonds.[141]

Two commenters, Public Systems and WCG, objected to the use of risk premium analyses.[142] Public Systems argued that all these studies make the incorrect assumption that common stock investments are more risky than bond investments. Although Public Systems conceded that common stockholders bear a greater risk of capital loss due to company-specific financial problems, it contended that bondholders bear the risk of interest rate changes to a far greater extent, particularly if the investment is one in a regulated public utility. Since a bondholder's payments remain fixed, the price of the bond will decline if interest rates rise. If interest rates fall, however, a bond's call provisions will limit the upside potential of the investment.

On the other hand, the rate of return that can be earned by a common stock investor is not fixed. If interest rates rise, a company can obtain a rate increase which incorporates a higher allowed rate of return. According to Public Systems, this "ability of utilities to request and receive higher returns on common equity when market conditions warrant them is a significant factor in the return requirement comparison between stocks and bonds."[143]

As a result, Public Systems believes that there is a low interest rate risk component in a common stock investor's return requirement and that an equity risk premium should be based on short-term rather than long-term interest rates. Both Public Systems and WCG pointed out that the equity risk premium computed in the Ibbotson-Sinquefield study was based on Treasury bill returns and not bond returns. Moreover, Public Systems cited three different state regulatory commissions which have explicitly rejected the kind of risk premium approaches used in this proceeding for essentially the same reasons given by Public Systems.

WCG noted that the risk premiums computed by taking the difference between an estimated cost of equity and the interest rate on long-term debt for a base period were tautological, since the accuracy of the derived risk premium is a function of the accuracy of the estimated cost of equity.[144] WCG also made the argument that longer term debt securities have become much more risky recently. It noted that prior to 1979 the price of long- and medium-term debt securities was very stable over time because the Federal Reserve Board's policy was to control interest rates. In 1979, however, the Federal Reserve Board decided to change its policy and focus instead on controlling the money supply. As a result, interest rates and market prices of longer term debt securities became "unprecedently volatile," exceeding that of even utility common stocks.[145]

Both Public Systems and WCG suggested that if one developed a required rate of return on common equity by properly using the Ibbotson-Sinquefield study, it would come to around 12–13 percent. They arrived at this range by taking the 5.9 percent equity risk premium developed by Ibbotson-Sinquefield, adjusting it to 3.8–4.1 percent for the lower risk of utility common stock by applying the industry average beta coefficient of 0.65–0.70, and then adding this adjusted risk premium to current interest rates on Treasury bills of 8–9 percent.

The Commission believes that Public Systems and WCG raised several worthwhile points. The obvious problem with any risk premium approach is that it is so difficult to determine what the risk premium actually is. Not only is it unknown, but it is likely to vary over time as well. Public Systems and WCG also called attention to other complicating factors. Whatever historical relationships existed between debt and equity securities prior to 1979 may not obtain now. Moreover, it is reasonable to believe that in recent years the risk of long-term bonds has increased relative to common stock, particularly public utility common stock. In the Commission's view, however, it is still an open question whether the risk of long-term bonds can ever exceed the risk of common stock. The fact remains, though, that the use of an equity risk premium which is based on an extended historical period, as is the case with the Ibbotson-Sinquefield study, cannot be accepted at face value.

It is still possible to derive some corroborative value from the Ibbotson-Sinquefield study. Although Public Systems and WCG are correct in contending that that study's equity risk premium was based on Treasury bills, the same risk premium was associated with long-term government bonds since the realized returns for both securities were the same.[146] Furthermore, the Commission believes that to the extent a reliable risk premium can be developed at all, long-term government bonds rather than Treasury bills should be used. While it is true that Treasury bills are closer to being a risk-free security, it is not necessary to have such a security serve as the base rate. Moreover, interest rates on Treasury bills are more subject to short-term fluctuations and thus can experience much wider swings than Treasury bonds.[147] To add a fifty-year average equity risk premium to a spot Treasury bill rate is more likely to produce distorted indication of the cost of equity at any moment in time. Although a similar problem can occur when using Treasury bond interest rates, the Commission believes that it is more likely that changes in the costs of equity and long-term debt will be in the same direction. Finally, based on excerpts from the Ibbotson-Sinquefield study included in Public System's Reply Comments. one can postulate that the equity risk premium over Treasury bonds was actually less than 5.9 percent over the 1926–1981 period.

> We have reason to believe that investors demand a premium for taking the interest rate risk of long-term bonds. * * * Historically, investors have not actually received a positive maturity premium because unanticipated and rising inflation has caused long-term bonds to have low returns. We believe, however, that investors continue to demand, ex ante, a positive maturity premium now and in the future.[148]

Adjusting the 5.9 percent risk premium for the lower risk of utility common stock to produce a 3.8–4.1 percent risk premium in the way done by Public Systems, and adding it to the 12.25

[139] Initial Comments of PSEG at 7.

[140] Initial Comments of Detroit Edison at 19, FPL at 20, PPL at 11. Among the studies cited was "Stocks, Bonds, Bills and Inflation: The Past and The Future" by Roger Ibbotson and Rex Sinquefield (The Financial Analysts Research Foundation, 1982), which found an equity risk premium of 5.9 percentage points based on the difference between realized returns on common stock and Treasury bills over the 1926–1981 period.

[141] Initial Comments of SCE at 22.

[142] Reply Comments of Public Systems at 19, WCG at 11.

[143] Reply Comments of Public Systems at 22.

[144] Reply comments of *WCG* at 12.

[145] *Id.* at 12–13.

[146] Some commenters cited the 1984 update of the Ibbotson-Sinquefield study, *supra*, which found an equity risk premium over long-term government bonds of 6.1 percent for the 1926–1983 period. *See, e.g.*, Initial Comments of Detroit Edison at 19.

[147] On the other hand, the prices of Treasury bonds are more subject to interest rate fluctuations.

[148] Ibbotson and Sinquefield, *supra*, p. 22.

percent average interest rate on Treasury bonds for the base year [149] results in an estimate of 16.1–16.4 for the investors' required rate of return. If investors in Treasury bonds were actually expecting to receive a maturity premium over the 1926–1981 period, it suggest that the required equity risk premium was less than 5.9 percent. If further consideration is given to the higher relative risk of long-term debt since 1979, an even smaller risk premium is indicated. There are thus good reasons to believe that the previously derived 16.1–16.4 percent is higher than the actual required rate of return for the base year.

The Commission also agrees with WCG that the accuracy of the risk premium analyses using a DCF is entirely dependent upon the accuracy of the required rate of return estimates. Since commenters generally used the same kind of DCF approach as in their primary analyses, and the Commission has already found the results of such analyses to be upwardly biased, it follows that the same finding must be made regarding the results of these alternative risk premium approaches.

When consideration is given to these upwardly biased DCF estimates, a few of the risk premium analyses do provide some corroboration as to the reasonableness of the 15.25 percent found by the Commission. For example, NEP's risk premium analysis derived DCF estimates of the required rate of return by estimating growth using both 10 year historical growth in dividends and current retained earnings growth (the product of the earned rate of return on common equity and the retention ratio). Risk premiums of 2.5 and 2.8 percent were then computed by subtracting the interest rate on public utility bonds.[150] When these risk premiums are then added to the 13.3 percent interest rate on public utility bonds for the base year, one obtains an estimate of the required rate of return of 15.8–16.2 percent.[151] However, given that the Commission has already found that calculating growth in the way NEP did produced rate of return results at the high end of the range of reasonableness, its risk premium approach must also overstate the investors' required rate of return. Aside from upwardly biased growth estimates, some commenters derived risk premiums which were high because their dividend yields were calculated in a way already rejected by the Commission.

b. *Price-Book and Earnings-Price Ratios.* The FA Staff initially confirmed the reasonableness of its estimate of the investors' required rate of return by noting that the price-book ratio was almost equal to one for the base year, which thus suggested that the earnings-price ratio should be just above its estimate. This proved to be the case, since the earnings-price ratio was calculated to be 15.59 percent, compared with the 15.07 percent required rate of return estimate derived by the FA Staff. In addition, the FA Staff used the relationship between the price-book ratio, the expected rate of return on common equity, and the investors' required rate of return to provide a further check of its 15.07 percent estimate. Since the price-book ratio was slightly below one for the base year, it implies, according to FA Staff, that the investors' required rate of return should be somewhat higher than the expected rate of return on common equity. This also proved to be the case, since its 15.07 percent estimate of the investors' required rate of return was above its 14.3 percent estimate of the expected rate of return on common equity. FA Staff's estimate was therefore "bracketed" by the earnings-price ratio and the expected return on common equity, as FA Staff hypothesized it should be.[152]

Several objections were raised concerning FA Staff's corroborative methods. AUS argued that FA Staff's "unadjusted" earnings-price ratio was understated because the numerator of the ratio should reflect expected earnings.[153] The Commission believes AUS's criticism is misplaced. It seems apparent that the FA Staff's calculation of the earnings-price ratio did implicitly adjust the numerator of the ratio by incorporating an expected dividend payout ratio.[154] As a result, while one might legitimately question the nature of the adjustment, it does not appear appropriate to contend that no adjustment was made.[155]

Some commenters argued that this earnings-price ratio check is valid only if one assumes the appropriateness of the constant growth DCF model. Since the Commission has essentially made such an assumption in this proceeding, it believes there is corroborative value to this test. Other commenters contended that this test amounts to nothing more than a manipulation of the same data used in FA Staff's and Cooperatives' DCF analyses.[156] Although the Commission tends to agree with this assessment as it relates to the Cooperatives' earnings valuation model, it does not entirely agree that it represents a fair characterization of FA Staff's earnings-price ratio test. While the FA Staff did use the same data in its DCF analysis, it was used only to confirm the internal growth rate it had estimated based on two other approaches.[157] Nonetheless, the Commission recognizes how sensitive FA Staff's computation is to changes in the payout ratio. For example, calculating the earnings-price ratio, as the FA Staff did, but using the previously determined dividend yield of 10.95 percent rather than FA Staff's 11.07 percent, one can get results ranging from 15.42 percent to 16.85 percent depending on which payout ratio from 65–71 percent is used. Using the midpoint of 68 percent, which the Commission believes is a reasonable estimate, the calculated earnings-price ratio is 16.10 percent. This figure is higher than the 15.25 percent found reasonable by the Commission, as it should be when the price-book ratio is below one.

The second test used by FA Staff also met with criticism by some commenters. According to this test, if the price-book ratio is less than one, which it was during the base year, it implies that the expected return on common equity is below the investors' required rate of return, which it was, using FA Staff's figures. Boston Edison *et al.*, however, contended that this test could be validated by any pair of returns which met this criterion. While true, it seems clear that most pairs of returns would not pass a test of reasonableness. For instance, the Commission found 15.25 percent to be a reasonable estimate of the investors' required rate of return during a period when the price-book ratio was below one. This suggests that investors expected a rate of return on

[149] Initial Comments of EEI at Appendix B, Table 1. Moody's 1984 Municipal and Government Manual, p. a-8, shows that the yield on 10 year constant maturity Treasury bonds was 12.0 percent for the base year.

[150] These results do not include a dividend yield adjustment for quarterly payments. With such an adjustment, the risk premiums would be somewhat higher.

[151] 13.3 percent is the interest rate used by NEP. Moody's 1984 Public Utility Manual shows that the composite interest rate on newly issued public utility bonds was 13.5 percent for the base year.

[152] Initial Comments of FA Staff at 34–35.

[153] Reply Comments of AUS at 28.

[154] Initial Comments of FA Staff at 34.

[155] The PUCC also used an earnings-price ratio as a corroborative method, which allegedly produced 16.0 percent. However, the absence of backup data makes it impossible to determine what, if any, adjustment was made. Initial Comments of PUCC at 5.

[156] *See, e.g.*, Reply Comments of Boston Edison *et al.* at 26. Boston Edison *et al.* stated that its criticisms of FA Staff's earnings-price ratio test were also applicable to the "earnings valuation" model used by Cooperatives. *See* Initial Comments of Cooperatives at 96.

[157] Initial Comments of FA Staff at 25–26.

common equity below 15.25 percent. In its evaluation of the appropriate growth rate, the Commission has already suggested that it seems reasonable that investors would expect future returns on common equity to be below the historically high level reached during the base year. Given such expectations, this test thus corroborates the reasonableness of the 15.25 percent found by the Commission.

c. *Statistical Regression Models.* Two commenters, GSA and Boston Edison *et al.*, used a price-book model as a corroborative approach. GSA produced regression equations by using the price-book ratio as the dependent variable and expected rates of return on common equity and various risk indicators as independent variables. GSA claimed that its analysis indicated that a 14.3 percent expected return on end-of-year book equity was associated with an average price-book ratio of one for the base year.[158] Boston Edison *et al.* developed a similar regression model relating the price-book ratios of electric utilities to rates of return and risk factors.[159] It set the price-book ratio at 1.04, solved the regression equation for the required rate of return on common equity, and produced an estimate of 16.3 percent for the cost of common equity.

The statistical integrity of GSA's model was questioned by several commenters, including Boston Edison *et al.* The latter also contended that GSA provided insufficient data to allow verification of its results. While no commenter specifically addressed Boston Edison *et al.*'s corroborative approach, the Commission notes that it has criticized such a model in the past.[160] Nevertheless, accepting the results of these two models as given and making a few minor adjustments, the two approaches, taken together, tend to corroborate the reasonableness of the Commission's 15.25 percent finding. For example, GSA's 14.3 percent result was based on end of the year common equity. Adjusting it to a return on average common equity would produce a number higher than 14.3 percent. Similarly, Boston Edison *et al.*'s 16.3 percent included a flotation cost adjustment to allow the market price to sell at 104 percent of book value. Eliminating this adjustment for purposes of focusing only on the investors' required rate of return will produce a number below 16.3 percent. Therefore, regardless of the statistical or theoretical infirmities these models may have, their adjusted results tend to converge on the 15.25 percent found reasonable by the Commission.

d. *Comparable Earnings Data.* NSP proposed the use of comparable earnings data for corroboration. According to NSP, "the comparable earnings-standard states that * * * a fair return is commensurate with returns earned on book equity investments in firms having comparable risks." [161] NSP relied on the Value Line data base to select all manufacturing companies which had a price stability index comparable to electric utilities. A group of 32 companies met this criterion. Other risk measures were used to ensure that the 32 company group was comparable in risk to NSP's 90 company electric utility average. Having established risk comparability, NSP contended that "it follows that the average electric utility industry company should be earning a return on equity that is comparable to the 32 unreglated company group." [162] The average return on common equity for this group over 5 and 10 year periods was about 17.5 percent.

The Commission has two concerns with NSP's corroborative approach. First, the relationship between risk and accounting rates of return is not clear. Companies and industries can earn books returns which are much higher or lower than their apparent risk would seem to dictate. The Commission concurs with WCG, "The return for any individual company or industry at any point in time may be biased by being in disequilibrium with the market, or representing oligopolistic or monopolistic impacts, or reflecting changes in consumer consumption patterns." [163] WCG contended that these biases can be eliminated only by looking at the total unregulated sector, but that by almost any measure these companies, on average, are risker than electric utilities. Returns for the Fortune 500 were 10.9 percent in 1982 and 10.6 percent in 1983.[164] In the Commission's judgment, this demonstrates the problems associated with relating risk to accounting rates of return.

The second concern with NSP's corroborative approach is even more fundamental. The Commission has placed primary reliance on the market cost of capital in this proceeding. Accounting rates of return are not reliable measures of the current market cost of capital, since they do not reflect the current market prices that are determined in competitive capital markets.

5. *Flotation Costs*

Flotation costs arise when new shares of common stock are sold. Three types of flotation costs have been alleged. First, issuance costs, including underwritter's fees and such out-of-pocket costs as legal and printing fees. Second, market pressure costs, the effects on market price of selling new issues of common stock. Third, market break costs, the effects of selling stock in a poor market.

All commenters agreed on the need for some flotation cost allowance.[165] They differed in the types and amounts of flotation costs to be recovered and in the method of recovery. From the perspective of an adjustment to the industry average market required rate of return, the range of recommendations was from FA Staff's addition of 0.06 percentage points to SPS's addition of 1.10 percentage points.[166]

a. *Issuance Costs.* Issuance costs are composed of both underwriter's compensation and such out-of-pocket costs as legal and printing fees. These issuance costs reduce the proceeds received from a stock offering. Since a company earns a return on net proceeds only, it will not be able to earn the market required return on the new shareholder's investment if these issuance costs are not recovered in some fashion.

All commenters agreed on some form of issuance cost recovery. A number of commenters performed their own studies of the extent of underwriting and out-of-pocket costs.[167] Most of the

[158] Initial Comments of GSA at 5.

[159] Initial Comments of Boston Edison *et al.* at 32.

[160] New England Power Company, 8 FERC ¶ 61,054 (1979) (Opinion No. 49).

[161] Initial Comments of NSP at 12.

[162] *Id.* at 40.

[163] Reply Comments of WCG at 8–9.

[164] *Id.*

[165] One commenter, GSA, recognized the validity of issuance cost—but argued that recognizing them in a generic proceeding means that utilities will recover these costs even if the utility does not issue stock. Consequently, GSA recommended against adjustment for these costs in this proceeding. (Initial Comments at 11.)

Cooperatives argued in their initial comments against any flotation cost adjustment (Initial Comments at 31–42). In their reply comments, Cooperatives suggested that underwriter and out-of-pocket costs can be included as a cost of service item (Reply Comments at 46).

[166] Initial Comments of FA Staff at 35 and SPS at 17–18; the 1.10 figure represents the difference between SPS's requred return estimate of 15.45 percent before flotation costs and 16.55 percent after.

[167] Initial Comments of AUS at 40–41 and Schedule 10, Boston Edison *et al.* at 29 and Appendix 14, EEI at 34, C–4, C–5 and Exhibits I–V, FA Staff at 35 and Attachment 17, GSA at 9 and Exhibit IV, NEP at 7, NSP at 26 and Attachment 5, SWEPCO at 6–7 and Exhibit 4.

studies were for the year ended June 30, 1984. These studies estimated that, on average, issuance costs constituted between 3 percent and 3.66 percent of the offering price of new stock.

The Commission agrees that an adjustment should be made for issuance costs. There were no rebuttal comments criticizing any of the empirical studies as being biased or otherwise in error. Since the studies generally relied on data for large samples of companies for the same time period and arrived at roughly comparable cost estimates, the Commission considers the range of 3.0 to 3.66 percent on net proceeds reasonable and evaluates below how this should translate into an adjustment to the industry average market required rate of return.

b. *Market Pressure.* Issuing new shares of common stock and adding them to the existing supply available to investors is alleged to exert downward "market pressure" on the current stock price. Price declines resulting from this pressure are said to be costs to investors just like issuance expenses.

Utility commenters that addressed market pressure generally argued that it was a measurable cost.[168] A number of these commenters performed their own statistical studies to estimate this cost.[169] Generally, the studies compared the price change for a particular utility around the date of the issue to the price change for some index of utility stocks—e.g., the S&P 40 Public Utility Index or the Dow Jones Utility Index. Most studies examined new electric utility issues for the year ended June 30, 1984 using sample sizes ranging from 33 to 40 issues. These studies found average market pressure costs for utilities to range from 0.87 to 2.15 percent of the offering price.[170]

A couple of utilities conceded that market pressure may be a very minor expense. SCE stated that "any adjustment would be minor, would be imprecisely calculated, and would be added to an already imprecise measure."[171] MSU recommended that it be taken into account by rounding the flotation cost adjustment for issuance costs up to the nearest percent.[172]

One utility customer, GSA, addressed market pressure in its comments.[173] It referred to a study which purportedly found that the issuance of new shares may or may not reduce share prices.

Two state commissions, FA Staff and one customer submitted comments recommending no adjustment for market pressure.[174] It was argued that market pressure costs will occur only when a new issue is unexpected by the market. It was stated that investors are generally aware of electric utility issues well in advance of issuance because utility financing and expansion plans are well known and an efficient stock market reflects these plans in current share prices.[175] Several companies replied to this argument.[176] Primarily, it was argued that even if company plans are known, uncertainties exist about details and timing of issues. When the announcement of the issue actually reaches the market, this gives rise to market pressure.

Concerning the empirical studies of market pressure, FA Staff evaluated the study submitted by EEI.[177] It noted that if two relatively small utilities whose "costs" were dramatically out of line with the costs of other utilities are dropped from the analysis, the resulting unweighted average cost becomes 0.97 percent of the issue price. FA Staff also pointed out that in the EEI study, 23 utilities experienced a decrease in price and 15 had an increase.

The Boston Edison *et al.* study showed a market pressure cost of about 0.875 percent. Nineteen of these utilities had negative price effects associated with new issues and 14 had positive price effects.[178] All of the studies submitted found that while the majority of issues experienced downward price effects, many experienced zero or positive price effects.

FA Staff and WCG examined whether the results of the market pressure studies were statistically different from a zero cost. Both examined the study submitted by EEI. FA Staff tested the cost as measured by the arithmetic average and found it not significantly different from zero.[179] WCG tested the cost as measured by the median and found it not significantly different from zero.[180]

The Commission generally concurs with FA Staff's argument concerning the efficiency of stock markets. Since information on utility financing and construction plans is generally accessible to interested parties, stock prices should reflect future stock issuances. While the studies in evidence show that the majority of new stock issues experienced some downward price effect, they also show that a large number of issues were associated with price increases. If market pressure costs do exist, one would not expect to see any price increases, except as statistical noise. Moreover, the statistical tests of market pressure costs found that the cost estimated by EEI was not statistically different from a zero cost. The Commission concludes that the evidence is inconclusive to support reflecting market pressure costs in the cost of common equity.

c. *Market Break.* Market break costs are the alleged effects of the reduced prices received by a utility when it sells stock during a period of short-term stock market decline. Unlike unregulated companies, since utilities have to maintain adequate capacity to meet the needs of their customers, they are sometimes forced to issue new stock in "bad" markets. Market break costs differ from market pressure costs. Market break costs result from selling shares during a period when stock prices have temporarily declined from their "normal" level, while market pressure results from placing an additional supply of stock on the market.

There were a small number of comments from companies directly concerning market break. Those commenters were inclined to recognize market break as a cost but did not propose methods of quantifying it.[181]

In reply comments, WCG stated that there is evidence that stock market prices follow a "random walk" pattern, in which case stock prices are just as likely to increase as they are to decrease, all other things being equal. Issuing stock in a period of downward price fluctuations is just as likely as issuing stock in a period of upward price fluctuations. Increasing the rate of return to allow recovery of market break costs will result in companies recovering such costs half of the time and making a

[168] Initial Comments of AUS at 41–42, Boston Edison *et al.* at 29, EEI at 6, FPL at 25, Iowa-Illinois at 7, MSU at 9, NEP at 7, NSP at 27, NU at 1, SWEPCO at 6–7, SPS at 18, and Southern at 7.

[169] Initial Comments of AUS at 41–42 and Schedule 10, Boston Edison *et al.* at 29 and Appendix 14, EEI at 34, C–4 and C–Exhibit VI, Iowa-Illinois at 7 and Exhibit C, NSP at 27 and Attachment 4, and SWEPCO at 6–7 and Exhibit 4.

[170] Initial Comments of Boston Edison *et al.* at 29 and NSP at 27.

[171] Initial Comments of SCE at 17.

[172] Initial Comments of MSU at 8. MSU suggested that if issuance costs total 2.4 percent, market pressure costs would be accounted for by rounding flotation costs to 3 percent.

[173] Initial Comments of GSA at 11.

[174] Initial Comments of PUCC at 7, Illinois Commission at 16 and FA Staff at 14, Reply Comments of WCG at 36–37.

[175] Initial Comments of FA Staff at 13–14, Illinois Commission at 15–16.

[176] Initial Comments of NSP at 49–50, Southern at 20, Reply Comments of AUS at 26 and Boston Edison *et al.* at 23.

[177] Reply Comments of FA Staff at 5.

[178] Initial Comments of Boston Edison et al. at Appendix 14.

[179] Reply Comments of FA Staff at 5.

[180] Reply Comments of WCG at 37.

[181] Initial Comments of EEI at 33, NSP at 3, and SWEPCO at 18.

profit on stock issues the rest of the time.[182]

Like market pressure, the Commission finds the record inconclusive on both the existence and magnitude of market break costs. There is no quantitative evidence in the record demonstrating the existence of market break and the theoretical argument of WCG of the equal likelihood of a market break cost and a market break "profit," is reasonable. Accordingly, the Commission makes no adjustment for market break costs.

d. *Issuance Cost Adjustment.* Three methods for recovering flotation costs were considered in the Notice: (1) Above the line as a regular cost of service item, (2) through company-specific formula adjustments to allowed rates of return, or (3) through an adjustment to the industry average benchmark rate of return.

Two companies, APS and PSCC, recommended recovery of flotation costs using a company-specific formula. APS did not provide a specific formula. PSCC suggested applying individual company circumstances to the formula used by FA Staff, or else recovering flotation costs as an above the line item. Several commenters favored direct recovery of flotation costs as an above the line cost of service item.[183] Actual issuance costs would be recovered either during the year of issue or amortized over a number of years.[184] The majority of commenters, however, favored recovering flotation costs through an adjustment to the industry average benchmark rate of return.

Two issues are raised concerning the recovery of flotation costs by these methods. The first is how to measure the adjustment and the second is whether the adjustment should apply to new issues of common stock only or to all common equity, including retained earnings.

Most investor-owned utility commenters favored applying the adjustment to all common equity.[185] It was argued that a utility should have its market price sufficiently above its book value so that net proceeds from new stock issues will be at least at book value. This will avoid dilution of existing equity when new stock sales are made below book value. Thus, applying the adjustment to all equity would produce a premium of market price over book value to prevent dilution.[186] Other commenters argued that the flotation cost allowance should be for all equity because utilities have not recovered all past flotation costs.

The customer and commission staff commenters specifically addressing this issue—WCG, PUCC and FA Staff—would apply the adjustment to new common stock issues only.[187] WCG argued that to allow flotation costs on all equity would result in excessive additions to book equity since the effective flotation cost allowance would exceed the costs actually incurred by the company. It also responded to the utility concern with recovery of past incurred flotation costs by arguing that the Commission has allowed recoupment of such costs in its past rate of return determinations.

The most often suggested techniques of adjusting the industry average benchmark rate of return for flotation costs were variations of a model for the cost of external common equity financing.[188] By this model, the cost of external equity financing is equal to the dividend yield, divided by one minus the percentage flotation cost, plus the growth rate of dividends.[189]

$$k_e = \frac{D_0(a)}{P_0(1-f)} + g$$

k_e = Cost of external common stock equity
D_0 = Current dividend rate
P_0 = Current market price
a = Adjustment for quarterly dividend payments
f = Flotation costs as percent of gross proceeds
g = Dividend growth rate

In proposing the use of this model, Boston Edison *et al.* stated that this adjustment converts the dividend-price ratio to a dividend-net proceeds ratio and provides the return they allege must be earned for electric utilities to attract new equity capital and meet investor requirements.[190]

The Illinois Commission recommended an alternative approach to estimating flotation costs.[191] It suggested that the average annual industry flotation costs be calculated by reference to actual costs over the most recent three year period. This averaging is intended to reflect companies in different stages of construction programs. By relating this average annual cost to total industry common equity, an estimate of the increment to the allowed rate of return to reflect average annual flotation costs would be produced. The Illinois Commission, however, did not apply their method to actual data.

In making its adjustment, AUS first computed the average flotation cost for each issue, *i.e.*, the average ratio of dollar flotation costs to offering price. It then computed the percentage increase in common equity due to new stock issuances for those utilities that issued new stock. These averages were computed for the year ending June 30, 1984. AUS recommended that the addition to the benchmark rate of return be computed by multiplying these two ratios.[192]

FA Staff's method was similar to the method of AUS except that new stock issuances were related to total industry common equity rather than the common equity of only those companies that issued new common stock.[193] Its method is defined by the following formula:

$$k^* = \frac{fs}{(1+s)}$$

where:
k^* = flotation cost adjustment to required rate of return
f = industry average flotation cost as a percent of offering price
s = proportion of new equity expected to be issued annually to total common equity[194]

The Commission concludes that, for the reasons given in the Notice, an industry average flotation cost adjustment to the industry average required rate of return is the most reasonable method of dealing with this issue.

Upon review of this issue, the Commission is inclined to follow the approach of allowing an industry average adjustment to the benchmark rate of return. Aside from the small quantitative impact, there are at least two other reasons why the Commission has

[182] Reply Comments of WCG at 39.

[183] Initial Comments of AUS at 44–46, Detroit Edison at 8, and SCE at 26; Reply Comments of Cooperatives at 45–46, CPL at 5 and WCG at 36.

[184] *See, e.g.*, Initial Comments of Detroit Edison at 8 and AUS at 45–46.

[185] NSP proposed splitting common equity between retained earnings and external common stock and applying the cost adjustment to the latter component only.

[186] *See, e.g.*, Initial Comments of Boston Edison *et al.* at 30.

[187] Initial Comments of PUCC at 5 and FA Staff at 12–13; Reply Comments of WCG at 25–26 and Appendix A at 34–36.

[188] Initial Comments of Boston Edison *et al.* at 31, NEP at 8, EEI at 35, NSP at 25, PSEG at 10 and Southern at 26.

[189] *See, e.g.*, EEI Comments at 35.

[190] Initial Comments of Boston Edison *et al.* at 31.

[191] Initial Comments of Illinois Commission at 15.

[192] Initial Comments of AUS at 43.

[193] Initial Comments of FA Staff at 13 and 35.

[194] This is the expected growth rate of new common stock equity, estimated by FA Staff, and used in its calculation of the dividend growth rate. Initial Comments of FA Staff at 26–33.

come to this view. The determination of an appropriate flotation cost adjustment in an individual case typically involves a forecast of new stock financing and their associated issuance expenses for several years into the future. Therefore, the resolution of this issue depends upon an estimate of a future cost which may be higher or lower than the actual one. We are thus dealing not only with a very small cost, but one which is subject to forecasting errors as well.

Moreover, the difference between one company and another may simply reflect timing differences in their construction programs. One company may have recently completed a major portion of its planned construction expenditures, while another may have just begun a large building program. Over the long term, therefore, an industry average flotation cost adjustment may reasonably be expected to reflect the stock financing costs of most companies.[195]

A company-specific formula approach would have more appeal if we were not dealing with an estimate of an adjustment of such a small magnitude. Similarly, recovering issuance expenses as part of the cost of service has some appeal. However, given its magnitude and the relative jurisdiction that the Commission has over most utilities, the cost of implementing this approach outweighs the benefits.

With regard to the question of whether an adjustment should be made for all common equity or only for new stock issues, the Commission has concluded previously that only flotation costs associated with new equity issues should be reflected in the cost of service.[196] The appropriate adjustment should reflect the average annual flotation costs incurred by a company and, in this way, it should achieve the same end result as would allowing flotation costs as a line item in the cost of service. To relate the flotation cost adjustment to all common equity, as proposed by most utility commenters, would produce an over-recovery of these costs since an adjustment of the magnitude they suggest would produce additional *annual* revenues equal to *all* past flotation costs.

With regard to the concern that the Commission has not allowed recovery of all flotation costs in the past, the Commission thinks otherwise. To the extent that such costs were requested in rates before the Commission, the Commission has evaluated their reasonableness in setting final rates. The Commission is unaware of any instances where it has concluded that issuance costs are not a legitimate cost of service.

[195] 49 *Fed. Reg.* 29,967.

[196] *See, e.g.*, New England Power Co., 22 FERC ¶ 61,123 at 61,189 (1983) (Opinion No. 158).

Regarding the method of determining an adjustment to the required rate of return, the method used by FA Staff seems the most reasonable. FA Staff's method appropriately determines an adjustment that reflects, on average, the annualized amount of flotation costs to be incurred by utilities. Using this method, and combining the range of issuance cost percentages of 3 percent to 3.66 percent with FA Staff's estimate of the expected growth rate in new common stock equity of 1.85 percent,[197] the Commission concludes that FA Staff's 6 basis point adjustment to the market required rate of return is reasonable.

6. *FERC–Jurisdictional Risks*

Part 37 states that the Commission is interested in determining "an estimate of the average cost of common equity for the *jurisdictional* operations of public utilities" (emphasis added). In its Notice the Commission explicitly asked commenters to focus on this cost and explain why their estimate was reasonable. To the extent that commenters made adjustments to some industry average cost estimate, the Commission requested empirical support to the extent possible.

Commenters were in general agreement that companies are composites of many assets, each with their own risks.[198] FA Staff explained that utilities can be viewed as a composite of several business segments, one of which is the FERC-jurisdictional wholesale electric business. The utility's overall risk and cost of capital are weighted averages of the risks and costs of capital for each segment. The disagreement among commenters was not whether this view is valid on a theoretical basis, but whether one can apply the theory.

Two questions are of interest here. First, whether there is a difference in risk between the wholesale (FERC) operations of electric utilities and the retail operations. Second, if there is a difference, how should that risk difference be translated into an adjustment to the estimated industry average cost?

[197] *See* Section IV.A.5.a. above for the basis for the range of issuance cost estimates. The growth rate in common equity due to new stock issuances is from Initial Comments of FA Staff at 32 and 35. Two other commenters made estimates of the average new stock issuance growth rate which were not significantly different from FA Staff's, but provided inadequate information on which the Commission could evaluate their bases. FA Staff provided detailed supporting data for its estimate. *See* Initial Comments of NEP at 15 and Cooperatives at 95.

[198] *See, e.g.*, Initial Comments of FA Staff at 20 and FPL at 19.

In general, commenters made little effort to deal with this issue. Investor-owned utilities, for the most part, asserted or assumed an equality between the retail and wholesale electric business risks or stated it is not practical to measure the difference.[199] While wholesale customer groups presented some evidence to support their claim that FERC-jurisdictional operations were less risky, they provided no substantive basis for their recommended adjustments to the cost of capital.

Only one utility group attemped to support the equality of risk between wholesale and retail operations.[200] It noted that Salomon Brothers rated the Commission a C+ on a scale from A (highest) to E (lowest) where 8 states were ranked higher than, 12 equal to, and 28 below the Commission.[201]

FA Staff concurred with the investor-owned utilities about the difficulties of estimating differences in capital costs between business segments.[202]

Although general conclusions may be drawn concerning the relative risk of a particular business segment vis-a-vis the overall utility, quantifying an adjustment to the overall cost of capital has proved to be elusive.

FA Staff noted that the Commission has recognized this difficulty.[203] It recommended that until a "practical and proven method" of estimating these risk differences in allowed rates of return is developed, FERC-jurisdictional allowed rates should be based on utilities' overall market costs of common equity.

Two wholesale customer groups argued that FERC-jurisdictional electric operations are less risky than retail

[199] Initial Comments of AUS at 2–3, Boston Edison *et al.* at 1–3, FPL at 19, MSU at 7, NEP at 9, PPL at 5, SCE at 3, and SWPSC at 15.

[200] Initial Comments of Boston Edison *et al.* at 2.

[201] According to Salomon Brothers, "[t]hese rankings are based largely upon our judgement of the return that the Commission is reasonably allowing the utility to earn." ("Electric Utility Regulation—Semiannual Review", February 26, 1985 p. 5).

[202] Initial Comments of FA Staff at 20–21.

[203] In Otter Tail Power Company, 12 FERC ¶ 61,169 at 61,414 (1980) (Opinion No. 93), the Commission stated:

> "[T]o attempt to unbundle the various functions of the electric business of a utility (e.g. production, transmission, etc.) and then apportion an equity return commensurate with the risk of that function would be almost an impossible task."[32]

[32] Even if in a particular case such evidence were presented, as a matter of policy we would choose not to consider it in order not to make the already complex rate of return analysis even more complex. The potential benefits of such a complex refinement do not offset the practical difficulties involved.

operations.[204] They claimed that wholesale ratemaking policies are more generous than those of other regulatory commissions. As examples of this relative generosity, they referred to the Commission's policies on fuel adjustment clauses, future test year, comprehensive tax normalization, construction work in progress, amortization of abandoned plant costs, and rate suspension. They also noted that Merrill Lynch recently increased the Commission from a rating of three plus to a rating of five on a scale of one to five, five representing the highest quality of regulation from the investor point of view. Public Systems stated that this rating change was due to the Commission's new CWIP policy and its consideration of ways to expedite cases.

Public Systems recommended that any industry average cost estimate must be adjusted downward by at least 250 basis points to reflect the lower wholesale regulatory risk. The WCG stated that setting the benchmark rate at the lower of 14.86 percent and the bottom end of the zone of reasonableness found in this record would be an adequate adjustment for this lower risk.

Several investor-owned utilities or groups responded to the customer groups' comments.[205] They stated that neither Public Systems nor WCG gave any empirical support for their recommended adjustments. They also argued, in response, that: (1) Many states have policies similar to the Commission, (2) Merrill Lynch's high rating was also given to three states, (3) the Commission would be considered middle of the road based on Salomon Brothers' rating, and (4) the business risk (as opposed to the regulatory risks) of the generation and transmission side of the electric utility business is arguably higher than that of the distribution side.

The Commission finds that the evidence is inconclusive on the issue of wholesale regulatory risks. On the one hand, the Commission has considered commenters' evidence respecting the current investment ratings accorded the Commission by both Merrill Lynch and Salomon Brothers.[206] The Commission has also considered the findings regarding the probable risk and cost of capital reducing effects of at least two policy changes it made in the recent past.[207] On the other hand, the Commission has considered other commenters' allegations that there may be greater business risks in generation and transmission activities (vis-a-vis distribution). The Commission is also aware that regulatory risks may be idiosyncratic and therefore could be diversified away by investors.

Further, while Public Systems and WCG have proposed specific adjustments, they do not support them with any analytical or quantitative evidence. Bearing in mind that this benchmark rate is intended to serve an advisory only function at this time and hoping that commenters in succeeding annual proceedings will provide more substantive analysis of this issue, the Commission finds no basis for making an adjustment to the industry average cost at this time.

Before leaving this issue the Commission wishes to reaffirm its policy in individual cases per Otter Tail and Minnesota Power and Light.[208] The Commission continues to believe that company-specific adjudication of this issue is unlikely to produce benefits that offset the practical difficulties. In a generic proceeding, however, the Commission believes that the benefits may exceed the costs. Within the context of a generic proceeding, some empirical estimation of the risk differential is probably feasible. The Commission will return to this question in the next annual proceeding.

B. Quarterly Indexing Procedure

Three issues dominated the comments on the quarterly indexing procedure. The first is whether the indexing procedure should be based on utility dividend yields. The second issue, which assumes use of a dividend yield index, concerns the time period over which the dividend yield used in the index should be calculated—3, 6, or 12 months. The third issue concerns the need for a limit, or cap, on the quarter-to-quarter changes in the benchmark.

The Commission proposed that the average cost of common equity be indexed to public utility dividend yields between proceedings. It also proposed that the quarter-to-quarter change in the benchmark rates of return be capped at 50 basis points. The Commission did not propose a specific time period over which to calculate the dividend yield for indexing.

The majority of commenters concurred with the Commission's proposal to update the benchmark rate between proceedings by using dividend yields.[209] The PUCC explained that the yield is the larger and more volatile portion of the cost of common equity. Further, it noted that the data needed for updating the dividend yield is both uniformly and readily available. Cooperatives summarized four major reasons in favor of dividend yield based indexing.

> First, the index is directly related to the industry; hence, changes in the index should represent changes in investors' expectations of electric utilities' future performance. Second, dividend yields are relatively easy to estimate empirically. Third, it is consistent with the use of the DCF model to estimate the industry's cost of equity capital. Fourth, for electric utilities, the dividend yield term * * * in the DCF model is typically 60 percent to 80 percent of the total cost of equity capital. The errors therefore associated with a dividend yield indexing mechanism should be less than other mechanisms. Indexing errors would be mitigated since the dividend yield term * * * would be reestimated each quarter and expected growth * * * appears to be fairly stable.[210]

Some commenters, however, recommended the use of a DCF formula which would allow for changes in the growth rate component as well as the dividend yield component.[211] It was argued that a procedure which only indexes the DCF yield component runs the risk of improperly matching the change in the equity cost rate with the generic rate of return granted electric utilities. They argued that yields change to reflect changing capital market conditions. The actual change in the cost rate for common equity may differ from the change in dividend yield. The change in dividend yield can be offset or even exceeded by a change in growth expectations. One commenter also stated that, over time, investors' growth expectations can be just as volatile, if not more volatile, than risk premiums over interest rates. According to these commenters, an indexing procedure

[204] Initial Comments of Public Systems at 2–3 and WCG at 9–16 and Appendices A and B.

[205] Reply Comments of EEI at 2, FPL at 1, NEP at 2, and SCE at 10.

[206] *See* Merrill Lynch, "Utility Industry—Quarterly Regulatory Report", December 1984, p. 10; Salomon Brothers, Inc., "Electric Utility Regulation—Semiannual Review", February 26, 1985, p. 7.

[207] Tax Normalization for Certain Items Reflecting Timing Differences in the Recognition of Expenses or Revenues for Ratemaking and Income Tax Purposes *et al.*, 46 Fed. Reg. 26,613 (1981) (Order No. 144); Construction Work in Progress for Public Utilities, 48 FR 24,323 (1983) (Order No. 298).

[208] Otter Tail Power Company, 12 FERC ¶ 61,169 (1980); Minnesota Power and Light Company, 12 FERC ¶ 61,264 (1980).

[209] Initial Comments of Cooperatives at 43, Boston Edison *et al.* at 42, PUCC at 7, Detroit Edison at 22, EEI at 36, FA Staff at 36, GSA at 13, MSU at 8, NEP at 22, NSP at 33, PPL at 14, PSEG at 10, SCE at 31, and SWEPCO at 7.

[210] Initial Comments of Cooperatives at 44.

[211] Initial Comments of AUS at 46, FPL at 27, Illinois Commission at 2, and Southern at 11.

based solely on dividend yields runs the risk of either overstating or understating the actual change in investors' required rates of return.

There was some variety in the specifics of the dividend yield calculations of the indexing proposals of commenters. Some commenters recommended using a 12-month trailing dividend yield.[212] Others proposed the use of a six-month trailing dividend yield.[213] Still others proposed using a three-month average dividend yield.[214]

FA Staff and others stated that using a 12-month trailing dividend yield will stabilize quarter-to-quarter variations and minimize the need for the proposed 50 basis points "cap." They also claimed that the 12-month yield was consistent with its calculation of the rate of return for the year ending June 30, 1984.

FPL, on the other hand, argued that a 12-month trailing average dividend yield would render the indexing process questionable. They asserted that the cost of equity should be calculated on the basis of the most currently available data. Otherwise, indexing will do little to accomplish the objectives of providing cost-based rates.

Boston Edison *et al.* and others stated that the six-month trailing average dividend yield shows movements in the index generally between those of the quarterly and 12-month average dividend yield indexes. They argued that their proposal strikes a reasonable balance between keeping rates stable and recognizing current costs in the financial markets. GSA argued that averages based on more lengthy periods would lessen the comparability of allowed rates to the rate effective period, while prospective rates calculated from one-quarter average dividend yields would encourage filing date game-playing by utilities.

EEI and NEP proposed a quarterly indexing mechanism that would update the benchmark rate of return on common equity at the beginning of each quarter with the average dividend yield for the preceding quarter. EEI argued that use of a quarterly average dividend yield was appropriate given that the purposes of the quarterly indexing mechanism are to update the benchmark rates to the time period to which they will apply and to keep the benchmark current. According to EEI, 12-month average dividend yields do not give sufficient weight to the most current capital costs while yields of shorter duration than three-months would expose the benchmark to excessive volatility.

The majority of commenters that addressed the Commission's proposal to limit quarter-to-quarter changes in the benchmark rate of return expressed approval.[215] They argued generally that while the quarterly indexing mechanism would provide for a closer tracking of the benchmark rate of return with the actual cost of common equity between annual proceedings, the 50 basis points cap on quarterly changes in the indexed rate would protect investors and ratepayers from the vagaries of severe price adjustments that could result from extreme capital cost volatility.

Some commenters argued against the 50 basis points cap.[216] These commenters argued that the cap prevents the benchmark from reflecting current capital costs. One argued that if the intent of quarterly indexing is to reflect current market conditions and these conditions are changing rapidly, such changes should be reflected in the benchmark. Another stated it was desirable to capture the volatility of actual cost of common equity rates.

While not opposing the cap, FA Staff and PPL stated that using their recommended 12-month trailing dividend yield would minimize the need for the cap.[217] Cooperatives and PSEG suggested that the use of the cap be limited to serving as a triggering mechanism for a new proceeding.[218]

The Commission believes that quarterly indexing based on dividend yields is the most appropriate method to use between the annual proceedings. It is consistent with the Commission's decision to place primary reliance on the DCF method of estimating the cost of common equity. Further, changes in investors' growth expectations over relatively short periods of time (in this case, the year between each proceeding) cannot be reasonably distinguished.[219] The Commission also agrees with commenters that stated that the dividend yield index is directly related to the industry and that it represents the larger and more volatile portion of the cost of common equity. Further, the necessary data for updating is uniformly and readily available for all companies.

The Commission rejects the proposals to recalculate the benchmark rate of return on common equity every quarter. At this time, the Commission does not have sufficient confidence in any one mechanical method for estimating growth rates.

The Commission recognized, in its Notice, the tradeoff between determining and allowing rates of return that approximated actual cost rates and maintaining stability and predictability in the allowed rates. In the comments to this proceeding this tradeoff has been exemplified in the proposals for measuring dividend yields on 12-, 6-, or 3-month average bases and in the debate over the desirability of limits on the quarter-to-quarter changes in the benchmark.

To keep the benchmark current, the use of a three month average dividend yield is most desirable. This will best produce rates of return approximating actual capital costs during the period of applicability. The competitive efficiency of capital markets assures the reasonableness of using average yields for a three-month period to estimate the cost of common equity. On the other hand, stability and predictability in the benchmark can be maintained with a limit on the quarterly changes. The use of the cap will limit the benefits to utilities from game playing in the timing of rate filings.[220]

The Commission rejects the use of 6- or 12-month dividend yield indexes. The use of these dividend yields appears to represent alternative compromises in the above-described tradeoff. As such they are not unreasonable. However, the Commission believes that use of the most current dividend yield together with a "cap" provides the best of both worlds. It maintains a distinction in the two objectives: currency and stability. Further, it permits the Commission to keep track of when the benchmark may be diverging from the cost on which it is based.

C. Other Issues

1. Cooperatives' Nuclear Risk Categories

Cooperatives recommended that the Commission establish different

[212] Initial Comments of FA Staff at 36, NSP at 33, and SWEPCO at 7.

[213] Initial Comments of Boston Edison *et al.* at 22, GSA at 13, Detroit Edison at 23 and SCE at 31.

[214] Initial Comments of EEI at 18 and NEP at 22.

[215] Initial Comments of Boston Edison *et al.* at 43, PUCC at 8, EEI at 37, MSU at 9, NEP at 9, NSP at 34, SWEPCO at 8, and Southern at 13.

[216] Initial Comments of AUS at 49, GSA at 14, Illinois Commission at 2, and SCE at 30.

[217] Initial Comments of FA Staff at 36 and PPL at 14.

[218] Initial Comments of Cooperatives at 108 and PSEG at 11.

[219] 49 FR 29967, 29968.

[220] The cap may be supported on grounds other than maintaining stability and predictability in allowed rates of return. While no empirical evidence has been presented to prove the point, the Commission still thinks it reasonable that the greater the change in the dividend yield, the greater the likelihood that the growth rate is also changing, and in the opposite direction. (49 FR 29967, 29968.) By this reasoning, the cap serves the purpose of adjusting the results from a mechanical application of the quarterly indexing to produce more accurate estimates of the cost of common equity.

benchmark rates of return for those utilities without significant nuclear exposure and those with significant nuclear exposure. They argued that a single benchmark rate would be an overestimate of the cost to utilities without nuclear construction and an underestimate of the cost to utilities with significant nuclear construction.

The Commission makes no judgment, at this time, as to the empirical validity of the alleged bifurcation of the industry. If the situation that Cooperatives alleged represents more than a short term phenomenon, that should become apparent through the Commission's experience in individual rate cases as well as future generic proceedings. The rates of return determined in the first two annual proceedings are advisory only. The Commission may, however, review this issue in a future generic proceeding.

2. APPA's Case Against the DCF Method

APPA's comments focused on why it believes the Commission should not place primary reliance on the DCF method for determining allowed rates of return. APPA primarily objected to determining revenue requirements by applying a DCF measure of the cost of capital to a book value rate base. It argued that a rate of return measured in book rate units is conceptually and numerically different from a rate of return in DCF units, and using them together is a misuse of the measures.[221] Although the Commission recognizes that there is a difference between a rate of return reflective of market data and one based on book or accounting data,[222] it does not believe that APPA adequately demonstrated why it is inappropriate to apply a DCF-based allowed rate of return to a book value rate base.

APPA's argument seems to be that DCF-based allowed rates of return may produce lower book rates of return, which would "appear to be inadequate when in fact they may be acceptable or too high." [223] However, the evidence offered by APPA is not sufficient to enable the Commission to make a finding on this point one way or the other. Moreover, without prejudging the issue, the Commission notes that there is reason to believe that the problem APPA cited is not significant when regulated utilities are involved.[224] Finally as discussed below, it is not clear how APPA's suggested alternative method would resolve the problem it raised.

APPA's alternative method of calculating allowed rates of return would measure the cost of capital as the market returns experienced by equity holders in non-regulated industries minus an appropriate risk factor.[225] No data was submitted, however, and no specific rate of return recommendation was made. In particular, APPA suggested using the weighted average return of a sample of unregulated industries for the most recent twelve month period. The allowed rate of return would be based on the price appreciation plus dividends received for the unregulated sample of common stocks. APPA would then adjust this realized rate of return for risk differences between the unregulated and electric utility industries.

On review of APPA's alternative method, it appears it is proposing what is essentially a DCF method since it is based on market returns in the form of dividends and price appreciation. Having presented arguments against using a DCF-based cost of capital, APPA nevertheless then suggested that a DCF-based cost of capital, in fact, be used. However, its DCF measure of the cost of capital suffers from a number of problems. It is based on realized rates of return, not expected rates of return. As such, it is potentially very volatile, swinging with the stock market's up and down cycles. Since expected rates of return are often not realized, particularly over short time periods, the use of a twelve month realized rate of return is likely to produce a distorted view of the rates of return currently expected, and required, by investors.[226] Accordingly, the Commission finds that APPA's alternative method is not appropriate for estimating the industry average cost of equity.

V. Regulatory Flexibility Act

The Regulatory Flexibility Act (Act) requires Federal agencies to consider whether the rule will have a "significant economic impact on a substantial number of small entities." Nearly all of the jurisdictional utilities which must comply with the rule proposed here are too large to be considered "small entities" within the meaning of the Act.[227] Also, since the utilities regulated by the Commission hold exclusive selling rights within their service areas and are presumed to be natural monopolies, they dominate their respective fields of operation and cannot be considered to be "small entities" as the term is defined in the Act. The Commission finds, therefore, that the Act is not applicable to this rule because it will not affect a "substantial number of small entities."

VI. Timing of Annual Proceeding and Quarterly Updates and Effective Date of Rule

Ordinarily, the Commission would follow a specific time schedule for its annual proceedings on the benchmark rate of return. The Commission would publish a proposed rule by midsummer with the initial and reply comment period closing in early fall. The Commission would publish its order in the annual proceeding around January 1 and make it effective on February 1 in compliance with the requirement in the Administrative Procedure Act that rules be made effective thirty days after publication in the **Federal Register** (5 U.S.C. 553(d) (1982)).

In the annual proceeding, the Commission would establish a procedure which would be used to set the initial benchmark and to establish quarterly updates. The benchmark rates of return would ordinarily be published on or before the fifteenth of the month following the close of a calendar quarter. It would be made effective for three months beginning with the first day of the following month. For example, the Commission would publish on or before January 15 the benchmark rate of return applicable to the three month period, February 1 to April 30.

The fifteen day period between issuance and effective date would allow the public an opportunity to bring to the Commission's attention any errors in the computation of the quarterly update.

The Commission believes that it may make the quarterly benchmark effective without providing an opportunity for notice and comment and publishing it thirty days before it becomes effective. The determination of the benchmark will be based on a formula that was established in the annual proceeding for which notice and comment were provided and that was made effective thirty days after publication. Additionally, the Commission believes

[221] Initial Comments of APPA at 3–4. Reply Comments of APPA at 3–8.

[222] *See* Section IV.A.4.d above.

[223] Initial Comments of APPA at 4.

[224] *See*, e.g., Stewart Myers, "Finance Theory in Rate Cases," *The Bell Journal of Economics and Management Science*, Vol. 3, No. 1 (Spring 1972), p. 77 and footnote 38.

[225] Initial Comments of APPA at 6–8.

[226] For other problems with APPA's alternative method, *see* Reply Comments of Boston Edison *et al.* at 22-23.

[227] The Act defines a "small entity" as a small business, a small not-for-profit enterprise, or a small governmental jurisdiction. 5 U.S.C. 601(6) (1982). A "small business" is defined, by reference to Section 3 of the Small Business Act, as an enterprise which is "independently owned and operated and which is not dominant in its field of operation." 15 U.S.C. 632(a) (1982).

that, in order for the updating procedure to be timely and to track as closely as possible changes in the capital markets, it is necessary that this quarterly update be made effective without allowing notice and comment and the full thirty days required by the APA. 5 U.S.C. 553(d)(3) (1982).

In this first annual proceeding, the Commission is not following precisely the time schedule that it expects to follow in the future. In order to allow parties an adequate opportunity in this first annual proceeding to develop substantive comments and reply comments, the Commission expanded the comment period significantly beyond what it intends to allow in the future. As a result, the Commission will make this rule effective on July 1, 1985, rather than on February 1, as is contemplated for future annual proceedings.

Ordinarily, the first quarter following the close of an annual proceeding would run from February 1 to April 30. The second quarter would run from May 1 to August 31, etc. Because of the timing of the issuance of this first annual proceeding, the Commission is making its first benchmark rate of return effective during what would normally be the second quarter. Thus, this first benchmark determined in this first proceeding will only apply to the month of July. And the quarterly indexing procedure will only be used for determining the benchmarks for the three month periods beginning August 1 and November 1. In the future, however, the Commission will return to the schedule noted above.

List of Subjects in 18 CFR Part 37

Electric power rates, Electric utilities, Rate of return.

In consideration of the foregoing, the Commission amends Chapter I, Title 18 of the Code of Federal Regulations, as set forth below, effective 30 days after publication in the **Federal Register**.

By the Commission.

Kenneth F. Plumb,

Secretary.

PART 37—[AMENDED]

1. The authority citation for Part 37 continues to read as follows:

Authority: Federal Power Act, 16 U.S.C. 791a–825r (1982); Department of Energy Organization Act 42 U.S.C. 7101–7352 (1982).

2. Part 37 is amended by adding a new § 37.9 to read as follows:

§ 37.9 Quarterly Indexing Procedure.

(a) *Procedure for Determining Quarterly Benchmark Rates of Return.* In accordance with § 37.4, the Commission will use the following indexing procedure to update quarterly the benchmark rate of return on common equity.

(1) The average cost of common equity for each three month period shall be calculated as follows:

$k_t = a\,(y_t) + b$

where

k_t = average cost of common equity for jurisdictional operations of public utilities for period t;

a = first adjustment factor; adjustment factor to current dividend yield to account for the quarterly payment of dividends (determined in annual proceeding);

y_t = average current dividend yield for period t determined per subpart (b) below;

b = second adjustment factor; adjustment factor to account for expected growth, new common stock flotation costs and jurisdictional risk difference (determined in annual proceeding); and

t = successive three month time periods: February 1 through April 30, May 1 through July 31, August 1 through October 31, and November 1 through January 31.

(2) The benchmark rate of return on common equity for the first quarter to which an annual proceeding is applicable will be set equal to the average cost of common equity as determined by the formula of paragraph (a)(1) of this section.

(3) The benchmark rate of return on common equity for subsequent quarters prior to the next annual proceeding will be set equal to the average cost of common equity as determined by the formula of paragraph (a)(1) of this section, except where an increase or decrease of more than 50 basis points from the previous quarter's benchmark would occur.

(4) Where an increase or decrease of more than 50 basis points from the previous quarter's benchmark would occur, the change in the benchmark will be limited to 50 basis points.

(b) *Dividend Yield for Quarterly Benchmark Determination.* For use in the quarterly benchmark calculations, the average current dividend yield (y_t) will be determined as the median of the current dividend yields of the sample of companies defined in paragraph (c) of this section, where the current dividend yield for company i for period t is defined as follows:

$$y_t i = \frac{D_{ti}}{P_{ti}}$$

where

D_{ti} = annual common dividend rate for company i based on the latest common dividend payment by ex-date as of the end of the most recent calendar quarter prior to period t; and

P_{ti} = average of the monthly high and low common stock prices for company i for the most recent calendar quarter prior to period t.

(c) *Sample of Companies Used to Calculate Quarterly Dividend Yields.*

(1) Except as provided in paragraph (c)(2) of this section, the sample of companies used to calculate the average current dividend yield for the purpose of this section will be specified in the final order of each annual proceeding.

(2) Companies will be excluded from the sample used in the calculation of the dividend yield for any quarter if the following conditions occur:

(i) the company's common stock, through merger or other action, no longer is publicly traded, or

(ii) the company has decreased or omitted a common dividend payment in the current or prior three quarters, or

(iii) the Commission determines on a case-by-case basis that some other occurrence causes the dividend yield for that company to be substantially misleading and bias the resulting quarterly average.

(d) *Table of Quarterly Benchmark Rates of Return.*[1] The following table presents the quarterly benchmark rates of return on common equity:

Benchmark applicability period (t)	First adjustment factor (a)	Second adjustment factor (b)	Current dividend yield (Y_t)	Cost of common equity (k_t)	Benchmark rate of return
7/1/85 to 7/31/85 8/1/85 to 10/31/85 11/1/86 to 1/31/86	1.02	4.36	9.90	14.46	14.46

[1] Note: Because of the time lag between the issuance of the quarterly updates to the benchmark rate of return and the publication of the *Code of Federal Regulations*, the currently effective benchmark rate of return can be found in the **Federal Register**.

Note.—Appendices A, B, and C will not be shown in the Code of Federal Regulations.

APPENDIX A.—LIST OF COMMENTERS

Commenter	Abbreviations used in text
Alabama Electric Cooperative, Inc., *et al*	Cooperatives.
American Electric Power Service Corp	AEP.
American Public Power Association	APPA
Arizona Public Service Co	APS
Associated Utility Services, Inc	AUS.
Boston Edison Co., *et al*	Boston Edison *et al.*
Carolina Power and Light Co	CPL.
Cincinnati Gas and Electric Co	CGE.
Dayton Power and Light Co	DPL
Detroit Edison Co	Detroit Edison.
Duke Power Company	Duke.
Edison Electric Institute	EEI.
Financial Analysis Branch, Office of Electric Power Regulation, FERC.	FA Staff.
Florida Power and Light Co	FPL.
General Services Administration	GSA.
Gulf States Utilities Co	Gulf States.
Illinois Commerce Commission	Illinois Commission.
Iowa-Illinois Gas & Electric Co	Iowa-Illinois.
Kansas Power and Light Co	KPL.
Middle South Utilities, Inc	MSU.
New England Power Co	NEP.
Northeast Utilities	NU.
Northern States Power Co	NSP.
Pacific Lighting Utilities	Pacific Lighting.
Pacific Power and Light Co	PPL.
Potomac Electric Power Co	PEPCO.
Public Service Co. of Colorado	PSCC.
Public Service Electric & Gas Co	PSEG.
Public Service Co. of New Mexico	PNM.
Public Systems	Public Systems.
Public Utilities Commission of Colorado	PUCC.
Southern California Edison Co	SCE.
Southwestern Electric Power Co	SWEPCO.
Southwestern Public Service Co	SPS.
Southern Company	Southern.
West Texas Utilities Co	WTU.
Wholesale Customer Group	WCG.

Appendix B—Proposed Constant Growth DCF Models

$$(1)\ k=\frac{D_0}{P_0}+g$$

$$(2)\ k=\frac{D_0\ (1+.5g)}{P_0}+g$$

$$(3)\ k=\frac{D_0}{P_0}\ \frac{[(1+g)^{.25}+(1+g)^{.5}+(1+g)^{.75}+(1+g)]}{4}+g$$

$$(4)\ k=\frac{D_0\ (1+g)}{P_0}+g$$

$$(5)\ k=\frac{D_0}{P_0}\ \frac{[(1+k)^{.75}+(1+k)^{.5}+(1+k)^{.25}+1]}{4}+g$$

$$(6)\ k=\frac{[D'_{01}(1+k)^{.75}+D'_{02}(1+k)^{.5}+D'_{03}(1+k)^{.25}+D'_{04}]\ (1+g)}{P_0}+g$$

$$(7)\ k=\left[\ (1+\frac{D'_{01}}{P'_{01}})\ (1+\frac{D'_{02}}{P'_{02}})\ (1+\frac{D'_{03}}{P'_{03}})\ (1+\frac{D'_{04}}{P'_{04}})-1\ \right]+g$$

$$(8)\ k'=\left[\ (1+\frac{D_0}{P_0})^{.25}-1\ \right]+g'$$

$$(9)\ k'=\frac{D'_0\ (1+g')}{P_0}+g'$$

APPENDIX A.—LIST OF COMMENTERS—Continued

Commenter	Abbreviations used in text
Iowa-Illinois Gas & Electric Co	Iowa-Illinois.
Kansas Power and Light Co	KPL.
Middle South Utilities, Inc	MSU.
New England Power Co	NEP.
Northeast Utilities	NU.
Northern States Power Co	NSP.
Pacific Lighting Utilities	Pacific Lighting.
Pacific Power and Light Co	PPL.
Potomac Electric Power Co	PEPCO.
Public Service Co. of Colorado	PSCC.
Public Service Electric & Gas Co	PSEG.
Public Service Co. of New Mexico	PNM.
Public Systems	Public Systems.
Public Utilities Commission of Colorado	PUCC.
Southern California Edison Co	SCE.
Southwestern Electric Power Co	SWEPCO.
Southwestern Public Service Co	SPS.
Southern Company	Southern.
West Texas Utilities Co	WTU.
Wholesale Customer Group	WCG.

Definitions:

k = market required rate of return (annual rate)

D_0 = current (indicated) annual dividend rate

P_0 = current market price

g = dividend growth rate (annual rate)

D'_{0t} = dividend rate for quarter t; t=1,4

P'_{0t} = market price for quarter t; t=1,4

k' = market required rate of return (quarterly rate) where $k=(1+k')^4-1$

D'_0 = current quarter dividend rate

g' = dividend growth rate (quarterly rate) $=(1+g)^{.25}-1$

Appendix C—List of Sample Companies

1. Allegheny Power System
2. American Electric Power
3. Arizona Public Service Co
4. Atlantic City Electric
5. Baltimore Gas & Electric
6. Black Hills Power & Light Co
7. Boston Edison Co
8. Carolina Power & Light
9. Central & South West Corp
10. Central Hudson Gas & Electric
11. Central Illinois Public Service
12. Central Illinois Light
13. Central Louisiana Electric
14. Central Maine Power Co
15. Central Vermont Public Service
16. Cincinnati Gas & Electric
17. Cleveland Electric Illuminating
18. Commonwealth Edison
19. Commonwealth Energy System
20. Consolidated Edison of NY
21. Consumers Power Co
22. Dayton Power & Light
23. Delmarva Power & Light
24. Detroit Edison Co
25. Dominion Resources Inc–VA
26. Duke Power Co
27. Duquesne Light Co
28. Eastern Utilities Associates
29. Empire District Electric Co
30. Fitchburg Gas & Electric Light
31. Florida Progress Corp
32. FPL Group Inc
33. General Public Utilities
34. Green Mountain Power Corp
35. Gulf States Utilities Co
36. Hawaiian Electric Industries
37. Houston Industries Inc
38. Idaho Power Co
39. Illinois Power Co
40. Interstate Power Co
41. Iowa Electric Light & Power
42. Iowa Resources Inc
43. Iowa-Illinois Gas & Electric
44. IPALCO Enterprises Inc
45. Kansas City Power & Light
46. Kansas Gas & Electric
47. Kansas Power & Light
48. Kentucky Utilities Co
49. Long Island Lighting
50. Louisville Gas & Electric
51. Maine Public Service
52. Middle South Utilities
53. Midwest Energy Co
54. Minnesota Power & Light
55. Missouri Public Service Co

56. Montana Power Co
57. Nevada Power Co
58. New England Electric System
59. New York State Electric & Gas
60. Newport Electric Corp
61. Niagara Mohawk Power
62. Northeast Utilities
63. Northern Indiana Public Service
64. Northern States Power-MN
65. Ohio Edison Co
66. Oklahoma Gas & Electric
67. Orange & Rockland Utilities
68. Pacific Gas & Electric
69. Pacificorp
70. Pennsylvania Power & Light
71. Philadelphia Electric Co
72. Portland General Electric Co
73. Potomac Electric Power
74. Public Service Co of Colo
75. Public Service Co of Ind
76. Public Service Co of NH
77. Public Service Co of N Mex
78. Public Service Electric & Gas
79. Puget Sound Power & Light
80. Rochester Gas & Electric
81. San Diego Gas & Electric
82. Savannah Electric & Power
83. SCANA Corp
84. Sierra Pacific Resources
85. Southern California Edison Co
86. Southern Co
87. Southern Indiana Gas & Electric
88. St Joseph Light & Power
89. Teco Energy Inc
90. Texas Utilities Co
91. TNP Enterprises Inc
92. Toledo Edison Co
93. Tucson Electric Power Co
94. Union Electric Co
95. United Illuminating Co
96. Utah Power & Light
97. Washington Water Power
98. Wisconsin Electric Power
99. Wisconsin Power & Light
100. Wisconsin Public Service

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DEPARTMENT OF THE TREASURY

Customs Service

19 CFR Part 24

[T.D. 85-93]

Calculation of Interest on Overdue Accounts and Refunds

AGENCY: Customs Service, Department of the Treasury.

ACTION: Notice of Calculation of Interest.

SUMMARY: This notice advises the public, that, in order to implement two provisions of the recently enacted Trade and Tariff Act of 1984, interest on applicable overpayments or underpayments of Customs duties shall be in accordance with the Internal Revenue Code rate established in 26 U.S.C. 6621 and 6622. This determination covers antidumping and countervailing duty payments, and increased or additional duties determined to be due on a liquidation or reliquidation. In addition, it has been determined that a uniform interest payment system should be established and that refunds pursuant to a court determination and payable under 28 U.S.C. 2644, and interest on overpayments and underpayments of estimated excise taxes determined at liquidation, shall be assessed at the rate(s) prescribed under 26 U.S.C. 6621 and 6622.

EFFECTIVE DATES: (1) October 30, 1984: For all underpayments and overpayments of countervailing or antidumping duties and all refunds of amounts paid as increased or additional duties which had been determined to be due upon a liquidation or reliquidation.

(2) November 29, 1984: For liquidations or reliquidations on or after this date upon which increased or additional duties are due.

(3) May 29, 1985: For refunds of amounts of overpayments or underpayments of excise taxes assessed pursuant to 26 U.S.C. 6423.

FOR FURTHER INFORMATION CONTACT: Robert Hamilton, Accounting Division, Office of the Comptroller, U.S. Customs Service, 1301 Constitution Avenue NW., Washington, D.C. 20229 (202-566-2596).

SUPPLEMENTARY INFORMATION:

Background

On October 30, 1984, the President signed Pub. L. 98-573, the Trade and Tariff Act of 1984. Section 621 of that Act amended section 778, Tariff Act of 1930, as amended (19 U.S.C. 1677g), to require that interest shall be payable on overpayments and underpayments of amounts deposited on merchandise entered, or withdrawn from warehouse for consumption, on or after the date of publication of a countervailing or antidumping order, or the date of a finding under the Antidumping Act, 1921. The rate of interest payable for any period of time is the rate of interest established under section 6621 of the Internal Revenue Code of 1954 (26 U.S.C. 6621), for such period. It is clear from the legislative history that the rate of interest is to fluctuate based upon the semiannual determinations made under section 6621 and that the rate for both refunds and payments shall be compounded as provided for in section 6622 of the Internal Revenue Code of 1954 (26 U.S.C. 6622).

Section 210 of Pub. L. 98-573 amended section 505, Tariff Act of 1930, as amended (19 U.S.C. 1505), to provide that increased or additional duties, determined to be due upon a liquidation or reliquidation, are due 15 days from that date and if not paid within 30 days after their due date (the 45th day), shall be considered delinquent and bear interest from the due date (15th day after liquidation or reliquidation) at a rate determined by the Secretary of the Treasury. Section 210 also amends section 520, Tariff Act of 1930, as amended (19 U.S.C. 1520), to require the Government to pay interest to an importer on amounts paid as increased or additional duties, based upon a liquidation or reliquidation, if that money is ultimately refunded pursuant to the granting of a protest or as a result of a court decision. The rate of interest to be payable shall be the same as was determined or would have been assessed pursuant to the changes to 19 U.S.C. 1505. By this document, the rate is determined to be the Internal Revenue Code rate established by 26 U.S.C. 6621 and 6622, for any period of time that such sums are outstanding. In effect, the rate will be adjusted based upon the semiannual determinations under section 6621 and be compounded daily in accordance with section 6622. This provision does not affect overpayments or underpayments of estimated duties under 19 U.S.C. 1505(a). The rate of interest for the period of January 1, 1985–June 30, 1985, is 13 percent as set out in an Internal Revenue Service directive. This rate is subject to change twice a year on January 1 and July 1. The current rate at any time may be obtained from the Internal Revenue Service or any Regional Customs Financial Management Office.

Under the judicial procedures set forth in 28 U.S.C. 2644, when a plaintiff obtains monetary relief on a judgment or by stipulation on a case filed in the U.S. Court of International Trade under 19 U.S.C. 1515, interest is allowed at an annual rate established under 26 U.S.C. 6621. As this section was passed prior to the compounding provisions of 26 U.S.C. 6622, Customs has been paying such interest only under the simple interest provisions of 26 U.S.C. 6621. However, in order to establish consistency between the provisions of the Antidumping and Countervailing Duty Acts, section 210 of Pub. L. 98-573, and 28 U.S.C. 2644, it has now been determined to apply the compounding of interest provisions to the refund of duties authorized by 28 U.S.C. 2644.

It also has been determined that the refund of overpayments or underpayments of excise taxes assessed pursuant to 26 U.S.C. 6423 are deemed to

include the interest applicable to the taxes pursuant to 26 U.S.C. 6611(a). Consequently, interest on overpayments or underpayments of estimated excise taxes determined at liquidation shall be assessed at the rate(s) prescribed under 26 U.S.C. 6621 and 6622. For overpayments interest will be computed from the date of overpayment to the date of refund (entry liquidation date). For underpayments, interest will be computed from the date the initial payment was due to the date full payment is made.

Determination

In accordance with the effective dates established by this notice, all interest either due or payable on overpayment or underpayment of Customs duties shall be in accordance with the Internal Revenue Code rates established by 26 U.S.C. 6621 and 6622. In accordance with those sections, the interest shall be adjusted in accordance with the period that the money is outstanding and shall be compounded daily where applicable. Appropriate amendments to the Customs Regulations will be the subject of a future document.

Drafting Information

The principal authors of this document were Arthur I. Rettinger, Office of the Chief Counsel, and Glen E. Vereb, Office of Regulations and Rulings, Customs Headquarters. However, personnel from other Customs offices participated in its development.

Dated: May 21, 1985.

William von Raab,

Commissioner of Customs.

[FR Doc. 85-12720 Filed 5-28-85; 8:45 am]

BILLING CODE 4820-02-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

21 CFR Part 177

[Docket No. 82F-0374]

Indirect Food Additives: Polymers

AGENCY: Food and Drug Administration.

ACTION: Final rule.

SUMMARY: The Food and Drug Administration (FDA) is amending the food additive regulations to provide for an increase in the level of butene-l in ethylene/butene-1 copolymers to be used in blends with other permitted polyolefins. This action responds to a petition filed with Mitsui Petrochemical Industries, Ltd.

DATES: Effective May 29, 1985; objections by June 28, 1985. The Director of the Federal Register approves the incorporation by reference of certain publications in 21 CFR 177.1520, effective on May 29, 1985.

ADDRESS: Written objections to the Dockets Management Branch (HFA-305), Food and Drug Administration, Rm. 4-62, 5600 Fishers Lane, Rockville, MD 20857.

FOR FURTHER INFORMATION CONTACT: Rudolph Harris, Center for Food Safety and Applied Nutrition (HFF-334), Food and Drug Administration, 200 C St. SW., Washington, DC 20204, 202-472-5690.

SUPPLEMENTARY INFORMATION: In a notice published in the **Federal Register** of January 4, 1983 (48 FR 335), FDA announced that a petition (FAP 3B3674) had been filed by Mitsui Petrochemical Industries, Ltd. (No. 2,3-Chome, Kasumigaseki, Chiyoda-ku Tokyo, Japan) proposing that § 177.1520 Olefin polymers (21 CFR 177.1520) be amended to provide for an increase in the butene-1 content in ethylene/butene-1 copolymers for use in blends with other olefin copolymers intended for use in contact with food.

FDA has evaluated data in the petition and other relevant material and concludes that the proposed food additive use is safe and that the regulations should be amended as set forth below.

In accordance with § 171.1(h) (21 CFR 171.1(h)), the petition and the documents that FDA considered and relied upon in reaching its decision to approve the petition are available for inspection at the Center for Food Safety and Applied Nutrition (address above) by appointment with the information contact person listed above. As provided in 21 CFR 171.1(h), the agency will delete from the documents any materials that are not available for public disclosure before making the documents available for inspection.

The agency has carefully considered the potential environmental effects of this action and has concluded that the action will not have a significant impact on the human environment and that an environmental impact statement is not required. The agency's finding of no significant impact and the evidence supporting that finding may be seen in the Dockets Management Branch (address above) between 9 a.m. and 4 p.m., Monday through Friday.

List of Subjects in 21 CFR Part 177

Food additives, Incorporation by reference, Polymeric food packaging.

Therefore, under the Federal Food Drug, and Cosmetic Act and under authority delegated to the Commissioner of Food and Drugs and redelegated to the Center for Food Safety and Applied Nutrition, Part 177 is amended as follows:

PART 177—INDIRECT FOOD ADDITIVES: POLYMERS

1. The authority citation for Part 177 continues to read as follows:

Authority: Secs. 201(s), 409, 72 Stat. 1784-1788 as amended (21 U.S.C. 321(s), 348); 21 CFR 5.10 and 5.61.

2. In § 177.1520 by adding new paragraph (a)(3)(v), by adding new 3.6 in the table in paragraph (c), and by adding new paragraph (d)(7) to read as follows:

§ 177.1520 Olefin polymers.

* * * * *

(a) * * *

(3) * * *

(v) Ethylene and butene-1 copolymers (CAS Reg. No. 25087-34-7) that shall contain not less than 80 weight percent of polymer units derived from ethylene.

* * * * *

(c) * * *

Olefin polymers	Density	Melting point (MP) or softening point (SP) (degrees centigrade)	Maximum extractable fraction (expressed as percent by weight of polymer) in N-hexane at specified temperatures	Maximum soluble fraction (expressed as percent by weight of polymer) in xylene at specified temperatures
• • • • • • •	•	•		
3.6 Olefin copolymers described in paragraph (a)(3)(v) of this section for use in blends with olefin polymer resins have a melt flow index no greater than 5 grams/10 minutes as determined by the method described in paragraph (d)(7) of this section and the thickness of the finished blends shall not exceed 0.1 millimeter (0.004 inch). The ethylene/butene-1 copolymer may be used subject to the following conditions: (1) For use at a level not to exceed 20 weight percent in polypropylene as described under item 1.1 of this table. (2) For use at a level not to exceed 40 weight percent in polyethylene as described under items 2.1 and 2.2 of this table. (3) For use at a level not to exceed 40 weight percent in olefin copolymers as described under items 3.1 and 3.2 of this table.	Not less than 0.88			
• • • • • • •	•	•		

(d) * * *

(7) *Melt flow index.* The melt flow index of the olefin polymers described in paragraph (a)(3)(v) of this section shall be determined by ASTM method D–1238–82, condition E, Procedure A, "Standard Test Method for Flow Rates of Thermoplastics by Extrusion Plastometer, " which is incorporated by reference. The availability of this incorporation by reference is given in paragraph (d)(1) of this section.

Any person who will be adversely affected by the foregoing regulation may at any time on or before June 28, 1985 submit to the Dockets Management Branch (address above) written objections thereto and may make a written request for a public hearing on the stated objections. Each objection shall be separately numbered and each numbered objection shall specify with particularity the provision of the regulation to which objection is made. Each numbered objection on which a hearing is requested shall specifically so state; failure to request a hearing for any particular objection shall consitutute a waiver of the right to a hearing on that objection. Each numbered objection for which a hearing is requested shall include a detailed description and analysis of the specific factual information intended to be presented in support of the objection in the event that a hearing is held; failure to include such a description and analysis for any particular objection shall constitute a waiver of the right to a hearing on the objection. Three copies of all documents shall be submitted and shall be identified with the docket number found in brackets in the heading of this regulation. Received objections may be seen in the office above between 9 a.m. and 4 p.m., Monday through Friday.

Effective date. This regulation is effective May 29, 1985.

Dated: May 20, 1985.

John M. Taylor,

Acting Director, Center for Food Safety and Applied Nutrition.

[FR Doc. 85–12790 Filed 5–28–85; 8:45 am]

BILLING CODE 4160–01–M

21 CFR Part 178

[Docket No. 84F–0163]

Indirect Food Additives: Adjuvants, Production Aids, and Sanitizers

AGENCY: Food and Drug Administration.

ACTION: Final rule.

SUMMARY: The Food and Drug Administration (FDA) is amending the food additive regulations to provide for the safe use of zinc hydroxy phosphite as an anticorrosive agent in resinous and polymeric coatings intended to contact dry food. This action responds to a petition filed by NL Chemicals/NL Industries, Inc.

DATES: Effective May 29, 1985; objections by June 28, 1985.

ADDRESS: Written objections to the Dockets Management Branch (HFA–305), Food and Drug Administration, Rm. 4–62, 5600 Fishers Lane, Rockville, MD 20857.

FOR FURTHER INFORMATION CONTACT: Thomas C. Brown, Center for Food Safety and Applied Nutrition (HFF–334), Food and Drug Administration, 200 C St. SW., Washington, DC 20204, 202–472–5690.

SUPPLEMENTARY INFORMATION: In a notice published in the **Federal Register** of June 14, 1984 (49 FR 24601), FDA announced that a food additive petition (FAP 4B3767) had been filed by NL Chemicals/NL Industries, Inc., Wyckoff Mills Rd., Hightstown, NJ 08520, proposing that the food additive regulations be amended to provide for the safe use of zinc hydroxy phosphite as an anticorrosive pigment in resinous and polymeric coatings intended to contact dry food. Although the petitioner uses the term "pigment" in referring to the anticorrosive substance, FDA concludes that this substance does not, in fact, impart a color to the coating, and, therefore, shall more appropriately be called an anticorrosive "agent."

FDA has evaluated data in the petition and other relevant material and concludes that the proposed food additive is safe for its intended use. The agency has concluded that provision for the use of this substance should be included as a new section in Part 178 (21 CFR Part 178).

In accordance with § 171.1(h) (21 CFR 171.1(h)), the petition and the documents that FDA considered and relied upon in reaching its decision to approve the petition are available for inspection at the Center for Food Safety and Applied Nutrition (address above) by appointment with the information contact person listed above. As provided in 21 CFR 171.1(h), the agency will delete from the documents any materials that are not available for public disclosure before making the documents available for inspection.

The agency has previously considered the potential environmental effects of this rule as announced in the notice of filing in the **Federal Register.** No new information or comments have been received that would alter the agency's previous determination that the action would have no significant impact on the human environment and therefore an environmental impact statement is not required.

Any person who will be adversely affected by this regulation may at any time on or before June 28, 1985 submit to the Dockets Management Branch (address above) written objections thereto and may make a written request for a public hearing on the stated objections. Each objection shall be separately numbered and each numbered objection shall specify with

particularity the provision of the regulation to which objection is made. Each numbered objection on which a hearing is requested shall specifically so state; failure to request a hearing for any particular objection shall constitute a waiver of the right to a hearing on that objection. Each numbered objection for which a hearing is requested shall include a detailed description and analysis of the specific factual information intended to be presented in support of the objection in the event that a hearing is held; failure to include such a description and analysis for any particular objection shall constitute a waiver of the right to a hearing on that objection. Three copies of all documents shall be submitted and shall be identified with the docket number found in brackets in the heading of this regulation. Received objections may be seen in the office above between 9 a.m. and 4 p.m., Monday through Friday.

List of Subjects in 21 CFR Part 178

Food additives, Food packaging, Sanitizing solutions.

Therefore, under the Federal Food, Drug, and Cosmetic Act and under authority delegated to the Commissioner of Food and Drugs and redelegated to the Director, Center for Food Safety and Applied Nutrition, Part 178 is amended as follows:

PART 178—INDIRECT FOOD ADDITIVES: ADJUVANTS, PRODUCTION AIDS, AND SANITIZERS

1. The authority citation for Part 178 continues to read as follows:

Authority: Secs. 201(s), 409, 72 Stat. 1784–1788 as amended (21 U.S.C. 321(s), 348); 21 CFR 5.10 and 5.61.

2. By adding new § 178.3125 to read as follows:

§ 178.3125 Anticorrosive agents.

The substances listed in this section may be used as anticorrosive agents in food-contact materials subject to the provisions of this section:

Substances	Limitations
Zinc hydroxy phosphite (CAS Reg. No. 55799–16–1).	For use only as a component of resinous and polymeric food-contact coatings intended for repeated use in contact with dry foods.

Dated: May 20, 1985.

John M. Taylor,

Acting Director, Center for Food Safety and Applied Nutrition.

[FR Doc. 85–12792 Filed 5–28–85; 8:45 am]

BILLING CODE 4160–01–M

21 CFR Part 178

[Docket No. 84F–0274]

Indirect Food Additives: Adjuvants, Production Aids, and Sanitizers

AGENCY: Food and Drug Administration.

ACTION: Final rule.

SUMMARY: The Food and Drug Administration (FDA) is amending the food additive regulations to provide for the safe use of di-*tert*-butylphenyl phosphonite condensation product with biphenyl as an antioxidant/stabilizer for polystyrene intended for use in contact with food. This action responds to a petition filed by Ciba-Geigy Corp.

DATES: Effective May 29, 1985; objections by June 28, 1985.

ADDRESS: Written objections to the Dockets Management Branch (HFA–305), Food and Drug Administration, Rm. 4–62, 5600 Fishers Lane, Rockville, MD 20857.

FOR FURTHER INFORMATION CONTACT: Geraldine E. Harris, Center for Food Safety and Applied Nutrition (HFF–334), Food and Drug Administration, 200 C Street SW., Washington, DC 20204, 202–472–5690.

SUPPLEMENTARY INFORMATION: In a notice published in the **Federal Register** of September 4, 1984 (49 FR 34970), FDA announced that a petition (FAP 4B3813) had been filed by Ciba-Geigy Corp., Hawthorne, NY 10532, proposing that § 178.2010 *Antioxidants and/or stabilizers for polymers* (21 CFR 178.2010) be amended to provide for the safe use of di-*tert*-butylphenyl phosphonite condensation product with biphenyl as an antioxidant/stabilizer for polystyrene and rubber-modified polystyrene complying with § 177.1640 (21 CFR 177.1640).

FDA has evaluated data in the petition and other relevant material and concludes that the proposed food additive use is safe and that the regulations should be amended as set forth below.

In accordance with § 171.1(h) (21 CFR 171.1(h)), the petition and the documents that FDA considered and relied upon in reaching its decision to approve the petition are available for inspection at the Center for Food Safety and Applied Nutrition (address above) by appointment with the information contact person listed above. As provided in 21 CFR 171.1(h), the agency will delete from the documents any materials that are not available for public disclosure before making the documents available for inspection.

The agency has carefully considered the potential environmental effects of this action and has concluded that the action will not have a significant impact on the human environment and that an environmental impact statement is not required. The agency's finding of no significant impact and the evidence supporting that finding may be seen in the Dockets Management Branch (address above), between 9 a.m. and 4 p.m., Monday through Friday.

List of Subjects in 21 CFR Part 178

Food additives, Food packaging, Sanitizing solutions.

Therefore, under the Federal Food, Drug, and Cosmetic Act and under authority delegated to the Commissioner of Food and Drugs and redelegated to the Center for Food Safety and Applied Nutrition, Part 178 is amended as follows:

PART 178—INDIRECT FOOD ADDITIVES: ADJUVANTS, PRODUCTION AIDS, AND SANITIZERS

1. The authority citation for Part 178 continues to read as follows:

Authority: Secs. 201(s), 409, 72 Stat. 1784–1788 as amended (21 U.S.C. 321(s), 348); 21 CFR 5.10 and 5.61.

2. In § 178.2010(b) by adding new limitation 3 for "Di-*tert*-butylphenyl phosphonite condensation product with biphenyl" to read as follows:

§ 178.2010 Antioxidants and/or stabilizers for polymers.

* * * * *

(b) * * *

Substances	Limitations
* * *	* *
Di-*tert*-butylphenyl phosphonite condensation product with biphenyl (CAS Reg. No. 38613–77–3) produced by the condensation of 2,4-di-*tert*-butylphenol with the Friedel-Crafts addition product (phosphorus trichloride and biphenyl) so that the food additive has a minimum phosphorus content of 5.4 percent, an acid value not exceeding 10 mg KOH/gm, and a melting range of 85 °C to 110 °C (185 °F to 230 °F).	For use only: * * * 3. At levels not to exceed 0.2 percent by weight of polystyrene and 0.3 percent by weight of rubber-modified polystyrene complying with § 177.1640 of this chapter.
* * *	* *

* * * * *

Any person who will be adversely affected by the foregoing regulation may at any time on or before June 28, 1985 submit to the Dockets Management Branch (address above) written objections thereto and may make a written request for a public hearing on the stated objections. Each objection shall be separately numbered and each numbered objection shall specify with particularity the provision of the

regulation to which objection is made. Each numbered objection on which a hearing is requested shall specifically so state; failure to request a hearing for any particular objection shall constitute a waiver of the right to a hearing on that objection. Each numbered objection for which a hearing is requested shall include a detailed description and analysis of the specific factual information intended to be presented in support of the objection in the event that a hearing is held; failure to include such a description and analysis for any particular objection shall constitute a waiver of the right to a hearing on the objection. Three copies of all documents shall be submitted and shall be identified with the docket number found in brackets in the heading of this regulation. Received objections may be seen in the office above between 9 a.m. and 4 p.m., Monday through Friday.

Effective date. This regulation is effective May 29, 1985.

Dated: May 20, 1985.

John M. Taylor,

Acting Director, Center for Food Safety and Applied Nutrition.

[FR Doc. 85-12793 Filed 5-28-85; 8:45 am]

BILLING CODE 4160-01-M

21 CFR Part 178

[Docket No. 83F-0073]

Indirect Food Additives; Adjuvants, Production Aids, and Sanitizers

AGENCY: Food and Drug Administration.

ACTION: Final rule.

SUMMARY: The Food and Drug Administration (FDA) is amending the food additive regulations to provide for additional safe uses of tris(2,4,-di-*tert*-butylphenyl)phosphite as an antioxidant and/or stabilizer in various food-contact applications. This action responds to a petition filed by Ciba-Geigy Corp.

DATES: Effective May 29, 1985; objections by June 28, 1985.

ADDRESS: Written objections to the Dockets Management Branch (HFA-305), Food and Drug Administration, Rm. 4-62, 5600 Fishers Lane, Rockville, MD 20857.

FOR FURTHER INFORMATION CONTACT: Thomas C. Brown, Center for Food Safety and Applied Nutrition (HFF-334), Food and Drug Administration, 200 C St. SW., Washington, DC 20204, 202-472-5690.

SUPPLEMENTARY INFORMATION: In a notice published in the **Federal Register** of April 8, 1983 (48 FR 15329), FDA announced that a food additive petition (FAP 3B3702) had been filed by Ciba-Geigy Corp., Three Skyline Drive, Hawthorne, NY 10532, proposing that the food additive regulations be amended to provide for the safe use of tris(2,4-di-*tert*-butylphenyl)phosphite as an antioxidant and/or stabilizer in food-contact applications.

FDA has evaluated the data in the petition and other relevant material and concludes that the proposed food additive uses are safe and that the regulations should be amended as set forth below.

In accordance with § 171.1(h) (21 CFR 171.1(h)), the petition and the documents that FDA considered and relied upon in reaching its decision to approve the petition are available for inspection at the Center for Food Safety and Applied Nutrition (address above) by appointment with the information contact person listed above. As provided in 21 CFR 171.1(h), the agency will delete from the documents any materials that are not available for public disclosure before making the documents available for inspection.

The agency has carefully considered the potential environmental effects of this action and has concluded that the action will not have a significant impact on the human environment, and therefore an environmental impact statement is not required. The agency's findings of no significant impact and the evidence supporting that finding may be seen in the Dockets Management Branch (address above), between 9 a.m. and 4 p.m., Monday through Friday.

List of Subjects in 21 CFR Part 178

Food additives, Food packaging, Sanitizing solutions.

Therefore, under the Federal Food, Drug, and Cosmetic Act and under authority delegated to the Commissioner of Food and Drugs and redelegated to the Director, Center for Food Safety and Applied Nutrition, Part 178 is amended as follows:

PART 178—INDIRECT FOOD ADDITIVES: ADJUVANTS, PRODUCTION AIDS, AND SANITIZERS

1. The authority citation for Part 178 continues to read as follows:

Authority: Secs. 201(s), 409, 72 Stat. 1784-1788 as amended (21 U.S.C. 321(s), 348); 21 CFR 5.10 and 5.61.

2. In § 178.2010(b) by adding items 11 through 21 to the list of limitations to read as follows:

§ 178.2010 Antioxidants and/or stabilizers for polymers.

* * * * *

(b) * * *

Substances	Limitations
*	* * * *
Tris(2,4-di-*tert*-butylphenyl) phosphite (CAS Reg. No. 31570-04-4)	For use only: * * * 11. In adhesives complying with § 175.105 of this chapter. 12. At levels not to exceed 0.5 percent by weight of pressure sensitive adhesives complying with § 175.125 of this chapter. 13. At levels not to exceed 0.5 percent by weight of can end cement formulations complying with § 175.300(b)(3)(xxxi) of this chapter. 14. At levels not to exceed 0.5 percent by weight of side seam cement formulations complying with § 175.300(b)(3)(xxxii) of this chapter. 15. At levels not to exceed 0.5 percent by weight of petroleum alicyclic hydrocarbon resins complying with § 175.320(b)(3) of this chapter. 16. At levels not to exceed 0.5 percent by weight of petroleum alicyclic hydrocarbon resins or their hydrogenated products complying with § 176.170(b)(2) of this chapter. 17. At levels not to exceed 0.5 percent by weight of resins and polymers complying with § 176.180(b) of this chapter. 18. At levels not to exceed 0.5 percent by weight of rosins and rosin derivatives complying with § 176.210(d)(3) of this chapter. 19. At levels not to exceed 0.5 percent by weight of closures with sealing gaskets complying with § 177.1210 of this chapter. 20. At levels not to exceed 0.5 percent by weight of petroleum hydrocarbon resin, and rosins and rosin derivatives complying with § 178.3800(b). 21. At levels not to exceed 0.5 percent by weight of reinforced wax complying with § 178.3850.
*	* * * *

Any person who will be adversely affected by the foregoing regulation may at any time on or before June 28, 1985, submit to the Dockets Management Branch (address above) written objections thereto and may make a written request for a public hearing on the stated objections. Each objection shall be separately numbered and each numbered objection shall specify with particularity the provision of the regulation to which objection is made. Each numbered objection on which a hearing is requested shall specifically so state; failure to request a hearing for any particular objection shall constitute a waiver of the right to a hearing on that objection. Each numbered objection for which a hearing is requested shall include a detailed description and analysis of the specific factual information intended to be presented in support of the objection in the event that a hearing is held; failure to include such a description and analysis for any particular objection shall constitute a waiver of the right to a hearing on the objection. Three copies of all documents shall be submitted and shall be identified with the docket number found in brackets in the heading of this

regulation. Received objections may be seen in the office above between 9 a.m. and 4 p.m., Monday through Friday.

Effective date. This regulation is effective May 29, 1985.

Dated: May 20, 1985.

John M. Taylor,

Acting Director, Center for Food Safety and Applied Nutrition.

[FR Doc. 85-12791 Filed 5-28-85; 8:45 am]

BILLING CODE 4160-01-M

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21 CFR Part 558

New Animal Drugs for Use in Animal Feeds; Tylosin Phosphate

Correction

In FR Doc. 85-11652 beginning on page 20204 in the issue of Wednesday, May 15, 1985, make the following corrections:

1. On page 20204, third column, the effective date should read "May 28, 1985". Also, on page 20205, first column, the effective date should read "May 28, 1985".

BILLING CODE 1505-01-M

DEPARTMENT OF THE TREASURY

Office of the Secretary

31 CFR Part 103

Notice of Exemption From Casino Regulations

AGENCY: Department of the Treasury.

ACTION: Notice of exemption from casino regulations.

SUMMARY: In accordance with 31 CFR 103.45(c), the Secretary of the Treasury is exempting casinos in the State of Nevada from the recordkeeping and reporting requirements imposed on casinos by 31 CFR Part 103.

EFFECTIVE DATE: May 7, 1985.

FOR FURTHER INFORMATION CONTACT: Robert J. Stankey, Jr., Office of Assistant Secretary (Enforcement and Operations), Department of the Treasury, Room 1458, Main Treasury Building, 1500 Pennsylvania Avenue, NW., Washington, D.C. 20220, (202) 566-8022.

SUPPLEMENTARY INFORMATION: On February 6, 1985 (50 FR 5065), the Department of the Treasury issued a final rule, effective today, subjecting casinos with gross annual revenue in excess of $1,000,000 to certain reporting and recordkeeping requirements under the regulations that implement the Bank Secrecy Act, 31 CFR Part 103. At the same time (50 FR 5064), Treasury announced that the State of Nevada, on behalf of casinos in Nevada, had applied for an exemption from the regulations pursuant to 31 CFR 103.45(c). Under § 103.45(c)(1), the Secretary may grant an exemption to casinos in any state whose regulatory system substantially meets the requirements of Part 103.

I have reviewed Nevada's state regulatory system, including Nevada Gaming Commission Regulation 6A, enacted on May 6, 1985, and I am satisfied that the system substantially meets the reporting and recordkeeping requirements of 31 CFR Part 103. Therefore, by the authority vested in me by the Secretary of the Treasury, I hereby exempt casinos in the State of Nevada from the requirements of 31 CFR Part 103.

The continuance of this exemption is conditioned on enactment by the State of Nevada of a maximum criminal penalty of five years for violations of the requirements of the state regulatory system. In addition, changes in the internal control systems of individual casinos necessary to implement the state regulatory system must be made and reviewed by the State before July 31, 1985. Failure to meet the July 31 deadline for these events will result in the revocation of this exemption.

Revocation of this exemption is in the sole discretion of the Secretary. 31 CFR 103.45(c)(3).

This exemption does not apply to casinos in Nevada with gross annual gaming revenue of $1,000,000 or less. These casinos are subject to the reporting requirements of section 6050I of the Internal Revenue Code, 26 U.S.C. 6050I, and any regulations issued thereunder. Also, non-gambling businesses at casino hotels and resorts, such as shops, restaurants and hotels, are separate trades and businesses from casino operations and must report under section 6050I.

Dated: May 7, 1985.

John M. Walker, Jr.,

Assistant Secretary (Enforcement and Operations).

[FR Doc. 85-12875 Filed 5-28-85; 8:45 am]

BILLING CODE 4810-25-M

VETERANS ADMINISTRATION

38 CFR Part 36

Decrease in Maximum Permissible Interest Rates on Guaranteed Manufactured Home Loans, Home and Condominium Loans, and Home Improvement Loans

AGENCY: Veterans Administration.

ACTION: Final regulations.

SUMMARY: The VA (Veterans Administration) is decreasing the maximum interest rates on guaranteed manufactured home unit loans, lot loans, and combination manufactured home unit and lot loans. In addition, the maximum interest rates applicable to fixed payment and graduated payment home and condominium loans, and to home improvement and energy conservation loans are also decreased. These decreases in interest rates are possible because of recent improvements in the availability of funds in various credit markets. The decrease in the interest rates will allow eligible veterans to obtain loans at a lower monthly cost.

EFFECTIVE DATE: May 21, 1985.

FOR FURTHER INFORMATION CONTACT: Mr. George D. Moerman, Loan Guaranty Service (264), Department of Veterans Benefits, Veterans Administration, 810 Vermont Avenue, N.W., Washington, D.C. 20420 (202-389-3042).

SUPPLEMENTARY INFORMATION: The Administrator is required by section 1819(f), Title 38, United States Code, to establish maximum interest rates for manufactured home loans guaranteed by the VA as he finds the manufactured home loan capital markets demand. Recent market indicators—including the prime rate, the general decrease in interest rates charged on conventional manufactured home loans, and the decrease of other short-term and long-term interest rates—have shown that the manufactured home capital markets have improved. It is now possible to decrease the interest rates on manufactured home unit loans, lot loans, and combination manufactured home unit and lot loans while still assuring an adequate supply of funds from lenders and investors to make these types of VA loans.

The Administrator is also required by section 1803(c), title 38, United States Code, to establish maximum interest rates for home and condominium loans including graduated payment mortgage loans, and loans for home improvement purposes. Market indicators similarly favor reductions in the maximum interest rates for these types of loans. These lower interest rates should assist more veterans in the purchase of homes and condominiums or to obtain improvement loans because of the decrease in the monthly loan payments for principal and interest.

Regulatory Flexibility Act/Executive Order 12291

For the reasons discussed in the May 7, 1981 Federal Register, (46 FR 25443), it has previously been determined that final regulations of this type which change the maximum interest rates for loans guaranteed, insured, or made pursuant to chapter 37 of title 38, United States Code, are not subject to the provisions of the Regulatory Flexibility Act, 5 U.S.C. 601–612.

These regulatory amendments have also been reviewed under the provisions of Executive Order 12291. The VA finds that they are not "major rules" as defined in that Order. The existing process of informal consultation among representatives within the Executive Office of the President, OMB, the VA and the Department of Housing and Urban Development has been determined to be adequate to satisfy the intent of this Executive Order for this category of regulations. This alternative consultation process permits timely rate adjustments with minimal risk of premature disclosure. In summary, this consultation process will fulfill the intent of the Executive Order while still permitting compliance with statutory responsibilities for timely rate adjustments and a stable flow of mortgage credit at rates consistent with the market.

These final regulations come within exceptions to the general VA policy or prior publication of proposed rules as contained in 38 CFR 1.12. The publication of notice of a regulatory change in the VA maximum interest rates for VA guaranteed, insured or direct loans would deny veterans the benefit of lower interest rates pending the final rule publication date which would necessarily be more than 30 days after publication in proposed form. Accordingly, it has been determined that publication of proposed regulations prior to publication of final regulations is impracticable, unnecessary, and contrary to the public interest.

(Catalog of Federal Domestic Assistance Program numbers, 64.113, 64.114, and 64.119)

These regulations are adopted under authority granted to the Administrator by sections 210(c), 1803(c)(1), 1811(d)(1) and 1819 (f) and (g) of title 38, United States Code.

These decreases are accomplished by amending sections 36.4212(a) (1), (2), and (3), and 36.4311 (a), (b), and (c) and 36.4503(a), title 38, Code of Federal Regulations.

List of Subjects in 38 CFR Part 36

Condominiums, Handicapped, Housing, Loan programs—Housing and community development, Manufactured homes, Veterans.

Approved: May 20, 1985.

By direction of the Administrator.

Everett Alvarez, Jr.,

Deputy Administrator.

PART 36—LOAN GUARANTY

The Veterans Administration is amending 38 CFR Part 36 as follows:

1. In § 36.4212, paragraph (a) is revised as follows:

§ 36.4212 Interest rates and late charges.

(a) The interest rate charged the borrower on a loan guaranteed or insured pursuant to 38 U.S.C. 1819 may not exceed the following maxima except on loans guaranteed or insured pursuant to guaranty or insurance commitments issued by the Veterans Administration prior to the respective effective date: (38 U.S.C. 1819(f).

(1) Effective May 21, 1985, 14½ percent simple interest per annum for a loan which finances the purchase of a manufactured home unit only.

(2) Effective May 21, 1985, 14 percent simple interest per annum for a loan which finances the purchase of a lot only and the cost of necessary site preparation, if any.

(3) Effective May 21, 1985, 14 percent simple interest per annum for a loan which will finance the simultaneous acquisition of a manufactured home and a lot and/or the site preparation necessary to make a lot acceptable as the site for the manufactured home.

* * * * *

2. In § 36.4311, paragraphs (a), (b), and (c) are revised as follows:

§ 36.4311 Interest rates.

(a) Excepting loans guaranteed or insured pursuant to guaranty or insurance commitments issued by the VA which specify an interest rate in excess of 12 per centum per annum, effective May 21, 1985, the interest rate on any home or condominium loan, other than a graduated payment mortgage loan, guaranteed or insured wholly or in part on or after such date may not exceed 12 per centum per annum on the unpaid principal balance. (38 U.S.C. 1803(c)(1))

(b) Excepting loans guaranteed or insured pursuant to guaranty or insurance commitments issued by the VA which specify an interest rate in excess of 12¼ per centum per annum, effective May 21, 1985, the interest rate of any graduated payment mortgage loan guaranteed or insured wholly or in part on or after such date may not exceed 12¼ per centum per annum. (38 U.S.C. 1803(c)(1))

(c) Effective May 21, 1985, the interest rate on any loan solely for energy conservation improvements or other alterations, improvements or repairs, which is guaranteed or insured wholly or in part on or after such date may not exceed 13½ per centum per annum on the unpaid principal balance. (38 U.S.C. 1803(c)(1))

* * * * *

3. In § 36.4503, paragraph (a) is revised as follows:

§ 36.4503 Amount and amortization.

(a) The original principal amount of any loan made on or after October 1, 1980, shall not exceed an amount which bears the same ratio to $33,000 as the amount of the guaranty to which the veteran is entitled under 38 U.S.C. 1810 at the time the loan is made bears to $27,500. This limitation shall not preclude the making of advances, otherwise proper, subsequent to the making of the loan pursuant to the provisions of § 36.4511. Except as to home improvement loans, loans made by the VA shall bear interest at the rate of 12 percent per annum. Loans solely for the purpose of energy conservation improvements or other alterations, improvements, or repairs shall bear interest at the rate of 13½ percent per annum. (38 U.S.C. 1811(d) (1) and (2)(A))

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[FR Doc. 85–12850 Filed 5–28–85; 8:45 am]

BILLING CODE 8320-01-M

ENVIRONMENTAL PROTECTION AGENCY

40 CFR Part 180

[PP 4E2974/R751, PH–FRL 2339–7]

Pesticide Tolerance for Cyano(3-Phenoxyphenyl) Methyl-4-Chloro-Alpha-(1-Methylethyl) Benezenacetate

AGENCY: Environmental Protection Agency (EPA).

ACTION: Final rule.

SUMMARY: This rule establishes a tolerance for residues of the insecticide cyano(3-phenoxyphenyl)methyl-4-chloro-alpha-(1-methylethyl)benzeneacetate in or on the raw agricultural commodity collards. This regulation to establish a maximum permissible level for residues of the insecticide in or on the commodity was requested in a petition submitted by the Interregional Research Project No. (IR-4).

EFFECTIVE DATE: Effective on May 29, 1985.

ADDRESS: Written objections, identified by the document control number [PP 4E2974/R751], may be submitted to: Hearing Clerk (A-110), Environmental Protection Agency, Room 3708, 401 M Street, Washington, D.C. 20460.

FOR FURTHER INFORMATION CONTACT: By mail: Donald Stubbs, Emergency Response and Minor Use section (TS-767C), Registration Division, Environmental Protection Agency, 401 M Street, SW., Washington, D.C. 20460.

Office location and telephone number: Room 716B, CM#2, 1921 Jefferson Davis Highway, Arlington, VA 22202, (703-557-1192).

SUPPLEMENTARY INFORMATION: EPA issued a proposed rule, published in the Federal Register of April 3, 1985 (50 FR 13251), which announced that the Interregional Research Project No. 4 (IR-4), New Jersey Agricultural Experiment Station, P.O. Box 231, Rutgers University, New Brunswick, NJ 08903, has submitted pesticide petition 4E2974 to EPA on behalf of Dr. Robert H. Kupelian, National Director, IR-4 Project and the Agricultural Experiment Stations of Alabama, Georgia, Maryland, North Carolina, and Oklahoma. The petition proposed the establishment of a tolerance for residues of the insecticide cyano(3-phenoxyphenyl)methyl-4-chloro-alpha-(1-methylethyl)benzeneacetate in or on the raw agricultural commodity collards at 10 parts per million (ppm).

There were no comments or requests for referral to an advisory committee in response to the proposed rule.

The data submitted in the petition and other relevant material have been evaluated and discussed in the proposed rulemaking. The pesticide is considered useful for the purpose for which the tolerance is sought. There are no regulatory actions pending against the continued registration of the pesticide. Based on the information cited above, the Agency has determined that the establishment of the tolerance will protect the public health and is established as set forth below.

Any person adversely affected by this regulation may, within 30 days after publication of this document in the Federal Register, file written objections with the Hearing Clerk, at the address given above. Such objections should specify the provisions of the regulation deemed objectionable and the grounds for the objections. If a hearing is requested, the objections must state the issues for the hearing and the grounds for the objections. A hearing will be granted if the objections are supported by grounds legally sufficient to justify the relief sought.

The Office of Management and Budget has exempted this rule from the requirements of section 3 of Executive Order 12291.

List of Subjects in 40 CFR Part 180

Administrative practice and procedure, Agricultural commodities, Pesticides and pests.

Dated: May 13, 1985.

Steven Schatzow,

Director, Office of Pesticide Programs.

PART 180—[AMENDED]

Therefore, 40 CFR Part 180 is amended as follows:

1. The authority citation for Part 180 continues to read as follows:

Authority: 21 U.S.C. 346a.

2. Section 180.379 is amended by adding, and alphabetically inserting, the raw agricultural commodity collards, to read as follows:

§ 180.379 Cyano(3-phenoxyphenyl)methyl-4-chloro-alpha-(1-methylethyl)benzeneacetate; tolerances for residues.

* * * * *

Commodities	Parts per million
* * * * *	
Collards	10.0
* * * * *	

[FR Doc. 85-12419 Filed 5-28-85; 8:45 am]

BILLING CODE 6560-50-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Health Care Financing Administration

42 CFR Part 431

[BQC-018-F]

Medicaid Program: Claims Processing Assessment System (CPAS)

AGENCY: Health Care Financing Administration (HCFA), HHS.

ACTION: Final rule.

SUMMARY: These final regulations provide that existing Medicaid quality control claims processing requirements are replaced by a claims processing assessment system (referred to as CPAS). CPAS is required both for States with an approved Medicaid Management Information System (MMIS) and for those without such a system. For States without an approved MMIS, CPAS is a State plan requirement. For States with an approved MMIS, CPAS is a part of MMIS. This also provides final notice of the CPAS requirements that are included as an additional condition for approval and annual reapproval of MMIS.

These changes are intended to increase State flexibility in claims processing oversight and reduce the burden on States with demonstrated good performance.

EFFECTIVE DATES: These regulations are effective June 28, 1985. State agencies have until 90 days after the effective date to submit their preprinted plan amendments and required attachments. We will not hold a State to be out of compliance with the requirements of these final regulations if it submits the necessary preprint plan material by that date. States are not required to implement the information collection requirements in § 431.800 (c), (f), (g), (i), and (j) until we publish a notice containing the OMB approval number for these information collection requirements.

ADDRESSES: Comments on these requirements should be sent directly to: Fay Iudicello, Office of Information and Regulatory Affairs, Office Management and Budget, Room 3208, New Executive Office Building, Washington, D.C. 20503.

States with an approved MMIS have until 90 days after the effective date to implement a CPAS.

FOR FURTHER INFORMATION CONTACT: Marianne Faulstich, 301-597-2619.

SUPPLEMENTARY INFORMATION:

I. Background

A. Relationship Between MMIS and Claims Processing

Medicaid Quality Control (MQC) is a State-operated program for assessing the administration of the Medicaid program in accuracy of eligibility determinations, claims processing and third-party liability. The Medicaid Management Information system (MMIS) is an information storage, retrieval, and claims processing system tailored to support effective management of the Medicaid program. The objective of the MMIS is to improve the capability of State Medicaid agencies to process claims accurately in a timely manner and provide data for use in the administration of their programs.

The MMIS is used to process Medicaid claims and to retrieve and produce utilization data and management information about

recipients and services. It is composed of the following six components (or "subsystems"):

- Recipient Subsystem.
- Provider Subsystem.
- Claims Processing Subsystem.
- Reference File Subsystem.
- Surveillance and Utilization Review Subsystem (SURS).
- Management and Administrative Subsystem (MARS).

The system specifications are provided by HCFA in the form of functions and objectives to be met by States in designing, developing, and implementing their MMIS.

Section 1903(r) of the Social Security Act requires each State with a Medicaid program, with certain exceptions, to have an approved operating mechanized claims processing information retrieval system (which we refer to as an MMIS) before established deadlines, and if the State fails to do so, prescribes Federal financial participation (FFP) reductions by increments in the funding available under sections 1903(a) (2) and (7) of the Act. (Those sections provide 75 percent FFP for compensation and training of skilled medical professional and support staff, and 50 percent FFP for expenditures in administration of the State plan, respectively.) Section 1903(r) also imposes conditions for approval and reapproval of systems and prescribes FFP reduction by increments for failure of an MMIS to be approved or reapproved.

Under section 1903(a)(3)(A) of the Act and regulations at 42 CFR 433.112, FFP is available at a rate of 90 percent in State expenditures for design, development, installation, or improvement of the systems. (As with all Medicaid FFP rates, the rates are subject to any adjustment that occurs under sections 1903 (s) and (t) of the Act.) States requesting 90 percent enhanced funding to acquire automatic data processing equipment or services are required to submit advanced planning documents (APD) to the HCFA regional offices for approval. Title 45 CFR 95.605 defines an APD as "a written plan of action to acquire the proposed services or equipment. The APD must contain a statement of needs and ojectives; a preliminary cost-benefit analysis; a personnel resource statement indicating the availability or qualified and adequate staff, including a project director to accomplish the project objectives; a detailed description of the nature and scope of the activities to be undertaken and the methods to be used to accomplish the project; a proposed activity schedule for the project; a proposed budget; and a statement indicating the period of time the State expects to use the service or equipment."

Under section 1903(r)(1)(B) of the Act, a State is required to have in operation an approved MMIS by the earlier of: (1) September 30, 1982, or (2) the last day of the sixth month following the date specified for operation of the system in the State's most recently approved APD submitted before October 7, 1980. If a State fails to meet that deadline, section 1903(r)(1)(C) provides for reduction in the rate of FFP in both State expenditures under section 1903(a)(2) and section 1903(a)(7) by 5 percentage points for every two-quarter period of non-operation beyond the deadline described above. The rate of FFP may not be reduced more than 25 percentage points for expenditures under either section 1903(a)(2) or section 1903(a)(7).

We will waive the requirements for initial approval and operation of an MMIS for States with small populations if a State has demonstrated to our satisfaction that an MMIS would not significantly improve the efficiency of the administration of the State plan. Under section 1903(r)(7) of the Act, only a State that had fewer than one million residents in 1976 (as reported by the Bureau of Census), and total Medicaid expenditures (including FFP) of less than $100 million in fiscal year 1976 (as reported by the State for the period of October 1, 1975 through September 30, 1976) is entitled to receive this waiver.

B. Evaluating MMIS and Claims Processing Performance

HFCA reviews each State's MMIS to determine compliance with specifications and issues certification letters upon a State attaining compliance. Each certified MMIS is required to undergo a reapproval process annually. This reapproval (recertification) process is performed by HCFA regional office staff using a System Performance Review (SPR) document as a guide. It is issued to States by June 30 prior to the start of each fiscal year. This document provides the standards that the State system must meet durng the fiscal year and explains how the standards will be applied. Each standard is divided into elements and subelements which are referred to as factors. Performance evaluation is based on the concept that an MMIS must meet specific functional requirements, as well as cetain performance standards. Thus the SPR applies measures which enable determinations to be made as to whether a State system satisfies the functional requirements and statistical levels of output relating to accuracy and timeliness. The SPR incorporates seven reapproval performance standards. Six standards are based on the six subsystems of the MMIS General Systems Design. The seventh standard addresses itself to the overall management of the system and the control of fiscal agents.

Claims processing is currently evaluated under standards three and four of the SPR. Standard three contains two elements that are designed to ensure the orderly and timely processing of claims from initial receipt through issuance of the payment determination. The first of these elements deals with the ability to control claims from receipt through final disposition. The second element deals with timely processing of claims. Standard four contains two elements that are designed to ensure that claims are accurately processed and reviewed. The first element concerns the accuracy of claims processing and the second element ensures that effective edits and screens are used in the claims processing function.

C. Proposed Integration of CPAS into MMIS

CPAS, which will become an additional condition for approval and annual reapproval of the MMIS, is a modification to claims processing requirements that already exist for MMIS. A review of the State's operation of an approved CPAS is in standard seven. Currently this standard is composed of eight factors. CPAS is involved in only two of the eight factors. The scoring of the standard is designed so that there is equal treatment of each factor. As such, the CPAS review will contribute to the overall score for this standard.

In addition, data from the SPR will be used to determine which CPAS (i.e., alternate or mandatory/superior) a State must operate subsequent to the review period. This is based on the payment error rate derived from a random sample of adjudicated claims. The payment error rate results are not applied to the SPR score and will not be used to determine if a State meets the MMIS reapproval condition for the review period.

Both MMIS reapprovals and the MQC claims processing (CP) reviews are concerned with the accuracy and integrity of claims processing systems in State Medicaid operations. However, historically these activities have been conducted independently of one another. This fragmentation of effort has led HCFA to suggest a consolidation of the two activities. This would be accomplished by deleting the current

requirement in the regulations for MQC CP for MMIS States and building upon existing claims processing requirements in the MMIS.

D. Proposed Rulemaking and Notices of MMIS Modification

On August 9, 1983, we published in the **Federal Register**, at 48 FR 36151 a notice of proposed rulemaking (NPRM) to solicit comments on proposed changes to the MQC claims processing and third party liability (TPL) requirements. Those regulations proposed that the existing MQC claims processing requirements that are identical for all States be replaced by a new claims processing assessment system (CPAS). The intensity of the CPAS would be determined by a State's claims processing performance and for most States it would be a flexible program subject to HCFA approval.

The preamble to those regulations included a statement that it served notice as required by 42 CFR 433.115 that the new CPAS would become an additional requirement for MMIS approval and reapproval under section 1903(r)(5) of the Act. The preamble provided a detailed explanation of the proposed CPAS requirements, including that a Claims Processing Assessment System be operated in both MMIS and non-MMIS States.

Earlier, on March 3, 1983, we published in the **Federal Register**, at 48 FR 9038, an NPRM to solicit comments on proposed new conditions and procedures for initial approval and reapproval of MMIS to reflect additional requirements of section 901 of the Mental Health Systems Act of 1980 (Pub. L. 96-398). The proposal specified procedures for reducing the level of FFP for a State's administrative expenditures when a State fails to meet the conditions for initial operation, initial approval or reapproval of an MMIS.

In order to provide States with as much advance notice as possible of the proposed MMIS requirements relating to CPAS, we included a statement of our plans and gave States opportunity to comment. These comments and our responses are in section III.

Section V of this document constitutes our final decision, as required by 42 CFR 433.115, that CPAS will be a requirement for MMIS approval and reapproval. It includes a summary of our proposal along with an explanation of changes we made as a result of public comments we received on the NPRM.

In the August 9 NPRM, we also proposed to remove from out regulations the requirement that States perform TPL reviews. We are presently reevaluating our approach to TPL oversight and no longer intend to eliminate TPL quality control reviews. Instead, we are considering several options which we believe will ensure maximum TPL recovery.

II. Response to Public Comments

In response to our request for comments on the August 9, 1983 NPRM, we received a total of 22 comments, all from State Medicaid agencies. In the NPRM, the "MQC II" system was proposed as the specific system to be used by States which exceeded the performance threshold, significantly changed their systems or changed their fiscal agent or the operator of their systems. Instead of requiring the use of MQC II in selected States, we have decided to require those States to use a "mandatory CPAS" which will be the more intensive system required under CPAS. In this notice we have removed all specific reference to MQC II and refer instead to the mandatory CPAS which is summarized in the notice section of the preamble and which will be fully described in the State Medicaid Manual (SMM). In these responses, we have retained the reference to MQC II when it appears in a comment but have used the term "mandatory CPAS" in our response where it is the real issue of discussion. Comments and our responses are as follows:

A. Rationale and Legal Basis for CPAS Requirements

Comment—Seven State Medicaid agencies questioned our rationale for incorporating CPAS requirements into the MMIS and into evaluation of the MMIS through the System Performance Review (SPR). The commenters believe that the existing MMIS and SPR requirements fully satisfy statutory requirements in section 1903(r), and they do not believe any changes are necessary.

Response—SPR is the annual review we conduct of all certified MMIS. The purpose of the review is to ensure that the MMIS continues to operate at a satisfactory level measured against HCFA-determined performance levels. System which are reapproved continue to receive enhanced Federal funding for the MMIS operation. Systems which do not meet the minimum performance standards may have their enhanced Federal funding reduced based on section 1903(r) of the Act.

In developing CPAS, we considered several alternatives to ensure that we continue to meet our responsibilities for program oversight and accountability. We continue to believe that an ongoing quality assurance program is essential to the integrity of any claims processing system. After careful consideration, we chose to integrate claims processing assessment requirements with the MMIS because this builds on an existing system, and is a less fragmented and more effective approach than the current system. The SPR is the established review program for assessing MMIS effectiveness. Integrating claims processing assessment into the MMIS and its assessment as part of the SPR eliminates the need for duplicative requirements and reviews. We consider this approach to be the best alternative because:

(1) It requires comprehensive reviews in only those States with the highest payment error rates;

(2) It recognizes good performance by allowing States with low error rates considerable flexibility in claims processing assessment systems, and with a reduction in review and reporting burden; and

(3) It consolidates Federal requirements for claims processing management.

We believe that this approach provides the best mechanism for the assessment of claims processing errors combined with program accountability, and fully satisfies statutory requirements in section 1903(r) of the Act.

Comment—Seven State Medicaid agencies questioned whether there is a legal basis in the Act for us to require CPAS as a condition for MMIS approval and reapproval, and for monitoring the system through the SPR. These commenters were concerned that we are extending fiscal penalties to the MQC program that are not authorized by law.

Response—We believe that section 1903(a) of the Act clearly gives us authority to make these changes. Federal requirements at 42 CFR 433.112(b)(2) provide full authority for us to modify or add system requirements and performance standards to the MMIS. As explained in section I. c. of this document, claims processing requirements already exist in the MMIS. Our regulations at 42 CFR 433.115, implementing section 1903(a)(3) of the Act, provide that whenever we modify the requirements for approval of systems, we will:

(1) Publish a notice describing the proposed revision in the **Federal Register** for comment;

(2) For revisions making substantive change, publish in the **Federal Register** our responses to comments and our final decision;

(3) Issue the final requirement in the *Medical Assistance Manual;* and

(4) Allow an appropriate period for Medicaid agencies to meet the requirement, determining this period on the basis of the requirement's complexity and other relevant factors.

We published the initial notice in the **Federal Register** for comment on August 9, 1983. We are now responding to comments and publishing our final decisions. Soon after this final rule is published, we will further describe the requirements of the mandatory CPAS in the *State Medicaid Manual* (SMM), which has replaced the *Medical Assistance Manual.* We are also allowing 90 days after the effective date of the regulations for implementation, which we consider adequate time for States to meet the requirements.

As explained in section I of this document, section 1903(r) of the Act provides that whenever a State fails to meet MMIS requirements and performance standards prescribed by HCFA the State will be subject to percentage reductions in FFP as described in that subsection of the Act.

We believe the changes that we have made to the MMIS are in fact authorized by law, and funding reductions which are applicable whenever standards and requirements are not met do not constitute an extension of penalties to the MQC program.

B. Time Frames

Comment—Three State agencies contend that the June 30 deadline for each State to submit to us a report of its error analysis and corrective action plan for review ending March 31 is unrealistic. They believe that States will have insufficient time after completing reviews to prepare these reports adequately.

Response—We agree with these comments, and are revising section 431.800(j)(3) to provide that error analyses and corrective action plans will be due August 31. This coincides with the date that MQC eligibility data analyses and corrective action plans are due. The corrective action plan should cover the results of State CPAS reviews performed since the cut-off date of the last corrective action plan. For example if the State's fiscal year (FY) 1985 corrective action plan included reviews ending March 31, 1985, the FY 1986 plan shall include the April 1985–March 1986 timeframe.

Comment—One commenter questioned how States can phase in MQC–II (the mandatory CPAS) or an alternate system for FY 1983 by July 1, 1983 when the NPRM was not published until August 9, 1983. Eight commenters objected to the proposed October 1, 1983 implementation date as unreasonable based on the NPRM publication date. They indicated that States need more time to revise systems and procedures and suggested lead times ranging from six months to one year after publication of the final rule.

Response—When we began developing the NPRM, we anticipated that it would be published before July, 1983. Action Transmittal 83–7 was released to States in May, 1983 to provide them with advance notice to encourage and facilitate State planning. The July phase-in period was proposed in order to minimize implementation time upon publication of the final rule.

We agree with the commenters that less than two months may be inadequate time to implement these procedures fully. Therefore, we are now providing that States have until 90 days after the regulation's effective date to implement the system. We believe 120 days (the regulation is effective 30 days after publication) is adequate notice since all States are currently required to operate intensive claims processing quality control systems. Advance notice of the basic requirements was provided in the May 1983 Action Transmittal and the August 1983 NPRM, and no State was required to operate the mandatory CPAS in FY 1984. The basic requirements of CPAs can be met without elaborate system modifications. We have reviewed proposed plans that meet the criteria and could be implemented well within 90 days. We will allow a 90-day conversion period whenever we require a State to implement the mandatory CPAS or a system we determine to be superior. When States that had been required to operate the mandatory CPAS no longer exceed the payment error rate threshold, States that choose to do so will have 90 days to convert to an alternate CPAS. In both cases, the 90-day period will begin when we notify the State of the new requirement. The State must continue operation of its existing CPAS until conversion to the new CPAS is complete.

A chart illustrating timeframes for a full fiscal year that the CPAS process is in effect is published with the preamble to this regulation (see section V). A State's actual sampling and review process need not begin until the beginning of the second month after the end of the initial 90 day implementation period, since claims are sampled in the month following payment.

Comment—We received one comment from a State agency requesting that we include in the regulations the time frames for approval of CPAS plans. The commenter suggested that if States do not receive an approval or denial from us within 60 days after submitting the CPAS plan, the plan will be considered to be approved.

Response—We believe that time frames for approval of CPAS plans should be specified in the notice. Since existing procedures specify a 90-day period for approval of other types of plans and waivers, we believe that 90 days is a more reasonable time period than 60 days. We have provided in the notice that the initial CPAS plans and subsequent CPAS changes must be submitted to us for approval and that we will deem a CPAS plan to be approved unless we either disapprove it or request further information within 90 days after the date the CPAS plan is received by us. We will acknowledge receipt of the CPAS plan and either request additional information or advise the State that all information has been received and that the 90-day period has begun. After we have received all requested information we will notify the State of approval or disapproval within 90 days or the plan is deemed approved.

We intend to expedite review of CPAS plans and notify the States promptly of approval or of improvements necessary in the plan, to enable States to comply with the 90-day implementation requirement discussed earlier.

C. Mandatory CPAS Implementation Criteria

Comment—Two States were opposed to our use of the payment error rate threshold (i.e., payment error rates exceeding 1 percent of payments and misspent Federal funds exceeding $1 million annually) to determine the scope of claims review requirements. The commenters were concerned that they might need to switch to and from MQC-II (the mandatory CPAS) based on error rates that, as with any other sample, are subject to sampling variability.

Response—We established the payment error rate threshold as a mechanism for determining the required scope of State claims processing review requirements at the recommendation of the Executive Office of Management and Budget (EOMB). Applying the threshold distinguishes the States with low error rates from those with high error rates. It also exempts States with very small programs from the more elaborate assessment requirement. States with low rates have the option of developing their own CPAS, while States with high error rates are required to do a more extensive review, subject to greater scrutiny. We believe that the payment error rate threshold is an effective means for determining the

scope of State review requirements. The potential for sampling error is taken into consideration through the use of statistical tests for the 1 percent threshold. The tests are utilized in calculating the error rate because of the small size of the SPR sample and also to remain consistent with current SPR procedures.

Comment—Five commenters objected to our proposed requirement that States perform an MQC–II (the mandatory CPAS) review or use a superior system when they change payment contractor (fiscal agent) or change from a contractor-operated to a State-operated system.

Response—We agree with these comments and have revised the notice (Section V of this document) to provide that States not exempt from MMIS that change claims payment contractor (fiscal agent) or change from a contractor-operated to a State-operated system (without changing the system itself) will not be automatically required to implement the mandatory CPAS. (The criteria by which States are exempted from MMIS are explained in section I A.)

When we are notified (through the APD approval process specified in 45 CFR 95.611) that a State subject to MMIS requirements intends to change its fiscal agent or system operator the CPAS in operation is subject to reevaluation even though the claims processing system itself is not changed. We will review the CPAS in operation and evaluate the State's experience in developing and implementing corrective action based on CPAS findings. If it appears that the performance of the CPAS may not adequately monitor the quality of the claims processing system during the transition, we, at our discretion, may require that the State operate the mandatory CPAS or enhance its existing CPAS under the new fiscal agent or system operator. The State will continue to use the mandatory CPAS or alternate enhanced CPAS until we determine that the claims processing payment error rate does not exceed the established threshold.

Comment—Seven commenters objected to our proposed definition of a significant system change for MMIS States. We had proposed that the submittal of an Advance Planning Document (APD) not exclusively related to the Surveillance and Utilization Review subsystem (SURS) or the Management and Administrative Reporting subsystem (MARS) would be considered a significant system change that would require States to implement MQC–II (the mandatory CPAS).

Response—We agree with these comments. The intent of these regulations is to assure that the intensity of claims processing oversight is consistent with the vulnerability of the system. The broad definition of significant system change we had originally proposed would have unnecessarily required some States to convert to the mandatory CPAS. Our intent is that the mandatory CPAS be required only when system changes have a significant potential to affect claims processing performance adversely.

Therefore, in our final notice of CPAS requirements (section V), we have revised our definition of significant system change to mean the replacement of an approved claims processing subsystem with a new subsystem, which would require the entire MMIS to meet the conditions for initial approval. We believe that the claims processing system is critically at risk at this stage. We will require MMIS States meeting these criteria to operate the mandatory CPAS or a superior system until the SPR test of the new claims processing system indicates that it does not exceed the established payment error rate threshold. Further discussion of these requirements is in section V of this document.

D. Funding

States requesting enhanced funding to acquire automatic data processing equipment or services are required to submit an APD to the HCFA regional offices for approval. Title 45 CFR 95.605 defines an ADP.

Comment—One commenter objected to paying the data processing costs associated with the design, development and implementation of an MMIS claims processing assessment system until proposed regulations at 42 CFR 433.110–433.115 implementing section 1903(r) of the Act (enacted by section 901 of Pub. L. 96–398) (commonly referred to as the Schweiker amendment) are published in final form.

Response—Regulations at 42 CFR 433.112(b)(2) currently provide full authority to modify or add systems requirements and performance standards. In addition, many of the provisions of section 1903(r) of the Act are self-implementing and regulations are not always required to implement them. Ninety percent FFP is available for the design, development, installation or improvement of a mechanized claims processing and information retrieval system, if we have approved the system. Since CPAS is a new requirement under MMIS, availability of 90 percent FFP will be contingent upon Federal approval of the APD submitted by a State. All requests for enhanced funding for CPAS-related activities will follow the current established criteria and procedures used for other APDs.

Comment—One commenter asked if 90 percent FFP is available for reports required under proposed regulations at § 431.800(c) (State plan requirements), and § 431.800(f) (Reporting requirements for eligibility systems).

Response—Paragraph (f) of § 431.800 deals specifically with eligibility quality control systems, which are not part of CPAS requirements. Paragraph (c) of the same section specifies that the State plan must provide for operating an MQC eligibility system and a claims processing assessment system. Reporting is an operating function and as such will not qualify for enhanced funding at 90 percent for design, development and installation of systems. Enhanced funding of eligibility systems at 75 percent FFP is discussed in Part 11 of the SMM. This regulation does not alter these provisions, and makes no changes to funding for eligibility quality control reporting requirements.

Comment—One commenter questioned whether all CPAS operational costs will be funded at 75 percent and whether the final rule will clearly specify which parts of CPAS operational costs will be eligible for 75 percent FFP.

Response—Provisions governing the funding of other MMIS operations will also apply to funding CPAS operations that are part of an approved MMIS. MMIS operations that are funded at 75 percent FFP are specified in the *State Medical Manual* (SMM), § 11275.3, and listed in the chart of reimbursable costs for State systems, SMM, § 11275.26. For example, CPAS automated operation expenditures would be eligible for funding at the higher level while claims reviewers such as other administrative staff would not be. Since the functions specified in these sections of the SMM apply to all MMIS requirements, we do not consider it necessary to specify CPAS operational costs separately.

Comment—One State agency questioned whether it will be cost effective for State agencies and the Federal government to design, develop and implement MQC–II (the mandatory CPAS).

Response—We recognize that those States that are required to operate the mandatory CPAS as a result of past performance may incur higher costs because the mandatory CPAS is more labor intensive than other reviews. We

believe, however, that additional expenditures incurred in operating the mandatory CPAS will be more than offset by States' increased ability to identify and recover misspent funds, and that the investment in more intensive claims processing oversight is justified when past performance or significant system changes indicate that the system is particularly vulnerable to error.

E. Review Procedures

Comment—One commenter asked that we clarify the impact of the Federal re-review of State CPAS reviews on a State's payment error rate under MQC–II (the mandatory CPAS).

Response—Under these regulations, the SPR or State assessment claims sample will be used in most States not only to determine the occurrence error rate but also to determine a payment error rate (which is used only to determine whether a mandatory CPAS is required). In States that have been operating the mandatory CPAS, a limited number of claims will be subsampled and subjected to Federal re-review. In those States, the payment error rate will be developed using a formula that combines State and Federal findings through a regression formula. If no disagreement exists between States and Federal findings, the final payment error rate will be equivalent to the error rate established by the State review. If there is minor disagreement between State and Federal findings (i.e., only a few claims with small dollar differences), the final error rate will be close to the State error rate using only States findings. However, if there are significant discrepancies between State and Federal findings, the final error rate will be closer to the error rate using only Federal findings. Note that the State review and Federal re-review process will only be used for determining the *payment* error rate in States required to operate the mandatory CPAS, not for the *occurrence* error rate in the SPR. In all States a random independent claims sample will be reviewed to determine occurrence errors for the SPR and State assessment.

Comment—We received a comment from one State agency asking whether a 60-day administrative period will apply, as under the present MQC–CP system (MQC–I), during which the State may adjust an erroneously paid claim. The commenter asked if, under the proposed MQC–II (the mandatory CPAS), adjustments are reviewed separately with no provision for an administrative period.

Response—The mandatory CPAS design does not provide for an administrative period in which States may adjust an erroneously paid claim. Under the mandatory CPAS, the adjustment is reviewed as a separate claim. Only the net amount of the adjustment is under review. The original claim will be examined to determine whether the adjustment claim corrected the errors that had been identified in the original claim.

Comment—One commenter suggested that because the State allows all providers the opportunity to resubmit claims for supplemental payment if they were underpaid, under MQC–II (the mandatory CPAS) claim reviewers would find accounting for under-payments to be a time-consuming and fruitless effort. Another commenter requested a more definitive explanation of how underpayments will be reviewed.

Response—We believe that reviewing for underpayments should be a part of any comprehensive system designed to measure errors resulting from claims processing. Under the mandatory CPAS, for example, supplemental payments are treated as adjustments, and therefore, reviewed as separate claims. Although a separate underpayment error rate is computed, it is not factored into the payment error rate, but is used for internal claims processing management purposes. An unusual number of underpayments may indicate problems in the claims processing system that should be investigated. Underpayments contribute to the SPR/State assessment occurrence error rate even though they are not included in the payment error rate used for determining the CPAS error rate. An occurrence error is any error that occurs in claims processing, either procedural error or error resulting in incorrect payment. We encourage Sates to review underpayments in their alternate CPAS.

F. Burden Reduction

Comment—One commenter questioned whether States would experience a decrease in burden under CPAS from the current Medicaid quality control claims processing requirements.

Response—CPAS was designed to permit States with low claims processing error rates to develop a review system that meets their own needs, and to require more intensive investment in claims processing oversight only when justified by the vulnerability of the system to error. States that qualify for alternate CPAS, will have minimal Federal reporting requirements, which means less burden. For those States required to operate the mandatory CPAS, CPAS reporting requirements are no more burdensome than current requirements. We believe, however, that under CPAS, the majority of States will experience decreased burden because they will not be required to use the mandatory CPAS.

Comment—One commenter indicated that additional burden is placed on States that are required to use the MQC–II (the mandatory CPAS) because of the requirement for sample plans, learning the new system, and developing the required verification. The commenter was also concerned that States may be required to implement MQC–II on short notice.

Response—We recognize that the mandatory CPAS review may be more labor intensive than alternate systems developed by States with good claims processing performance. We believe, however, that the additional effort to move to the more extensive review is justified for any State with high payment error rates and in MMIS States with claims processing systems vulnerable to error, because of the potential for misspent State and Federal funds. When we determine that a State must convert to the mandatory CPAS, we will allow 90 days for the State to implement the process. We have also revised the notice (section V) to minimize situations when States will be required to convert to the mandatory CPAS (see responses to comments, section C).

G. Error Rates

Comment—One commenter requested that we explain in the final rule how error rates will be established for a review system that is superior to the mandatory CPAS.

Response—Payment error rates for these review systems will depend on the type of system the State implements. If the State is required to use the mandatory CPAS and the superior system implemented provides data similar to the mandatory CPAS, we will take a Federal subsample of the State's CPAS sample, re-review the subsample claims, and combine the Federal and State results using a regression estimate to determine the final payment error rate. If the data are not similar to the mandatory CPAS, we will use an independent Federal sample projection to establish the error rate. In all States a random independent claim sample will be reviewed to determine occurrence errors for either the SPR or State assessment.

Comment—One commenter asked how the SPR would be used to—(1) Determine a State's error rate and (2) determine whether the State is above or below the threshold. The commenter also asked how a State that disagrees

with an SPR evaluation can resolve that disagreement.

Response—The basic operating procedures for the SPR remain the same. The SPR claims review, however, was expanded from an 80 claim sample to a 180 claim sample for FY 1984 and beyond. The occurrence error rate will be used to score the SPR. States that wish to contest FFP reductions based on their SPR score, may do so by appealing to the Grant Appeals Board. The procedures for making such an appeal are specified in 45 CFR 201.14.

To determine whether a State must operate a mandatory CPAS or an alternate CPAS (based on the payment error threshold), in most States we will determine the payment error rate using the same sample of claims selected for SPR purposes in a State. In States required to operate the mandatory CPAS, we will select an additional claim sample from their CPAS. This subsample will be subjected to Federal re-review. We will combine the State results with the Federal results to determine the payment error rate in these States. Using statistical tests, we will determine whether a payment error rate is above or below 1 percent, and state this with a particular level of confidence. We will develop a total dollar error estimate from the SPR reviews to determine if a State has in excess of $1 million in misspent Federal funds. We will also use the same process in non-MMIS States through the State assessment to determine misspent Federal funds.

Comment—One commenter requested that we delete all references to claims reviews in the MQC eligibility section of the regulation.

Response—These regulations do not change any of the eligibility review requirements in 42 CFR 431.800. Under the eligibility review system, States are still required to identify all claims paid within four months of the review month for services received in the review month on each case selected in the sample to generate a payment error rate for ineligible cases.

Comment—One State Medicaid agency questioned why the text of the regulation does not specify that MMIS States must conduct MQC–CP reviews when the preamble establishes threshold criteria for those States.

Response—The regulation text establishes State plan requirements for non–MMIS States. Regulations for MMIS States are at 42 CFR Part 433 Subpart C. Any CPAS revisions for MMIS States will follow MMIS notice procedures. The required notice of the CPAS requirement for MMIS States was given in the preamble to the proposed rule. Future revisions for MMIS States will be done in accordance with 42 CFR 433.115. We avoided specifying threshold criteria for non–MMIS States in the text of the regulations because we may want to revise those criteria as we gain experience with CPAS.

Comment—One commenter expressed the opinion that the proposed regulations are too vague and delegate all operating authority to our manuals and instructions.

Response—Our purpose, in part, for publishing the proposed regulations was to serve notice through the preamble of our intent to make the CPAS a condition for MMIS approval and reapproval, under section 1903(r) of the Act and to revise claims processing elements of the MQC program. Detailed operating criteria are described in our manuals and instructions. This is consistent with the existing method by which all MMIS related operating criteria are disseminated. This procedure, which has proved to be very efficient in the past, also enables us to retain the flexibility necessary to revise these provisions as we and the States gain experience with CPAS. State CPAS requirements that were presented as a notice in the preamble to the NPRM have been more fully explained in the preamble to this final rule to provide States with more detailed information on how CPAS will operate. As is customary, we will issue manuals and other instructional materials to States following publication of the final rule.

Comment—Another commenter requested that we revise the text of the regulation to require that States select statistical samples of claims authorized for payment or paid claims, whichever is most easily implemented by States. The NPRM would require States to select statistical samples from paid claims.

Response—We agree that States may choose from paid claims or claims authorized for payment in their CPAS programs.

H. Impact Analysis

Comment—Three State agencies questioned the validity of the impact analysis in view of EOMB's disapproval of the MQC–I reporting requirements for States with low claims processing error rates.

Response—The impact analysis was based on surveys of State agencies. The majority of States surveyed conducted MQC–CP reviews and submitted data to us notwithstanding EOMB's position on reporting burden. The impact analysis was based on the assumption that States that continued to operate MQC systems would have minimal or reduced costs associated with the operation of CPAS under these regulations. The intent of this final rule and notice is to establish minimal Federal oversight, yet maintain our accountability, and permit maximum State flexibility in the majority of States (i.e., those with good performance in claims processing and with systems less vulnerable to error).

I. Third Party Liability Reviews

Comment—Three commenters were opposed to our removal of third party liability (TPL) QC review requirements from § 431.800.

Response—We had proposed to eliminate TPL–QC review requirements with this regulation. However, we are presently reevaluating our TPL-QC program, and are not planning changes to the regulations at this time. Several options for TPL–QC are being considered with the goal of maximizing our TPL recovery potential. We may at some point in the future decide to revise our TPL regulations to permit us the flexibility necessary to operate varying TPL oversight programs. Whenever changes are proposed, we will solicit public comments.

J. Integrated Quality Control System

Comment—One commenter suggested that we develop CPAS reporting requirements in conformance with the Integrated Quality Control System (IQCS).

Response—The IQCS is an information collection system that assembles common characteristic data on members of recipient households participating in the Medicaid, Aid to Families with Dependent Children, and Food Stamp programs. The IQCS is designed to reduce State burden and improve cross-program data analysis. There are three phases in the IQC effort: Common case samples for State QC reviews, common codes and forms for State eligibility QC data entry, and a common computer system for QC data reporting from States to Federal government regional and central offices. We are committed to the implementation of the IQCS. We fully expect that the automated data entry transmission aspects of the system will eliminate the need for certain existing reporting requirements. Until the IQCS is a fully tested, proven and implemented system, however, we must continue to require alternate reporting mechanisms.

K. Fiscal Sanctions

Comment—One commenter expressed concern that fiscal sanctions could be applied twice if the eligibility review

selects the same claim that is selected under the SPR review.

Response—Although unlikely, there is a possibility that a claim selected for SPR review could also be among the claims selected for the eligibility review sample. If paid on behalf of an ineligible beneficiary, the dollar amount of that claim would affect the eligibility payment error rate which may result in disallowance of FFP under section 1903(u) of the Act. (Section 1903(u) of the Act provides that if the ratio of a State's erroneous excess payments for medical assistance to its total expenditures for medical assistance under the State plan approved under Title XIX exceeds 3 percent for the period consisting of the third and fourth quarters of fiscal year 1983, or for any full fiscal year thereafter, then the Secretary shall make no payment for such period or fiscal year with respect to so much of such erroneous excess payments as exceeds such allowable error rate of 3 percent.) It would not, however, also have an effect on the SPR score, which may result in reduction of FFP under section 1903(r) of the Act. The SPR is designed to evaluate the efficacy of the MMIS system. As such, the overall SPR score is based in part on a measure of the frequency of accurate vs. inaccurate claims processing (an occurrence error rate). Under this regulation, the dollar value of claims in the SPR sample (a claims payment error rate) is not used in the SPR score but only to determine whether the State must operate a mandatory or alternate CPAS. In addition, eligibility QC is concerned with the correctness of the eligibility determination, whereas claims processing QC assesses claims processing errors; as such, different measures would be applied to each system.

III. Responses to CPAS Related Comments Received on MMIS Conditions of Approval and Reapproval

On March 3, 1983 we published in the **Federal Register**, at 48 FR 9038, an NPRM to solicit comments on MMIS Conditions of Approval and Reapproval and Procedures for Reduction of FFP. We received a number of comments from State agencies on the preamble to that proposed rule. The proposed rule indicated that we anticipated publishing a proposal to add claims processing quality control as an additional condition for MMIS approval and annual reapproval.

Many of the provisions of the revised claims processing system, outlined in the March 3, 1983 NPRM, have been substantially revised or eliminated from this final CPAS rule. Therefore, many of the concerns expressed by State agencies are no longer valid. In some instances, the comments went beyond the proposal and reflected misconceptions about CPAS. One of the significant changes in this final rule is the elimination of the term "MQC–II" in favor of a generic term "mandatory CPAS" to describe the required system. This change recognizes the objections of several commenters that MQC–II, while a valuable program, should not be established in regulation as the sole mandatory claims processing quality control program.

The following are our responses to comments on the March 3, 1983, NPRM which deal primarily with CPAS.

1. *Comment:* Several commenters believe that we are trying to circumvent the EOMB restrictions on the operation of claims processing assessment systems by including MQC–II in the MMIS/SPR requirements.

Response: We have revised the MQC claims processing requirements to address EOMB recommendations concerning the excessive burden on States imposed by the current review system. EOMB recommended that we develop a more flexible system that would not indiscriminately require a full-scale monitoring effort from all States., regardless of their past performance, but would require more intensive reviews only in States where vulnerable claims processing systems exist.

As explained in the notice, section V, we will require the use of the mandatory CPAS only in States in which SPR or State Assessment results indicate claims payment error rates above 1 percent and misspent Federal funds above $1 million annually. States may also submit proposals to operate a superior CPAS system instead of the mandatory CPAS. HCFA will also require States whose systems have undergone significant changes to operate the mandatory CPAS or a superior system. States that have changed fiscal agents may be required to operate the mandatory CPAS or a superior system. Given these limited conditions, most States will be able to design and implement a less burdensome alternate CPAS tailored to their specific State needs.

2. *Comment*: Several commenters objected to the amount of detail required to perform MQC–II reviews and the associated burden of time, paperwork, tedium, expense, and staff resources for limited benefits.

Response: The mandatory CPAS is an in-depth quality control review of a claims processing system using a statistically valid stratified sample. We will require that a State use it until the SPR or State assessment review of the claims processing system indicates that it does not exceed the established payment error rate threshold.

In our view, the benefits of the mandatory CPAS exceed the costs. Under the mandatory CPAS methodology, there is no lengthy time period required for claims collection, and therefore, claims processing errors are rapidly identified. Our experience indicates that data derived from this system are extremely valuable in assessing claims processing breakdowns.

The changes we have made in this notice take into account the substantial demand on State resources made by the mandatory CPAS. Therefore, rather than requiring it in all States, we will only require it in those States in which recent past performance indicates a need for closer monitoring or where fiscal agent, operator or system changes may affect the integrity of the claims processing.

Comment: Several commenters objected to replacing Standard 4 of the SPR with MQC–II (the mandatory CPAS).

Response: We do not intend to replace Standard 4 of the SPR with the mandatory CPAS.

CPAS has modified the SPR in two areas: Standard 4 (Accurate Claims Processing and Review) and Standard 7 (Administration).

In Standard 4, although the claim sample has been expanded from 80 to 180 claims, we will continue to use only the occurrence error rate for the SPR score. We will use data from the 180 claim sample to determine whether the State has exceeded the error rate tolerance of 1 percent of payments and $1 million in misspent Federal funds but the payment error rate will not be used for SPR scoring. States which exceed this threshold will be required to operate the mandatory CPAS the following fiscal year. In States required to operate the mandatory CPAS, we will use a sample from the State CPAS to determine the payment error rate. We will re-review them and calculate a combined error rate.

In Standard 7, we conduct an administrative review of the CPAS that the State is operating. This review is a comparison between the CPAS that the State is using and the CPAS that the State should be operating, either the mandatory CPAS or the CPAS described in the approved CPAS plan. The administrative review will also assess the progress the State has made in implementing the corrective action plan

which it submitted the previous fiscal year.

4. *Comment:* Two commenters suggested an adoption of the Bill Processing Systems Test (BPST) as an alternative measure of the quality of claims processing.

Response: We encourage all States that are interested in operation BPST as an alternative CPAS to submit CPAS plans detailing how they plan to operate the system. However, we cannot comment on the approvability of a State's BPST without sufficient information to determine whether it adheres to alternate CPAS system requirements.

5. *Comment:* Several commenters expressed dissatisfaction with the MQC II review process. Typical comments indicated that the MQC II sample did not provide an accurate portrayal of the claims universe, that error rates were not reliable indicators, and that MQC II was viewed as inappropriate for corrective action with too great a time lag from the claims processing action to the error discovery without a clear identification of dollar errors.

Response: For those few States likely to be required to operate a mandatory CPAS it provides a statistically valid sample selected from the universe of claims. The mandatory CPAS selects claims monthly for review and thus generates more timely data than MQC–I.

We believe that some of the commenters have confused MQC–I with the mandatory CPAS. The MQC–I system is a review of claims associated with eligibility cases, while the mandatory CPAS selects from a universe of claims authorized for payment. Many of the criticisms may be valid for MQC–I, but not for the mandatory CPAS.

IV. Provisions of the Regulations

We are adopting the provisions of the regulations as proposed in the NPRM published August 9, 1983 with the following exceptions. We are specifying in § 431.800(g) that States are to submit the reports specified unless we require less stringent reporting. The reason for this is that non-MMIS States below the payment rate threshold (specified in the Notice, section V), permitted to operate an alternate system will be required to submit only an annual report instead of monthly and 6-month reports. We have chosen to specify only CPAS requirements that apply to all non-MMIS States, both those required to use the mandatory CPAS and those permitted to use an alternate system. Specific requirements for mandatory and alternate systems will be provided in the SMM. Therefore, we have removed paragraphs (e)(2), (3) and (9) of proposed § 431.800 and reordered and modified the remaining subparagraphs. We are revising proposed § 431.800(j) to specify that States must submit error analysis and corrective action plans on August 31 rather than on June 30, to be consistent with the due dates for other reports. Finally, we are addressing the TPL quality control review issue in another regulation.

V. Notice of Claims Processing Assessment System (CPAS) Requirements

This is our final decision covering systems requirements for CPAS. Regulations at 42 CFR 433.115, implementing section 1903(a)(3) of the Act, provide that whenever we modify the requirements for approval of systems, we will:

(1) Publish a notice describing the proposed revision in the **Federal Register** for comment;

(2) For revisions making substantive change, publish in the **Federal Register** our responses to comments and our final decision;

(3) Issue the final requirement in the *Medical Assistance Manual;* and

(4) Allow an appropriate period for Medicaid agencies to meet the requirement, determining this period on the basis of the requirement's complexity and other relevant factors.

We published the initial notice in the **Federal Register** for comment on August 9, 1983. Soon after this final rule is published, we will further describe the requirements of the mandatory CPAS in the *State Medicaid Manual* (SMM), which has replaced the *Medical Assistance Manual.* The notice published August 9, 1983 at 48 FR 36151 is adopted as final with the following changes:

Summary of Changes

- States with demonstrated high payment error rates or MMIS States with claims processing systems undergoing major changes which would render it vulnerable to error will be required to use the mandatory CPAS or a superior system. The mandatory system is the CPAS that will be described in the SMM. A State can operate a system judged by HCFA to be superior. The NPRM specified that MQC II must be operated as the CPAS for those States described above. This final notice refers to a generic "mandatory CPAS." This change is more than a simple nomenclature alteration. It recognizes the objections of several commenters that MQC II, while a valuable program, should not be established in regulation as the sole mandatory claims processing quality control program.

- States without an approved MMIS and States exempt from MMIS may establish an alternate CPAS as long as they are below the payment error rate threshold. We will not require that they use the mandatory CPAS with a reduced sample, as we had proposed in the NPRM. This change was made as a result of reevaluating recommendations we received at the State Medicaid Directors meeting in May, 1983, rather than from specific written comments received in response to the NPRM. We consider it to be an equitable approach to CPAS for non-MMIS States.

- CPAS corrective action plans will be due August 31 not June 30. States will determine the 12-month review period to be covered in the corrective action plan.

- Change in fiscal agent or system operator will no longer automatically require the use of the mandatory or superior CPAS.

- States must implement a CPAS within 90 days from the effective date of the final rule. (The attached chart illustrates the timeframes applicable to a full fiscal year that the CPAS process is in effect.)

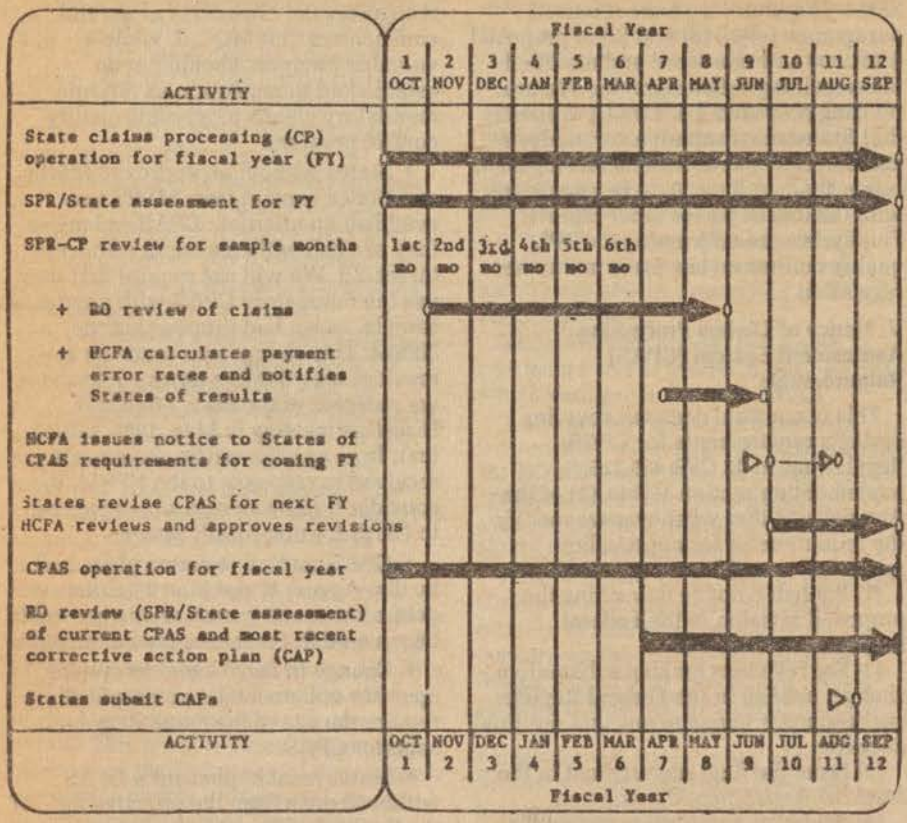
- Definition of "significant system change" now means the replacement of an approved claims processing subsystem. If a State must meet the conditions for initial approval of the new system it must use the mandatory CPAS or a superior system until SPR/State assessment review of the new claims processing system indicates that it does not exceed established payment error rate thresholds.

- States may choose whether to review paid claims or claims authorized for payment in their CPAS.

- States must submit CPAS plans to us for approval. CPAS plans will be deemed approved by us unless we either disapprove the plan or request further information within 90 days after we receive the plan. We will approve or disapprove the plan within 90 days of receipt of all requested information.

- TPL–QC is not eliminated in this regulation. We are presently reevaluating our TPL–QC program and not planning any regulatory changes at this time.

FISCAL YEAR CPAS CHRONOLOGY



A. Outline of CPAS

Effective 90 days after the effective date of this final regulation and final notice, all States must implement claims processing assessment systems that:

- Identify deficiencies in the claims processing operations;
- Measure the cost of deficiencies;
- Provide data to determine appropriate corrective action;
- Provide an assessment of the State's claims processing or that if its fiscal agent;
- Provide for a claim-by-claim review where justifiable by data; and
- Produce an audit trail that can be reviewed by HCFA or an outside auditor.

The above functions have been shown by the MQC–II demonstrations to be essential to an efficient CPAS system. States with demonstrated superior performance may establish claims processing assessment programs tailored to their individual needs, subject to our approval. States with demonstrated high error rates or MMIS States whose claims processing systems are vulnerable to error must operate the mandatory CPAS or a superior system. The payment error rate threshold will be based on further developing the SPR/State assessment claims processing review. States with a payment error rate exceeding 1 percent and where misspent Federal funds due to claims processing errors annually exceed $1 million will be required to operate the mandatory CPAS or a system that is judged by us to be superior. We will notify States annually, no later than August 15, of the CPAS requirement for the coming fiscal year.

A "claims processing system vulnerable to error" is a "system at risk." It may be undergoing extensive change that renders it vulnerable to increased error and subsequent incorrect payment of State and Federal Medicaid funds. For the purpose of the CPAS program, an MMIS State that replaces its approved claims processing subsystem and must meet the conditions for initial approval has a "system at risk," and will be required to operate the mandatory CPAS or a system approved by us as superior.

States not exempt from MMIS that change fiscal agents or system operators without changing the system itself may have a "system at risk." When we are notified, as required by 45 CFR 95.611, that the State intends to change its fiscal agent or system operator, the CPAS in operation is subject to reevaluation. We will review the CPAS and evaluate the State's experience in developing and implementing corrective action based on CPAS findings. If it appears that the CPAS may not adequately monitor the quality of the claims processing system during the transition, we may, at our discretion require that the State operate the mandatory CPAS or enhance the existing CPAS.

States that must operate the mandatory CPAS because of high error rates will have 90 days from the time that we notify them of the requirement to implement the new CPAS. States that must operate the mandatory CPAS because their claims processing systems are at risk must begin operating the mandatory CPAS or a HCFA-approved superior system with the implementation of the new claims processing system or when the new fiscal agent or system operator takes over the system. Until the mandatory CPAS or an enhanced alternate CPAS is fully operational, the State must continue to operate its previously approved CPAS.

States with error rates below the threshold and whose claims processing systems are not at risk will be allowed to implement a claims processing assessment system tailored to their individual needs within basic Federal criteria and subject to approval by us. Computation of error rates from State CPAS reviews will not be required for these States. However, these States will be required to provide us with a report of the result of CPAS assessments.

As a part of the MMIS, CPAS will be eligible for enhanced funding, i.e., 90 percent FFP for system design, development, installation or improvement (see 42 CFR 433.112) and 75 percent for operation (see 42 CFR 433.113). This applies only to States with MMIS which have approved APDs. All other provisions of 42 CFR Part 433 relating to MMIS, including limitations on and availability of enhanced FFP, also apply.

The CPAS reports must be submitted by all States as required by us.

We will determine whether a non-MMIS State is properly carrying out its CPAS responsibilities through State assessments. MMIS States will be evaluated using the SPR, which will perform a management review of the CPAS. We will use the SPR to determine whether MMIS States have in continuous operation a CPAS which meets all established Federal requirements and performance standards, that such systems furnish us with timely reports on their operations, and that State Medicaid agencies act timely to remedy deficiencies detected through the State CPAS reviews. This review in the SPR and State Assessment

will consist of a comparison between the CPAS in operation and the CPAS plan that the State submitted which we approved. We will review the State's progress in correcting deficiencies described in its annual corrective action plan. For all States, the SPR or State assessment will subject a sample of claims authorized for payment to a Federal review to determine whether the State exceeds the payment error rate threshold and must, therefore, continue or convert to a mandatory CPAS.

We are continuing the requirement that States—

- Take action to correct those errors identified through the CPAS and to recover those funds erroneously spent to the extent recovery would be cost effective, and
- Take administrative action to prevent and reduce the incidence of those errors.

B. Final Claims Processing Assessment System Requirements

The following is a discussion of the claims processing assessment systems that States will be required to implement. The following basic criteria apply to each CPAS, mandatory or alternate. Each CPAS must:

- Identify deficiencies in the claims processing operation;
- Measure cost of deficiencies;
- Provide data to determine appropriate corrective actions;
- Provide an assessment of the State's claims processing or that of its fiscal agent;
- Provide for a claim-by-claim review where justifiable by data; and
- Produce an audit trail that can be reviewed by us or an outside auditor.

C. Types of CPAS

1. *The Alternate CPAS.* States using an alternate CPAS, whether performed in-house or by an outside contractor, may design and develop a system tailored to meet their individual needs within the general criteria listed above.

An example of an alternate CPAS meeting the criteria is one in which all claims for a specific group or class or provider or beneficiary are examined. Another example is one in which all claims are subject to a preliminary screen against specific parameters; claims suspected of error receive a complete and independent review. Several States have proposed using the Bill Processing System Test (BPST) as the center piece of their CPAS program and adding procedures to use the findings from BPST to locate and review paid claims that may have been paid in error, as well as conducting a review of a small sample of paid claims.

2. *The Mandatory CPAS.* The mandatory CPAS, like the alternate CPAS, must meet the basic criteria listed under B. The scope of the reveiw process documentation, development and reporting requirements for the mandatory system, however, are more comprehensive than for an alternate system.

The significant features of the mandatory CPAS are described in this notice. Details of the mandatory CPAS will be described in the SMM. The design of the mandatory CPAS may be altered as we receive and evaluate proposals for CPAS programs which States believe are superior to the mandatory CPAS.

The mandatory CPAS described in the SMM requires States to stratify the universe of claims into at least 2 strata. However, we recommend that these strata be considered:

- Billings for inpatient hospital services;
- Billings for long-term care services;
- Billings from clinics, individual practitioners, separate billings for services and supplies,
- Separately billed prescribed drugs; and
- Medicare crossover payments.

The sample design must provide for stratification by high and low payment amounts to meet the stratification requirement. Claims are subject to review in the month that they are authorized for payment.

The mandatory CPAS review is designed to provide data on the incidence and cost of claims processing errors. A claim is reviewed to determine whether it was processed in accordance with the State's claims processing procedures and whether the payment/adjustment was correct. A claims processing review schedule must be completed for every claim selected for review and is used to record information on the type and source of errors found. The claims processing review schedule is designed to demonstrate a cause and effect relationship between processing errors and resulting dollar errors in the payment/adjustment authorization.

3. *A System Superior to the Mandatory CPAS.* A State required to operate the mandatory CPAS must either use the system described in the SMM or it may submit for our approval a CPAS it considers to be superior to the mandatory CPAS. A superior system would provide more data or comparable data at greater efficiency or economy. A State could, for example, use additional strata, review denied claims, conduct special studies in problem areas, or increase automation.

Where feasible, features that States have demonstrated are practicable and useful may be incorporated into the design of the mandatory CPAS.

D. Reporting Requirements

1. *Corrective Action Plan.* All States will be required to prepare an annual corrective action plan based on findings from their CPAS. The corrective action plan must address errors found since the last plan and detail State efforts to remedy any deficiencies found. The State must also provide evaluations which give the basis for determining if the corrective action succeeded in accomplishing specified goals and the resultant advantages or disadvantages associated with the corrective action. The State must also report on actions taken to recover claims paid in error.

The corrective action plans must be submitted to us by August 31 of each year and must cover 12 consecutive months of reviews. A State must establish a specific cut-off date in order to prepare the corrective action plan. If, for example, the FY 1985 report covers reviews completed by March 31, 1985, the FY 1986 corrective action report must cover reviews completed April 1985–March 1986.

2. *Annual Report.* States operating an alternate CPAS will be required to submit an annual report of the results of the assessments, detailing the methodology employed in determining its errors and overall findings in addition to those documented in the annual corrective action plans. This report will be due on August 31 of each year and cover 12 consecutive months.

3. *Monthly Reports.* States operating the mandatory CPAS or a system approved by us as superior must submit to our regional office on a monthly basis, a copy of the review schedule for each review completed during the month. States are required to complete a minimum of 90 percent of the monthly review sample selection within 60 days after the close of the sample month. We require that the first six months of claims processing reviews be completed and submitted to the regional office by the end of the ninth month of the review cycle. These States are required to provide the results of their findings on a claim-by-claim basis.

Monthly reports are due five working days after the end of the review month.

E. Approval of the CPAS Plan

All States must submit to the Regional office a CPAS plan for approval. For States required to operate the mandatory CPAS, the plan must specify

the strata the State will use to sample claims.

States required to use the mandatory CPAS that want to have a system approved as superior must submit more detailed plans describing the proposed system, how it meets the basic CPAS criteria and how the proposed CPAS is superior to the mandatory CPAS.

States eligible to operate alternate CPAS must submit to the Regional office a detailed plan describing the system and how it meets basic CPAS criteria. We will deem an initial CPAS plan or subsequent CPAS changes to be approved unless we either disapprove it or request further information within 90 days after the date the CPAS plan was received by us. We will acknowledge receipt of the CPAS plan and either request additional information or advise the State that all information has been received and that the 90-day period has begun. After we receive all requested information, we will notify the State of the final decision within 90 days or the plan is deemed approved. We intend to expedite review of CPAS plans and notify States promptly of our decision. This will enable States to comply with the 90-day implementation requirement.

If a State is eligible to operate an alternate CPAS, we will review and approve it as an alternate only. If it becomes necessary for the State to operate a mandatory CPAS and the State believes that the CPAS it is using qualifies as a mandatory CPAS which is superior to the design described by us in the SMM, it should notify us of this and request that its alternate CPAS be reevaluated for approval as a superior CPAS.

We will not certify that alternate CPAS plans are superior to the mandatory system designed by us unless the State is required to implement a mandatory CPAS and requests such certification. This certification is effective only during the period of time that the State is required to operate the mandatory CPAS or a superior system.

If a State wishes to make changes to its approved alternate CPAS, it must submit a revision to its CPAS plan, receive our approval for the change, and continue to operate its current CPAS until the revisions are made.

F. Review Procedures

In MMIS States, we will use the SPR to review the CPAS. We will compare the CPAS in operation with the CPAS that the State should be using, either the mandatory CPAS or the CPAS described in the CPAS plan which we had approved. We will also assess the progress the State has made in implementing the corrective action plan which it submitted to us the previous fiscal year. These are factors in the SPR and are treated like any other factor.

A State assessment will determine if a non-MMIS State is carrying out its CPAS responsibilities. If the assessment shows that the State is not operating the CPAS described in the CPAS plan which we approved, or not operating the mandatory CPAS if the State exceeds the performance threshold, or not taking corrective action on errors found, the State will be cited out of compliance with Federal requirements to operate such a system.

We may initiate an audit to identify and recover misspent Federal funds based on SPR or State assessment claims processing review or other data.

G. Determination of State Review Requirements

We will base FY 1985 requirements for MMIS States on claims processing error rates from the FY 1984 SPR Federal claims review and on the FY 1984 State assessment for non-MMIS States. These measurements will be used to determine a State's performance in relation to the threshold (claims payment error rates above 1 percent and misspent Federal funds in excess of $1 million). The annual SPR and State assessment will be the mechanisms for determining misspent Federal funds and payment error rates to establish State CPAS requirements for each succeeding fiscal year. SPR scoring of CPAS operational requirements will begin with FY 1985.

Fiscal Year 1985 and Beyond.—The latest SPR or State assessment will be utilized to determine individual State requirements. We intend to notify States using the mandatory CPAS by August 15 of each year of the requirements applicable to the next fiscal year. States using an alternate CPAS will be notified by June 30 each year. However, during the initial year of CPAS operation, States will be notified of their CPAS requirement when the regulation is published. States have until 90 days after the regulation's effective date to implement their CPAS.

VI. Impact Analysis

A. Executive Order 12291

The analysis published in the NPRM of August 9, 1983, stated that we estimated costs ranging from $4–8 million in fiscal year 1984 for those States that must implement these system changes. Conversely, those States with payment error rates below the threshold and MMIS States with claims processing systems not at risk would no longer incur expenses related to the current Federal review process as they can substitute an approved system in lieu of the mandatory system. Finally, we stated that additional Federal and State program savings would be realized due to improvements in detecting errors and in the claims processing system.

We received several State comments concerning the NPRM's impact analysis and have responded to them in section II. H. of the preamble. We have also made several changes, resulting from the public comments, to the provisions of the NPRM. The effect of these changes on the estimated costs provided in the NPRM are negligible for the most part. For example, no cost differences result from our requiring that error analysis and corrective action plans be due August 31 instead of June 30; States will merely have more time to complete adequate reports. In addition, rather than be bound by our imposed review cycles, States will be able to determine for themselves the time period to be included in the corrective action plans. For example, if the FY 1985 corrective action plan includes data from the reviews ending March 31, 1985, the FY 1986 corrective action plan will cover the April 1985—March 1986 time period. However, this extension of time results in no increased budgetary impact. The same is true in regard to the change of the implementation date from October 1, 1983 to 90 days after the effective date of this final rule.

On the other hand, we believe that two other changes should reduce both Federal and State administrative report development and recordkeeping requirements. Specifically, we refer to the provisions that (1) States which change claims payment contractor or change from a contractor-operated to a State-operated system will not be automatically required to implement the mandatory system and (2) revise our definition of significant system changes so that most State system changes would not require use of the mandatory CPAS. These provisions will only be applicable to States not exempt from MMIS. Although we cannot quantify anticipated benefits resulting from these changes, we again believe that States will be advantaged by these changes.

Since the overall impact of these final provisions is estimated to be negligible, we believe the estimated range of costs noted in the NPRM, remains unchanged. Therefore, we have determined that this final rule does not meet the threshold criteria of section 1(b) of the Executive Order and thus, is not a major rule.

B. Regulatory Flexibility Act

These final regulations affect State Medicaid agencies in that they are

required to revise their quality control claims processing review systems to accommodate the appropriate system changes. However, State Medicaid agencies are not considered small entities under this Act and thus are not subject to the analytic requirements of the Act.

Therefore, the Secretary certifies under 5 U.S.C. 605(b) enacted by the Regulatory Flexibility Act, Pub. L. 96-354, that these regulations will not result in a significant impact on a substantial number of small entities.

VII. Reporting Requirements

Section 431.800 (c), (f), (g), (i), and (j) of these regulations contain information collection requirements which are subject to OMB approval under provisions of the Paperwork Reduction Act of 1980. We have requested OMB approval of those requirements. When that approval is obtained, we will publish a notice in the **Federal Register** to indicate the OMB control number. Until that time, States do not have to comply with the reporting requirements in § 431.800 (c), (f), (g), (i), and (j).

List of Subjects in 42 CFR Part 431

Administrative practice and procedure, Contracts (agreements), Fair hearings, Federal financial participation, Grant-in-Aid program—health, Health facilities, Health maintenance organizations (HMO), Indians, Information (Disclosure), Medicaid, Mental health centers, Prepaid health plans, Privacy, Quality control, Reporting requirement.

42 CFR Part 431 is amended as set forth below:

PART 431—STATE ORGANIZATION AND GENERAL ADMINISTRATION

The authority citation for Part 431 continues to read as follows:

Authority: Sec. 1102 of the Social Security Act (42 U.S.C. 1302), unless otherwise noted.

Section 431.800 is amended by revising paragraphs (c) and (d), by redesignating paragraphs (e) as (f), (f) as (h), (g) as (i), (h) as (k), by revising redesignated paragraphs (f) and (i), and by adding new paragraphs (e), (g), and (j) to read as follows:

Subpart P—QUALITY CONTROL

§ 431.800 Medicaid quality control (MQC) system.

* * * * *

(c) *State plan requirements.* (1) A State plan must provide for operating a Medicaid quality control (MQC) eligibility system that meets the requirements of paragraphs (d), (f), (h), (i), and (k) of this section.

(2) Except in a State that has an approved Medicaid Management Information Systems (MMIS) under Subpart C of Part 433 of this Chapter, a State plan must also provide for operating Medicaid Quality Control (MQC) claims processing assessment system that meets the requirements of paragraphs (e), (g), (h), (j) and (k) of this section.

(d) *Basic elements of MQC eligibility system.* The agency—

(1) Must operate the MQC system in accordance with the policies, sampling methodology, review procedures, and reporting forms and requirements specified in Medicaid quality control manuals issued by HCFA;

(2) Must select statistical samples of both active and negative case actions;

(3) Must review each case in the sample to identify eligibility errors; and

(4) Must review any claims pertaining to each active case to identify erroneous payments resulting from—

(i) Ineligibility;

(ii) Recipient understated or overstated liability; and

(iii) Third-party liability.

* * * * *

(e) *Basic elements of an MQC claims processing assessment system (CPAS).* The agency must—

(1) Operate the system in accordance with the policies, sampling methodology, review procedures, and reporting forms and requirements specified for CPAS in the *State Medicaid Manual* and instructions issued by HCFA;

(2) Identify deficiencies in the claims processing operations;

(3) Measure cost of deficiencies;

(4) Provide data to determine appropriate corrective action;

(5) Provide an assessment of the State's claims processing or that of its fiscal agent;

(6) Provide for a claim-by-claim review where justifiable by data; and

(7) Produce an audit trail that can be reviewed by HCFA or an outside auditor.

(f) *Reporting requirements for eligibility systems.* The agency must submit reports to HCFA, in the form and at the time specified by HCFA, including—

(1) A description of the State's sampling plan for active cases and negative cases;

(2) A monthly report on eligibility case reviews completed during the month for all cases in the active case sample for that month and selected cases from the negative case sample for that month;

(3) A monthly report on payment reviews completed during the month for cases in the active case sample. (States must wait 5 months after each sample month before accumulating claims paid for each case—through the fourth month following the sample month);

(4) A summary report on eligibility findings and payment error findings for all cases in the 6-month sample, to be submitted by May 31 of each year for the previous April–September sampling period, and by November 30 for the October–March sampling period; and

(5) Other data and reports that HCFA requests.

(g) *Reporting requirements for claims processing assessment systems.* The agency must submit reports and data to HCFA, in the form and at the time specified by HCFA. Except when HCFA authorizes less stringent reporting, States must submit:

(1) A monthly report on claims processing reviews sampled and on claims processing reviews completed during the month;

(2) A summary report on findings for all reviews in the 6-month sample to be submitted by the end of the 3rd month following the scheduled completion of reviews for that 6 month period; and

(3) Other data and reports as required by HCFA.

(h) *Access to records.* The agency, upon request, must provide HHS staff with access to all records pertaining to its MQC reviews to which the State has access.

(i) *Corrective action.* The agency must—

(1) Take action to correct any eligibility, third-party liability, or negative case action errors found in the sample cases;

(2) Take administrative action to prevent or reduce the incidence of those errors; and

(3) By August 31 each year, submit to HCFA a report on its error rate analysis and a corrective action plan based on that analysis.

(j) *Corrective action as the result of MQC claims processing assessment system.* The agency must—

(1) Take action to correct those errors identified through the CPAS review and, if cost effective, to recover those funds erroneously spent;

(2) Take administrative action to prevent and reduce the incidence of those errors; and

(3) By August 31 of each year, submit to HCFA a report of its error analysis and a corrective action plan on the reviews conducted since the cut-off-date of the previous corrective action plan.

(k) *Protection of recipient rights.* Any individual performing activities under the Medicaid quality control program must do so in a manner consistent with

§§ 435.902 and 436.901 of this subchapter concerning the rights of the recipient.

(Catalog of Federal Domestic Assistance Program No. 13.714, Medical Assistance Program)

Dated: January 3, 1985.

Carolyne K. Davis,

Administrator, Health Care Financing Administration.

Approved: February 28, 1985.

Margaret M. Heckler,

Secretary.

[FR Doc. 85-12853 Filed 5-28-85; 8:45 am]

BILLING CODE 4120-01-M

DEPARTMENT OF TRANSPORTATION

Office of the Secretary

49 CFR Part 25

[OST Docket No. 79; Amdt. 25-3 (Ref. Notice No. 83-11)]

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act); Acquisition for Federal and Federally-Assisted Programs

Correction

In FR Doc. 85-5309 beginning on page 8955 in the issue of Tuesday, March 5, 1985, make the following corrections:

1. On page 8972, in the first column, in § 25.2(n), in the twelfth line, "expect" should read "except".

2. On page 8979, in the first column, in § 25.304(c)(2), in the third line, "acquisition" should read "operation".

BILLING CODE 1505-01-M

DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration (NOAA)

50 CFR Part 672

[Docket No. 41276-4176]

Groundfish of the Gulf of Alaska

AGENCY: National Marine Fisheries Service (NMFS), NOAA, Commerce.

ACTION: Notice of closure.

SUMMARY: The Director, Alaska Region, NMFS (Regional Director), has determined that the optimum yield (OY) of sablefish in the Central Regulatory Area of the Gulf of Alaska will be achieved on May 23, 1985, and that a closure is necessary to protect sablefish stocks in this district. This closure is a management measure intended to conserve the sablefish resource.

DATES: This notice is effective from noon, Alaska Daylight Time, May 23, 1985, until midnight, Alaska Standard Time, December 31, 1985. Public comments are invited on this closure until June 7, 1985.

ADDRESS: Comments should be sent to Robert W. McVey, Director, Alaska Region, National Marine Fisheries Service, P.O. Box 1668, Juneau, AK 99802. During the 15-day comment period, the data upon which this notice is based will be available for public inspection during business hours (8:00 a.m. to 4:30 p.m. weekdays) at the NMFS Alaska Regional Office, Federal Building, Room 453, 709 West Ninth Street, Juneau, Alaska.

FOR FURTHER INFORMATION CONTACT: Ronald J. Berg (Fishery Management Biologist, NMFS), 907-586-7230.

SUPPLEMENTARY INFORMATION: The Fishery Management Plan for the Groundfish Fishery of the Gulf of Alaska (FMP), which governs the groundfish fishery in the fishery conservation zone under the Magnuson Fishery Conservation and Management Act (Magnuson Act), provides for inseason adjustments of fishing seasons and areas. Implementing rules at § 672.20 specify that these adjustments will be made by the Secretary of Commerce (Secretary) under criteria set out in that section.

Three regulatory areas of the Gulf of Alaska are defined in § 672.2 for the purpose of better managing sablefish. One of these is the Central Regulatory Area. The OY for sablefish in this area is 3,060 metric tons (mt). Fishing has been continuous in this area since the season opened on January 1. Effort has increased by an estimated 40 percent following the closures of the Southeast Outside and East Yakutat Districts on March 18 (50 FR 11368, March 21, 1985) and the West Yakutat District on May 15 (50 FR 20795, May 20, 1985). To date, 56 vessels has conducted a directed fishery for sablefish in the Central Regulatory Area, with the known landed catch reported as of May 10 totaling 1,983 mt. Based on a projection of the catch rate since May 10, the OY will be reached at noon, May 23, 1985.

In accordance with § 672.20(b), the Secretary issues this notice of closure under § 672.22(a), prohibiting further fishing for sablefish in this district until midnight, December 31, 1985. This closure will be effective when this notice is filed for public inspection with the Office of the Federal Register and after it has been publicized for 48 hours through procedures of the Alaska Department of Fish and Game. Public comments on this closure may be submitted to the Regional Director at the address above for 15 days following its effective date. In view of any comments received, the necessity of this closure will be reconsidered and a subsequent notice will be published in the **Federal Register**, either confirming this closure's continued effect, modifying it, or rescinding it.

Other Matters

The sablefish stock in the Central Regulatory Area will be subject to harm unless this closure takes effect promptly. The Agency therefore finds for good cause that advance opportunity for public comment on this notice is contrary to the public interest and that its effective date should not be delayed.

This action is authorized by §§ 672.20 and 672.22 and complies with Executive Order 12291.

List of Subjects in 50 CFR Part 672

Fish, Fisheries, Reporting requirements.

(16 U.S.C. 1801 *et seq.*)

Dated: May 23, 1985.

Carmen J. Blondin,

Deputy Assistant Administrator For Fisheries Resource Management National Marine Fisheries Service.

[FR Doc. 12876 Filed 5-23-85; 4:24 pm]

BILLING CODE 3510-22-M

Proposed Rules

Federal Register
Vol. 50, No. 103
Wednesday, May 29, 1985

This section of the FEDERAL REGISTER contains notices to the public of the proposed issuance of rules and regulations. The purpose of these notices is to give interested persons an opportunity to participate in the rule making prior to the adoption of the final rules.

DEPARTMENT OF AGRICULTURE

Agricultural Marketing Service

7 CFR Part 981

Handling of Almonds Grown in California; Proposed Changes in Administrative Rules and Regulations Concerning Roadside Stands and Quality Control and Extension of Time for Filing Comments on Proposed Changes in Administrative Rules and Regulations Concerning Crediting for Marketing Promotion

AGENCY: Agricultural Marketing Service, USDA.

ACTION: Proposed rule and extension of comment period.

SUMMARY: Notice is hereby given of a proposal to: (1) Add a new section to the administrative rules and regulations established under the Federal marketing order for California almonds to clarify the term "at retail at a roadside stand" used in § 981.13 or the order; and (2) change the quality control provisions of the adminstrative rules and regulations to extend the date by which handlers of California almonds must dispose of their inedible 1984 crop almonds from July 31, 1985 to August 31, 1985. This document also extends the time for filing written comments on a proposal to allow handlers of California almonds credit against their pro rata expense assessment obligations for paid advertising conducted in conjunction with manufacturers or sellers of one or two complementary commodities or products when the advertisement includes a generic reference to California almonds.

DATES: Comments on the proposed changes in administrative rules and regulations concerning roadside stands and quality control must be received by June 13, 1985 for § 981.413 and 981.442. The time period for filing comments on the proposed changes in the administrative rules and regulations concerning crediting for marketing promotion is extended to August 30, 1985 for § 981.441, as published at 50 FR 11511, March 22, 1985.

ADDRESS: Interested persons are invited to submit written comments concerning the proposed changes. Comments must be sent in duplicate to the Docket Clerk, Fruit and Vegetable Division, AMS, USDA, Room 2069, South Building, Washigton, D.C. 20250. Comments should reference the date and page number of this issue of the **Federal Register** and will be available for public inspection in the office of the Docket Clerk during regular business hours.

FOR FURTHER INFORMATION CONTACT: Frank M. Grasberger, Acting Chief, Specialty Crops Branch, Fruit and Vegetable Division, AMS, USDA, Washington, D.C. 20250 (202) 447–5053.

SUPPLEMENTARY INFORMATION: This proposed rule has been reviewed under USDA guidelines implementing Executive Order 12291 and Secretary's Memorandum No. 1512–1 and has been classified a "non-major" rule under criteria contained therein.

William T. Manley, Deputy Administrator, Agricultural Marketing Service, has certified that this action will not have a significant economic impact on a substantial number of small entities.

This proposed action would add a new § 981.413 to Subpart—Administrative Rules and Regulations (7 CFR 981.401—981.474; 49 FR 19798 and 40788) and amend § 981.442(a)(5) of that subpart. This action also extends the comment period on a previously published proposal to amend §§ 981.441(c)(3)(ii) and (c)(3)(iii) of that subpart. Section 981.413 would be issued pursuant to § 981.13 of the marketing agreement and Order No. 981 (7 CFR 981), both as amended, regulating the handling of almonds grown in California and hereinafter referred to collectively as the "order." Sections 981.442 and 981.441 are issued under §§ 981.42 and 981.41, respectively, of the order. The order is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601–674). The proposed changes and extension of time are based on three unanimous recommendations of the Almond Board of California, hereinafter referred to as the "Board," which works with USDA in administering the order.

Section 981.13 of the order currently exempts from the definition of "handler" any grower who sells only almonds of his/her own production at retail at a roadside stand of his/her own operation. It is proposed to add a new § 981.413 to the administrative rules and regulations established under the order to clarify the term "at retail at a roadside stand." Exempt retail sales at roadside stands would be limited to sales for home use which are not intended for resale and which are not in excess of 100 pounds net kernel weight to any one customer per day. Sales of almonds at certified farmers' markets in compliance with Section 1392 of the regulations of the California Department of Food an Agriculture also would be construed as "roadside" sales for the purpose of § 981.13 where these two conditions are met.

The Board believes that the change is needed because at present there is no limitation on the quantity of almonds eligible for the roadside stand sales exemption. Some growers reportedly are selling truckloads of almonds at roadside stands and claiming the exemption. These large sales are obviously not retail sales and, therefore, should not be exempt. The proposed change would provide the Board with definitive standards by which to determine when roadside stand sales exemptions should be granted.

The Board also recommended that restrictions be placed on the location of roadside stands eligible for the grower exemption. The Board recommended that eligible roadside stands should be located on the premises where the almonds are grown or at a nearby location. However, the recommended decision of June 9, 1950 (15 FR 3623) issued in conjunction with the promulgation of the order specifically states that location shall not be a factor in determining eligible roadside stands. Therefore, this recommendation is denied.

Section 981.42(a) of the order and § 981.442(a)(4) of the administrative rules and regulations currently require handlers to report to the Board the weight of inedible kernels in each variety of almonds they receive. This weight must be accumulated during processing and delivered to the Board or Board-accepted crushers, feed manufacturers, or feeders. Section 981.442(a)(5) currently requires that this disposition obligation must be met no late than July 31 succeeding the crop

year in which the obligation was incurred.

It is proposed to amend § 981.442(a)(5) to extend the date by which handlers must dispose of their inedible 1984 crop almonds from July 31, 1985, to August 31, 1985. The Board believes that this change is needed to give handlers an additional month to process the record large 586.1 million pound 1984 almond crop. The change would apply to 1984 crop almonds only.

The notice of proposal to change §§ 981.441(c)(3)(ii) and (c)(3)(iii) of the administrative rules and regulations was published in the March 22, 1985, issue of the **Federal Register** (50 FR 11510). The proposal would allow handlers of California almonds credit against their pro rate expense assessment obligations for paid advertisements conducted in conjunction with manufacturers or sellers of one or two complementary commodities or products when the advertisement includes a generic reference to California almonds. The current provisions authorize crediting for such advertisements only when the handlers's brand is included in the ad. The proposal is intended to give handlers who do not have recognized brands more flexibility in meeting their assessment obligations for marketing promotion and paid advertising.

Furthermore, the notice gave interested persons an opportunity to file written comments until April 11, 1985. The Board now believes that additional time is needed to consider the proposal and to recommend possible additions or modifications to the proposal. A handler of California almonds also submitted a comment expressing the same opinion. Therefore, the time for filing comments is extended to August 30, 1985.

In addition, the March 22, 1985, notice also contained a proposal to revise § 981.441(b) of Subpart—Administrative Rules and Regulations (7 CFR 981.401–981.474; 49 FR 19798 and 49788). This proposal has already been finalized by another action.

List of Subjects in 7 CFR Part 981

Marketing agreements and orders, Almonds, California.

1. The authority citation for 7 CFR Part 981 continues to read as follows:

Authority: Secs. 1–19, 48 Stat. 31, as amended; 7 U.S.C. 601–674.

It is proposed to add § 981.413 to and amend § 981.442(a)(5) of Subpart—Administrative Rules and Regulations (7 CFR 981.401–981.474; 49 FR 19798 and 40788) as follows:

PART 981—ALMONDS GROWN IN CALIFORNIA

Subpart—Administrative Rules and Regulations

2. Add a new § 981.413 to read as follows:

§ 981.413 Roadside stand exemption.

The term "at retail at a roadside stand" as used in § 981.13 shall be defined to mean sales for home use and not for resale which are not in excess of 100 pounds net kernel weight to any one customer per day. Sales of almonds at certified farmers' markets in compliance with Section 1392 of the regulations of the California Department of Food and Agriculture shall be construed as "roadside" sales for the purposes of § 981.13 where these conditions are met.

§ 981.442 [Amended]

3. Amend the last sentence in § 981.442(a)(5) by changing the period to a colon and inserting immediately thereafter the following: "*Provided*, That for 1984 crop almonds, that date shall be August 31."

Dated: May 23, 1985.

Thomas R. Clark,

Deputy Director, Fruit and Vegetable Division.

[FR Doc. 85–12869 Filed 5–28–85; 8:45 am]

BILLING CODE 3410-02-M

FEDERAL TRADE COMMISSION

16 CFR Part 303

Rules and Regulations Under the Textile Fiber Products Identification Act

AGENCY: Federal Trade Commission.

ACTION: Notice of Proposed rulemaking.

SUMMARY: In February of 1983, The Phillips Fibers Corporation applied to the Federal Trade Commission ("the Commission") requesting the establishment of a new generic name for a fiber it manufactures. The application was filed pursuant to Rule 8, 16 CFR 303.8, of the Rules and Regulations Under the Textile Fiber Products Identification Act, 15 U.S.C. 70, *et seq.*, and Subpart C of Part 1, of the Commission's Rules of Practice, 16 CFR 1.26. In its application, Phillips declared that the generic names presently established by the Commission in Rule 7, 16 CFR 303.7, are inappropriate for its fiber because of the fiber's uniqueness. Phillips proposed that the new fiber be defined as:

A manufactured fiber in which the fiber-forming substance is a long chain synthetic polysulfide in which at least 85% of the sulfide (— S —) linkages are attached directly to two (2) aromatic rings.

Phillips also included several suggested names for the fiber and technical data and other information in support of the petition.

The Commission now solicits comments as to whether Rule 7 should be amended to include a new generic definition covering Phillips's fiber. A Certificate of No Effect under the Regulatory Flexibility Act has been forwarded to the Small Business Administration.

DATE: Written comments will be accepted through July 29, 1985.

ADDRESS: Submit written comments with five copies, where possible, to: Office of the Secretary, Federal Trade Commission, Washington, D.C. 20580.

Submissions should be marked: "Textile Comment (Phillips Generic)"

FOR FURTHER INFORMATION CONTACT: James Mills or Lucerne D. Winfrey, Attorneys (202/376–8934), Division of Enforcement, Bureau of Consumer Protection, Federal Trade Commission, Washington, D.C. 20580.

SUPPLEMENTARY INFORMATION:

Section A. Background

Rule 6, 16 CFR 303.6, of the Rules and Regulations under the Textile Fiber Products Identification Act requires manufacturers to use the generic names of the fibers contained in their textile fiber products in making required disclosures of the fiber content of the products. Rule 7, 16 CFR 303.7, sets forth the generic names and definitions that the Commission has established for synthetic fibers. These generic synthetic fibers have been found by the Commission to be individually unique and distinctive by virtue of their chemical composition and physical properties. Rule 8, 16 CFR 303.8, sets the procedures for establishing new generic names. Upon receipt of an application for a new generic name, the Commission must, within 60 days, either deny the application or assign to the fiber a numerical or alphabetical symbol for temporary use during further consideration of the application. The Commission may then initiate rulemaking proceedings under Subpart C of Part 1 of its Rules of Practice, 16 CFR 1.26, to determine whether to establish a new generic name and definition or to designate the proper existing generic name for the fiber.

Phillips submitted its application in this matter in February of 1983. The application and related materials have been placed on the rulemaking record. After an initial analysis, the

Commission granted Phillips the designation "PF0001" for temporary use in identifying the fiber until the final determination can be made as to the merits of the application for a new generic name.

In its application, Phillips describes the fiber, its manufacture and possible uses as follows:

The fiber is composed predominately of poly (phenylene sulfide), a sulfide-linked aromatic polymer, which can be prepared by a process proprietary to Phillips Petroleum Company and covered by various issued and pending patents in the United States and elsewhere.

Typical Properties of Poly (Phenylene Sulfide) Fiber

1. *Flammability:*

Self-extinguishing.
Limiting Oxygen Index percent.....35

2. *Physical Properties:*

Tenacity, GPD.....3.0–3.5
Elongation, Percent.....25–35
Modulus 10 Percent Extension.....16
Elastic Recovery, Percent:
2 Percent Extension.....100
5 Percent Extension.....96
10 Percent Extension.....86
Boiling Water Shrinkage, Percent.....10–15
Moisture Regain, Percent.....0.6
Specific Gravity.....1.37
Melting Point, °F (°C).....545 (285)

3. *Resistance to Chemicals*

Not soluble in any known solvent below 392 °F (200 °C). Limited solubility in a few solvents above 392 °F.

Highly resistent to acids and alkalis:

Acid alkali	Strength loss, percent[1]
Acetic acid	None.
Conc. HCl	None.
Conc. H_3PO_4	0 to 5.
48 percent H_2SO_4	None.
30 percent NaOH	None 7 days at 200 °F.

[1] Degraded by strong oxidizing acids such as conc. nitric, sulfuric and chromic.

4. *Electric Properties*

Dielectric constant	KH_z	3.1–3.3
	MH_z	3.1–3.3
Dissipation factor	1 KH_z	0.0003–0.0005
	1 MH_z	0.0005–0.0009

Volume resistivity, ohm-cm $2.2–4.2 \times 10^{16}$

Phillips also submitted the following information relating to its fiber:

Granting of a new generic classification for Ryton polyphenylene sulfide fiber will be important to a large body of industrial buyers who need to be able to identify Ryton PPS fiber as distinct from all other fibers. Ryton PPS fibers offer a combination of properties and performance benefits which are unique and cannot be found in other fibers. Commercial and industrial buyers of fabrics for filtration of flue gas from coal fired boilers, as well as filters for liquid and gas industrial processes, need be able to identify this new fiber development. Other diverse markets in which Ryton fiber has applications are papermaker felts, electrolysis membranes, high performance composites, gasket packing, rubber reinforcement, and electrical insulation.

The public at large will benefit from the performance features of Ryton; for example, through improved air quality resulting from filtration of emission from coal fired industrial boilers. One example of this is the use of Ryton filtration bags at Coors Brewery in Golden, Colorado, which was nationally advertised in attached television commercial.

* * * * *

Phillips proposed in its petition that the new fiber be identified, in descending order of preference, as: (1) Arofide, (2) Sulfar, and (3) Arosul.

Section B. Invitation to Comment

In today's notice, the Commission is soliciting comment on all aspects of the appropriateness of phillips' application, but is especially interested in comments on whether the application meets the following three criteria, which have been set out by the Commission as grounds upon which it would grant petitions for new generic names, 38 FR 34112, 34114:

1. The fiber for which a generic name is requested must have a chemical composition radically different from other fibers, and that distinctive chemical composition must result in distinctive physical properties of significance to the general public.

2. The fiber must be in active commercial use or such use must be immediately foreseen.

3. The grant of the generic name must be of importance to the consuming public at large, rather than to a small group of knowledgeable professionals such as purchasing officers for large Government agencies.

Before adopting these proposed rules as final rules, the Commission will give consideration to any written comments submitted to the Secretary of the Commission within the above-mentioned time period. Comments that are submitted will be available for public inspection, in accordance with the Freedom of Information Act, 5 U.S.C. 552, and Commission Regulations, on normal business days between the hours of 8:30 a.m. and 5:00 p.m. at the Public Reference Room, Room 130, Federal Trade Commission, 6th & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Section C. Regulatory Flexibility Act

The provisions of the Regulatory Flexibility Act relating to an initial and final regulatory analysis, 5 U.S.C. 603, 604, are not applicable to this document because it is believed the amendment, if promulgated, will not have a significant economic impact on a substantial number of small entities. In considering the economic impact of the proposed amendment on manufacturers and retailers, the Commission notes that the amendment will impose no obligations, penalties or costs.

In light of the above, it is certified, under the provisions of section 5 of the Regulatory Flexibility Act, 5 U.S.C. 605(b), that the proposed regulations, if promulgated, will not have a significant economic impact on a substantial number of small entities.

Section D. Paperwork Reduction Act

This proposed amendment contains no provisions that constitute information collection requirements under the Paperwork Reduction Act of 1980, 44 U.S.C. 3501, and the implementing regulation, 5 CFR 1320.

List of Subjects in 16 CFR Part 303

Labeling, Textiles, Trade practices.

(Sec. 7(c) of the Textile Fiber Products Identification Act, 15 U.S.C. § 7(c); Sec. 553 of the Administrative Procedure Act, 5 U.S.C. § 553.

By direction of the Commission.

Emily H. Rock,

Secretary.

[FR Doc. 85–12824 Filed 5–28–85; 8:45 am]

BILLING CODE 6750-01-M

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16 CFR Part 303

Rules and Regulations Under the Textile Fiber Products Identification Act

AGENCY: Federal Trade Commission.

ACTION: Notice of Proposed rulemaking.

SUMMARY: On December 6, 1983, Celanese Corporation applied to the Federal Trade Commission ("the Commission") requesting the establishment of a new generic name for a fiber it manufactures. The application was filed pursuant to Rule 8 (16 CFR 303.8) of the Rules and Regulations Under the Textile Fiber Products Identification Act, 15 U.S.C. 70, *et seq.* and Subpart C of Part 1 of the Commission's Rules of Practice, 16 CFR 1.26. In its application, Celanese declared that the generic names presently established by the Commission in Rule 7, 16 CFR 303.7, are

inappropriate for its fiber because of the fiber's uniqueness.

The Commission now solicits comments as to whether Rule 7 should be amended to include a new generic definition covering Celanese's fiber. A Certificate of No Effect under the Regulatory Flexibility Act has been forwarded to the Small Business Administration.

DATE: Written comments will be accepted through July 29, 1985.

ADDRESS: Submit written comments with five copies, where possible, to: Office of the Secretary, Federal Trade Commission, Washington, D.C 20580.

Submissions should be marked: "Textile Comment (Celanese Generic)"

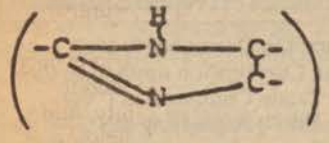
FOR FURTHER INFORMATION CONTACT: James Mills or Lucerne D. Winfrey, Attorneys (202/376–8934), Division of Enforcement, Bureau of Consumer Protection, Federal Trade Commission, Washington, D.C 20580

List of Subjects in 16 CFR Part 303

Labeling, Textile, Trade practices.

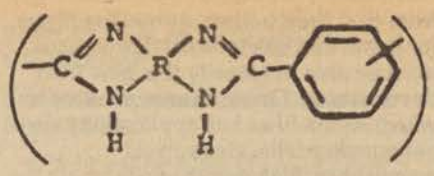
SUPPLEMENTARY INFORMATION: On December 6, 1983, Celanese Corporation applied to the Federal Trade Commission ("the Commission") requesting the establishment of a new generic name for a fiber it manufactures. The application was filed pursuant to Rule 8 (16 CFR 303.8) of the Rules and Regulations Under the Textile Fiber Products Identification Act, 15 U.S.C. 70, *et seq.* and Subpart C of Part 1 of the Commission's Rules of Practice, 16 CFR 1.26. In its application, Celanese declared that the generic names presently established by the Commission in Rule 7, 16 CFR 303.7, are inappropriate for its fiber because of the fiber's uniqueness. Celanese proposed that the new fiber be defined as:

"A manufactured fiber in which the fiber-forming substance is a long chain aromatic polymer having reoccurring imidazole groups



as an integral part of the polymer chain." Celanese included an alternative definition, which is as follows:

"A manufactured fiber in which the fiber-forming substance is a long chain aromatic nitrogenous polymer, in which at least 65% by weight of the polymer is represented as consisting essentially of reoccurring units of the formula:



wherein R is an aromatic nucleus symmetrically tetra substituted with nitrogen atoms forming the benzimidazole ring paired upon adjacent carbon atoms of the said aromatic nucleus."

Celanese also included several suggested names for the fiber and technical data and other information in support of the petition.

The Commission now solicits comments as to whether Rule 7 should be amended to include a new generic definition covering Celanese's fiber. A Certificate of No Effect under the Regulatory Flexibility Act has been forwarded to the Small Business Administration.

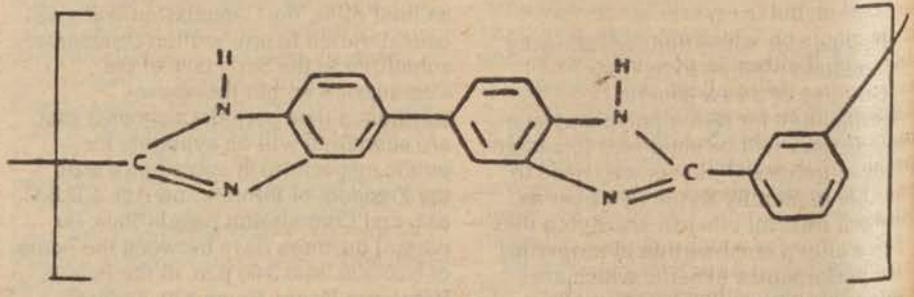
Section A. Background

Rule 6, 16 CFR 303.6, of the Rules and Regulations under the Textile Fiber Products Identification Act requires manufacturers to use the generic names of the fibers contained in their textile fiber products in making required disclosures of the fiber content of the products. Rule 7, 16 CFR 303.7, sets forth the generic names and definitions that the Commission has established for synthetic fibers. These generic synthetic fibers have been found by the Commission to be individually unique and distinctive by virtue of their chemical composition and physical properties. Rule 8, 16 CFR 303.8, sets the procedures for establishing new generic names. Upon receipt of an application for a new generic name, the Commission must, within 60 days, either deny the application or assign to the fiber a numerical or alphabetical symbol for temporary use during further consideration of the application. The Commission may then initiate rulemaking proceedings under Subpart C of Part 1 of its Rules of Practice, 16 CFR 1.26, to determine whether to establish a new generic name and definition or to designate the proper existing generic name for the fiber.

Celanese submitted its application in this matter in December of 1983. The application and related materials have been placed on the rulemaking record. After an initial analysis, the Commission, on February 29, 1984, granted Celanese the designation "CE0001" for temporary use in identifying the fiber until the final determination can be made as to the merits of the application for a new generic name.

In its application, Celanese describes the fiber, its manufacture and possible uses as follows:

[T] he new fiber is a polybenzimidazole fiber . . . . The process for making the fiber involves the condensation reaction of tetraminobiophenyl and diphenyl isophthalate. In the first prepolymerization step, equal mole proportions of the monomers are charged to a reactor, blanketed with an inert gas, and then heated and agitated at atmospheric pressure. A low molecular weight, glassy, friable foam forms during the initial heating period. The foam is broken up and reheated resulting in a brown amorphous polybenzimidazole polymer. An extrusion dope is prepared by dissolving the polybenzimidazole polymer in dimethyl acetamide containing minor amounts of lithium chloride at a temperature of about 235°C and under an autogenous pressure of about 80 psi. The polymer is present in a concentration of approximately 24% by weight based upon total weight of the dope. The dope is cooled to 100°C and filtered. Filaments are then dry down spun in a column having a down draft flow [of nitrogen], the temperature of the column being maintained within the range of from 200°C to 300°C. The final fiber is characterized by reoccurring units of the following formula:



The fiber may then be subjected to various heat, shrink or thermal stabilization treatments such as sulfonation, which may account for up to 35% of the fiber weight.

* * * * *

In addition to the radical chemical differences between a polybenzimidazole fiber and any fiber for which a generic name and definition has been granted . . . . radically different performance characteristics are also found . . . . The exceptional stability of polybenzimidazole provides important properties that benefit consumers in apparel and household applications, including thermally protective clothing.

Apparel offering protection from high heat and direct flame must be nonflammable, have high thermal stability and low heat-shrinkage. Abrasion resistence, flexibility and comfort are also desirable in such apparel. These properties are inherent in polybenzimidazole. Fabrics of polybenzimidazole do not burn or melt and thermally stabilized polybenzimidazole fabrics have very low shrinkage when exposed to a flame. Even when charred, polybenzimidazole fabrics remain supple and intact. Polybenzimidazole's thermal and chemical properties combined with its flexibility and outstanding comfort give it possible applications in high-performance protective apparel.

"In addition, properly designed fabrics of polybenzimidazole fiber have pleasant esthetics and are comfortable. One reason for their comfort is the fiber's high moisture regain. At 65% relative humidity and 68° F (20°C), polybenzimidazole fabric has a moisture regain of 15%. (The corresponding regain figure for cotton is 10%).

* * * * *

Celanese proposed in its petition that the new fiber be identified, in descending order of preference, as: (1) PBI, (2) Arazole, (3) Benzimid, (4) Imidazole, and (5) Benzimidazole.

In subsequent correspondence with Commission staff, Celanese withdrew the suggested names PBI, Benzimid, Imidazole, and Benzimidazole from consideration from their petition, and indicated a preference for "Arazole."

Section B. Invitation to Comment

In today's notice, the Commission is soliciting comment on all aspects of the appropriateness of Celanese's application, but is especially interested in comments on which alternative definition, if either, is more appropriate, and whether the application meets the following three criteria, which have been set out by the Commission as grounds upon which it would grant petitions for new generic names, 38 FR 34112, 34114:

1. The fiber for which a generic name is requested must have a chemical composition radically different from other fibers, and that distinctive chemical composition must result in distinctive physical properties of significance to the general public.

2. The fiber must be in active commercial use or such use must be immediately foreseen.

3. The grant of the generic name must be of importance to the consuming public at large, rather than to a small group of knowledgeable professionals such as purchasing officers for large Government agencies.

Before adopting these proposed rules as final rules, the Commission will give consideration to any written comments submitted to the Secretary of the Commission within the above-mentioned time period. Comments that are submitted will be available for public inspection, in accordance with the Freedom of Information Act, 5 U.S.C. 552, and Commission Regulations, on normal business days between the hours of 8:30 a.m. and 5:00 p.m. at the Public Reference Room, Room 130, Federal Trade Commission, 6th & Pennsylvania Avenue, NW., Washington, D.C. 20580.

Section C. Regulatory Flexibility Act

The provisions of the Regulatory Flexibility Act relating to an intial and final regulatory analysis, 5 U.S.C. 603, 604, are not applicable to this document because it is believed the amendment, if promulgated, will not have a significant economic impact on a substantial number of small entities. In considering the economic impact of the proposed amendment on manufacturers and retailers, the Commission notes that the amendment will impose no obligations, penalties or costs.

In light of the above, it is certified, under the provisions of section 5 of the Regulatory Flexibility Act, 5 U.S.C. 605(b), that the proposed regulations, if promulgated, will not have a significant economic impact on a substantial number of small entities.

Section D. Paperwork Reduction Act

This proposed amendment contains no provisions that constitute information collection requirements under the Paperwork Reduction Act of 1980, 44 U.S.C. 3501, and the implementing regulation, 5 CFR Part 1320.

Authority: Sec. 7(c) of the Textile Fiber Products Identification Act, 15 U.S.C. § 7(c); Sec. 553 of the Administrative Procedure Act, 5 U.S.C. 553.

By direction of the Commission.

Emily H. Rock.

Secretary.

[FR Doc. 85-12825 Filed 5-28-85; 8:45 am]

BILLING CODE 6750-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

21 CFR Ch. 1, Subchapter C

[Docket No. 85N-0043]

Parenteral Drug Products Containing Benzyl Alcohol or Other Antimicrobial Preservatives; Intent and Request for Information

Correction

In FR Doc. 85-11662 beginning on page 20233 in the issue of Wednesday, May 15, 1985, make the following correction:

On page 20234, first column, four lines from the bottom, "sued" should have read "used".

BILLING CODE 1505-01-M

DEPARTMENT OF TRANSPORTATION

Federal Highway Administration

23 CFR Parts 625 and 655

[FHWA Docket Nos. 79-37, 83-26, 85-15]

National Standards for Traffic Control Devices; Request for Comments on Proposed Amendments to the Manual on Uniform Traffic Control Devices

AGENCY: Federal Highway Administration (FHWA), DOT.

ACTION: Notice of proposed amendments to the Manual on Uniform Traffic Control Devices; request for comments.

SUMMARY: The FHWA is inviting comments on proposed amendments to the Manual on Uniform Traffic Control Devices (MUTCD). The MUTCD is incorporated by reference in the design standards for Federal-aid highways found in Part 625 of Title 23, Code of Federal Regulations. It is also recognized in 23 CFR Part 655 as the national standard for traffic control devices on all public roads.

The amendments affect various parts of the MUTCD and are intended to expedite traffic, improve safety, and provide a more uniform application of highway signs, signals, and markings.

DATE: Comments must be received on or before February 15, 1986.

ADDRESS: Submit written comments, preferably in triplicate, to FHWA Docket No. 85-15, Federal Highway Administration, Room 4205, HCC-10, 400 Seventh Street, SW., Washington, DC 20590. All comments received will be available for examination at the above address between 7:45 a.m. and 4:15 p.m.

ET, Monday through Friday. Those desiring notification of receipt of comments must include a self-addressed, stamped postcard.

The MUTCD is available for inspection and copying as prescribed in 49 CFR Part 7, Appendix D. It may be purchased for $30.00 from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, Stock No. 050-001-81001-8.

FOR FURTHER INFORMATION CONTACT: Mr. Philip O. Russell, Office of Traffic Operations, (202) 426-0411, or Mr. Michael J. Laska, Office of the Chief Counsel, (202) 426-0762, 400 Seventh Street, SW., Washington, DC 20590. Office hours are from 7:45 a.m. to 4:15 p.m. ET, Monday through Friday.

SUPPLEMENTARY INFORMATION: The FHWA both receives and initiates requests for amendments to the MUTCD. Each request is assigned an identification number which indicates, by Roman numeral, the organizational part of the MUTCD affected and, by Arabic numeral, the order in which the request was received.

This notice is being issued to provide the public an opportunity to comment on the desirability of proposed amendments to the MUTCD. Based upon comments received in response to this notice and upon its own experience, the FHWA will issue a final rule concerning these requests.

Index of Requests

Signs (Part II)

(1) Request II-33(c)—Hazardous Material routing Sign.

(2) Request II-86(c)—Signs for STAA Truck Routes.

Traffic Control for Street and Highway Construction and Maintenance Operations (Part VI)

(3) Request VI-3 (Chng.)—Temporary Pavement Markings in Construction and Maintenance Areas.

(4) Request VI-29 (Chng.)—Minimum Diameter of Drums.

Traffic Control Systems for Railroad-Highway Grade Crossings (Part VIII)

(4) Request VIII-16 (c)—Tracks out of service sign (R8-9).

Copies of the proposed text changes to the MUTCD will be distributed to everyone currently appearing on the FHWA mailing list for MUTCD matters. Those wishing to be added to the mailing list or receive copies of the proposed text should write to the Federal Highway Administration, Office of Traffic Operations, 400 Seventh Street, SW Washington, DC 20590 or contact HTO-21, Mr. Philip O. Russell (202) 426-0411.

Discussion of Requests

The FHWA proposes to act on the requests for change to the MUTCD as noted below:

Signs (Part II)

(1) *Request II-33 (Chng.)—Hazardous Material Routing Sign.* In FHWA Docket 79-37 (47 FR 5238) and FHWA Docket 83-26 (49 FR 1213), the FHWA concurred in the need for a uniform symbol and invited input and comments on the desirability of the Canadian symbol or a symbol depicting the initials HC on the side view of a flatbed truck. The latter symbol was a recommended product of an FHWA sponsored research study. Comments on the cited FHWA Docket failed to indicate a clear preference. Lacking consensus, the FHWA subsequently performed research on a number of symbols including those presented in FHWA Docket 83-26. The research examined the meaning, recognition time, preference, and confusion with other standard signs. Based on the docket comments, research results and other information, the FHWA is proposing to amend the MUTCD by adding a new subsection under section 2B-43 titled Hazardous Cargo Sign (R14-2, 3) and adopting a symbol sign to be titled Hazardous Cargo Sign. The basic symbol consists of the capital letters HC. The symbol would be supplemented with a green (permissive) ring to designate routes on which hazardous cargo (materials) may be transported. The symbol would be supplemented with a red (prohibitory) ring and diagonal to mark the end of hazardous cargo routes or to mark routes, bridges, tunnel, etc., where hazardous cargo is prohibited. Educational plaques as required by section 2A-13 of the MUTCD will be displayed with these signs.

This proposed change imposes no additional costs and would benefit both highway agencies and the trucking industry.

(2) *Request II-86 (Chng.)—Signs for STAA Truck Routes.* A final rule which became effective June 5, 1984, (49 FR 23302, June 5, 1984; 23 CFR Part 658) established the National Network of designated truck routes. Section 658.21, Identification of National Network requires:

(a) To identify the National Network, a State may sign the routes or provide maps or lists of highways describing the National Network.

(b) Exceptional local conditions on the National Network shall be signed. All signs shall conform to the Manual on Uniform Traffic Control Devices. Exceptional conditions shall include but not be limited to:

(1) Operational restrictions designed to maximize the efficiency of the total traffic flow, such as time of day prohibitions, or lane use controls.

(2) Geometric and structural restrictions, such as vertical clearances, posted weight limits on bridges, or restrictions caused by construction operations.

(3) Detours from urban Interstate routes to bypass or circumferential routes for commercial motor vehicles not destined for the urban area to be bypassed.

To assure more uniform implementation of 23 CFR 658.21, the FHWA proposes to adopt a new symbol. The symbol is a representation of the rear view of a cargo truck. The symbol would be supplemented with a green (permissive) ring as well as word messages to designate routes, detours, or bypasses and to sign exists which lead to terminals, services, and reasonable access. The symbol would be supplemented with the red (prohibitory) ring and diagonal as well as word messages to mark restrictions or the end of routes. Educational plaques as required by section 2A-13 of the MUTCD will be displayed with these signs. The MUTCD would be revised by adding a new section titled National Network Signs under section 2B-43. The proposed National Network Symbol and various sign displays based on the symbol would be included in the new section.

The FHWA also invites comments on the words which should be used on the educational plaques to most simply and accurately describe the Designated Network and associated access facilities. Candidates include but are not limited to: STAA Trucks, STAA Network, STAA Routes, Designated Trucks, Designated Network, Designated Routes, Large Trucks, Oversize Trucks.

Traffic Control for Street and Highway Construction and Maintenance Operations (Part VI)

(3) *Request VI-3 (Chng.)—Temporary Pavement Markings In Construction and Maintenance Areas.* While the current edition of the MUTCD discusses pavement markings which are to be used in construction, maintenance, and utility work zones, it does not specify the length and spacing of these markings. Many State and local highway agencies have developed policies requiring temporary pavement markings and establishing their spacing, length,

and location. The requirements vary considerably from agency to agency, some temporary stripes are as short as 4 inches while other stripes are 10 to 15 feet long. The FHWA determined through staff research, that many of the shorter stripes are inadequate to control traffic in a safe manner. An advance notice of proposed rulemaking (45 FR 982, Docket 79–37) was published in the Federal Register on January 3, 1980. An interim temporary pavement marking policy for use on Federal-aid highway projects was issued in a memorandum dated October 16, 1980. A notice of proposed amendments (47 FR 5238, Docket 79–37) was published on February 4, 1982. Based on comments received as a result of these three items, observations and other information, the FHWA proposes to amend Part VI of the MUTCD to require temporary pavement markings as follows: (a) Temporary lane stripes and/or skip centerline stripes shall be installed on all facilities and shall be at least 4-feet long and with a maximum 36-foot gap between stripes, or in areas of severe curvature, 2-feet long with a maximum 18-foot gap, (b) no passing zones should be striped in accordance with the requirements for permanent markings as set forth in section 3B–4 and 3B–5 of the MUTCD, (c) edgelines, when used, should be striped in accordance with the requirements for permanent markings set forth in section 3B–6 of the MUTCD, and (d) temporary pavement markings shall be fully retroreflective.

(4) *Request VI–29 (Chng.)—Minimum Diameter of Drums.* Over the past 10–15 years there has been an evolution in traffic control devices (TCD's) used in work zones. Two notable changes pertain to drums which are used as channelizing devices in work zones. Originally, drums were either painted or white bands of reflective material were placed on the opaque drum. Now, four bands of highly retroreflective sheeting are used to insure nighttime visibility. Originally drums were made of steel. Now, many plastic-type materials are used to make drums.

As the state of the art progressed, the plastic drums were made slightly conical to facilitate nesting, storage, and transportation. Plastic drums were manufactured with one or more flat sides to inhibit rolling. Mechanisms were cast into the drums to facilitate safe ballasting and the easy attachment of warning lights. Some of the plastic drums met the size requirements of the MUTCD while others did not. The requirement in question is set out in Section 6C–6 which requires a minimum diameter of 18 inches.

In 1982, the Electro-General Plastics Corporation requested FHWA to determine if its device satisfied the requirements of section 6C–6. The device when properly oriented is a minimum of 18 inches wide as viewed by approaching traffic. The device which FHWA said complied with national standards was produced with the message: "Flat Side Toward Traffic."

The American Traffic Services Association, Inc., a trade association representing the traffic control device industry, subsequently asked the FHWA for an official interpretation of section 6C–6. The FHWA interpretation dated March 10, 1984, was numbered and titled Request VI–29 (Inter.)—Minimum Diameter of Drums [1]. The 1984 interpretation states in part, "the minimum width of drums is 18 inches. For drums having varying dimension, the minimum from one side of the device to the other should be 18 inches."

Presently, and for the past few years, many plastic drums not meeting the minimum size requirements as stated in the MUTCD and the 1984 interpretation have been used throughout the country. Some of these are relatively close to the 18-inch minimum diameter requirement while others which are more rectangular in shape meet the requirement in one direction but not in all directions.

The National Committee on Uniform Traffic Control Devices (NCUTCD) has recommended to the FHWA that the MUTCD be interpreted to mean "that any drum shall have a minimum diameter of 18 inches, regardless of its orientation, over the entire height of the drum."

The FHWA wishes to retain the drum as a channelizing device which is highly visible and appears formidable from all sides. The FHWA further wishes to allow as much latitude as possible to the various manufacturers to develop and produce a device that is as cost-effective as possible without sacrificing needed target value and formidableness. As many devices of varying sizes have been used throughout the country, the FHWA is proposing to amend section 6C–6 to allow: (a) Drums that are multisided, elliptical in shape, or have flattened sides to inhibit rolling, (b) drum profile width that will be a minimum of 18 inches over the entire height of the drum regardless of its orientation, and (c) to help insure the visibility of drums the stripes of reflectorized material on the drums shall be 6 to 8 inches nominal width.

This proposed change would impose some additional costs on highway transportation agencies and the traffic control devices industry, but will provide motorists with more positive guidance at work sites. To minimize these costs, yet achieve improved motorist guidance within a reasonable time, the FHWA proposes a 5-year implementation period.

Traffic Control Systems for Railroad-Highway Grade Crossings (Part VIII)

(5) *Request VIII–16 (Chng.)—TRACKS OUT OF SERVICE Sign.* (R8–9). This request was developed and recommended by the NCUTCD. Section 8B–1 of the MUTCD presently requires that "where a railroad track has been abandoned or its use discontinued, all related traffic control devices shall be removed, and the tracks should be removed or covered." Recognizing there are a substantial number of railroad-highway grade crossings throughout the country where the railroad track has been abandoned or service on the tracks discontinued (either permanently or temporarily) and the tracks have not been removed or covered the NCUTCD recommends that a Tracks Out of Service Sign (R8–9) may be used to indicate to motorists that the tracks are not currently used. This sign is intended for use in lieu of the Railroad Crossing (Crossbuck) Sign (R15–1, 2). The following conditions must be met before this sign may be installed: (a) All automatic gates and pavement markings shall be removed, and (b) all signs and signals shall be removed, hooded or adjusted to clearly indicate to approaching motorists that the devices are not in operation. The (R8–9) sign shall be removed when the tracks have been removed or covered. This request would revise sections 8B–1, and 8C–1 and adds a new section 8B–10 to the MUTCD. The FHWA supports this proposal.

This notice of proposed amendments to the MUTCD is issued under the authority of 23 U.S.C. 109(d), 315, and 402(a), and the delegation of authority in 49 CFR 1.48(b).

The FHWA has determined that this document contains neither a major rule under Executive Order 12291 nor a significant proposal under the regulatory policies and procedures of the Department of Transportation. For the reasons stated herein under the criteria of the Regulatory Flexibility Act, it is certified that this action will not have a significant economic impact on a substantial number of small entities.

[1] This interpretation is available for inspection and copying at the Federal Highway Administration, Office of Traffic Operations, Room 3101, 400 Seventh Street, SW., Washington, D.C. 20590.

Due to the preliminary nature of this inquiry, a regulatory evaluation has not been prepared at this time. The expected impact of the changes requested is so minimal that a full regulatory evaluation does not appear to be warranted. The need to further evaluate economic consequences will be reviewed on the basis of the comments submitted in response to this notice.

List of Subjects in 23 CFR Parts 625 and 655

Design standards, Grant programs-transportation, Highways and roads, Signs, Traffic regulations.

(Catalog of Federal Domestic Assistance Program Number 20.205, Highway Research, Planning and Construction. The regulations implementing Executive Order 12372 regarding intergovernmental consultation on Federal programs and activities apply to this program.)

Issued on: May 20, 1985.

R.A. Barnhart,

Federal Highway Administrator, Federal Highway Administration.

[FR Doc. 85-12874 Filed 5-28-85; 8:45 am]

BILLING CODE 4910-22-M

DEPARTMENT OF THE TREASURY

Internal Revenue Service

26 CFR Part 1

[LR-200-84]

Deductions in Excess of $5,000 Claimed for Certain Charitable Contributions of Property and Information Reporting by Donees Who Make Certain Dispositions of Donated Property; Public Hearing on Proposed Regulations

AGENCY: Internal Revenue Service, Treasury.

ACTION: Notice of public hearing on proposed regulations.

SUMMARY: This document provides notice of a public hearing on proposed regulations relating to deductions in excess of $5,000 claimed for certain charitable contributions of property and information reporting by donees who make certain dispositions of donated property.

DATES: The public hearing will be held on Friday, June 28, 1985, beginning at 10:00 a.m. Outlines of oral comments must be delivered or mailed by Friday, June 14, 1985.

ADDRESS: The public hearing will be held in the I.R.S. Auditorium, Seventh Floor, 7400 Corridor, Internal Revenue Building, 1111 Constitution Avenue, NW., Washington, D.C. The requests to speak and outlines of oral comments should be submitted to the Commissioner of Internal Revenue, Attn: CC:LR:T (LR-200-84), Washington, D.C. 20224.

FOR FURTHER INFORMATION CONTACT: B. Faye Easley of the Legislation and Regulations Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue NW., Washington, D.C. 20224, telephone 202-566-3935 (not a toll-free call).

SUPPLEMENTARY INFORMATION: The subject of the public hearing is proposed regulations which amend the Income Tax Regulations under section 170 and section 6050L. The proposed regulations appeared in the **Federal Register** for Monday, December 31, 1984 (49 FR 50740).

The rules of § 601.601 (a)(3) of the "Statement of Procedural Rules" (26 CFR Part 601) shall apply with respect to the public hearing. Persons who have submitted comments within the time prescribed in the notice of proposed rulemaking and who also desire to present oral comments at the hearing on the proposed regulations should submit, not later than Friday, June 14, 1985, an outline of the oral comments to be presented at the hearing and the time they wish to devote to each subject.

Each speaker will be limited to 10 minutes for an oral presentation exclusive of the time consumed by questions from the panel for the government and answers to these questions.

Because of controlled access restrictions, attendees cannot be admitted beyond the lobby of the Internal Revenue Building until 9:45 a.m.

An agenda showing the scheduling of the speakers will be made after outlines are received from the speakers. Copies of the agenda will be available free of charge at the hearing.

By direction of the Commissioner of Internal Revenue:

Peter K. Scott,

Director, Legislation and Regulations Division.

[FR Doc. 85-12889 Filed 5-28-85; 8:45 am]

BILLING CODE 4830-01-M

26 CFR Part 51

[LR-67-80]

Incremental Tertiary Oil; Public Hearing on Proposed Regulations

AGENCY: Internal Revenue Service, Treasury.

ACTION: Notice of public hearing on proposed regulations.

SUMMARY: This document provides notice of a public hearing on proposed regulations relating to incremental tertiary oil.

DATES: The public hearing will be held on Friday, July 26, 1985, beginning at 10:00 a.m. Outlines of oral comments must be delivered or mailed by Friday, July 12, 1985.

ADDRESS: The public hearing will be held in the I.R.S. Auditorium, Seventh Floor, 7400 Corridor, Internal Revenue Building, 1111 Constitution Avenue, NW., Washington, D.C. The requests to speak and outlines of oral comments should be submitted to the Commissioner of Internal Revenue, Attn: CC:LR:T (LR-67-80).

FOR FURTHER INFORMATION CONTACT: B. Fay Easley of the Legislation and Regulations Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, NW., Washington, D.C. 20224, telephone 202-566-3935 (not a toll-free call).

SUPPLEMENTARY INFORMATION: The subject of the public hearing is proposed regulations under section 4993 of the Internal Revenue Code of 1954. The proposed regulations appeared in the **Federal Register** for Monday, September 10, 1984 (49 FR 35517).

The rules of § 601.601(a)(3) of the "Statement of Procedural Rules" (26 CFR Part 601) shall apply with respect to the public hearing. Persons who have submitted comments within the time prescribed in the notice of proposed rulemaking and who also desire to present oral comments at the hearing on the proposed regulations should submit, not later than Friday, July 12, 1985, an outline of the oral comments to be presented at the hearing and the time they wish to devote to each subject.

Each speaker will be limited to 10 minutes for an oral presentation exclusive of the time consumed by questions from the panel for the government and answers to these questions.

Because of controlled access restrictions, attendees cannot be admitted beyond the lobby of the Internal Revenue Building until 9:45 a.m.

An agenda showing the scheduling of the speakers will be made after outlines are received from the speakers. Copies of the agenda will be available free of charge at the hearing.

By direction of the Commissioner of Internal Revenue:

Peter K. Scott,

Director, Legislation and Regulations Division.

[FR Doc. 85-12888 Filed 5-28-85; 8:45 am]

BILLING CODE 4830-01-M

DEPARTMENT OF THE INTERIOR

Office of Surface Mining Reclamation and Enforcement

30 CFR Part 948

Public Comment Period and Opportunity for Public Hearing on Modified Portions of the West Virginia Permanent Regulatory Program

AGENCY: Office of Surface Mining Reclamation and Enforcement (OSM), Interior.

ACTION: Proposed rule.

SUMMARY: OSM is announcing procedures for a public comment period and hearing on the substantive adequacy of a program amendment submitted by the State of West Virginia (hereinafter referred to as the West Virginia program) as a modification to its permanent regulatory program which was conditionally approved by the Secretary of the Interior under the Surface Mining Control and Reclamation Act of 1977 (SMCRA). The West Virginia submission primarily contains modifications to the State's Surface Coal Mining and Reclamation Act. On April 12, 1985, the West Virginia Legislature passed legislation which created a new State Department of Energy charged generally with the administration of powers and duties relating to the exploration for and development, production, utilization and conservation of all minerals in the State. The Governor signed the legislation on May 3, 1985, and it is to take effect on July 11, 1985, ninety days from passage.

This notice sets forth the times and locations that the West Virginia program and proposed amendment will be available for public inspection the comment period during which interested persons may submit written comments on the proposed amendment, and the procedures that will be followed regarding the public hearing.

DATES: Written comments form the public not received by 4:00 p.m. on June 28, 1985, will not necessarily be considered in the decision process. A public hearing on the proposal will be held at 7:00 p.m. on June 18, 1985, at the OSM Charleston Field Office listed below under "**ADDRESSES.**" Any person interested in making an oral or written presentation at the hearing should contact Mr. James C. Blankenship, Jr., at the OSM Charleston Field Office by the close of business on or before June 13, 1985. If no one expresses an interest in participating in the hearing by this date, the hearing will not be held. If only one person has so contacted Mr. Blankenship, a public meeting, rather than a hearing, may be held; the results of the meeting will be included in the administrative record.

ADDRESSES: Written comments should be mailed or hand delivered to: Office of Surface Mining Reclamation and Enforcement, Charleston Field Office, Attn: West Virginia Administrative Record, 603 Morris Street, Charleston, West Virginia 25301.

Copies of the proposed modifications to the program, the West Virginia program, and the administrative record on the West Virginia program are available for public review and copying a the OSM offices and the State regulatory authority office listed below, Monday through Friday, 9:00 a.m. to 4:00 p.m., excluding holidays. Each requestor may receive, free of charge, one copy of the proposed program amendment by contacting the OSM Charleston Field Office.

Office of Surface Mining Reclamation and Enforcement, Charleston Field Office, 603 Morris Street, Charleston, West Virginia 25301, Telephone: (304) 374-7158

Office of Surface Mining Reclamation and Enforcement, 1100 "L" Street, N.W., Room 5124, Washington, DC, Telephone: (202) 343-7896

West Virginia Department of Natural Resources, Room 302, Building 3, 1800 Washington Street, East, Charleston, West Virginia 25305, Telephone: (304) 348-3267

In addition, copies of the proposed amendment are available for inspection and copying during regular business hours at the following locations:

Office of Surface Mining Reclamation and Enforcement, Morgantown Area Office, 75 High Street, Room 229, Morgantown, West Virginia 26505, Telephone: (304) 291-4001

Office of Surface Mining Reclamation and Enforcement, Beckley Area Office, 119 Appalachian Drive, Beckley, West Virginia 25801, Telephone: (304) 255-5265

FOR FURTHER INFORMATION CONTACT: Mr. James C. Blankenship, Jr., Acting Director, Charleston Field Office, Office of Surface Mining Reclamation and Enforcement, 603 Morris Street, Charleston, West Virginia 25301, Telephone: (304) 347-7158.

SUPPLEMENTARY INFORMATION:

I. Background

On March 3, 1980, West Virginia submitted its proposed permanent regulatory program to the Secretary of the Interior. On October 22, 1980, following a review of the proposed program in accordance with 30 CFR Part 732, the Secretary approved in part and disapproved in part the proposed program (45 FR 69249-69271).

West Virginia resubmitted its proposed program on December 19, 1980. On January 21, 1981, the Secretary conditionally approved the resubmitted program. Information concerning the general background of the permanent program submission, as well as the Secretary's findings, the disposition of comments and an explanation of the initial conditions of approval of the West Virginia program, can be found in the January 21, 1981, **Federal Register** (46 FR 5915-5956).

II. Submission of Amendment

On April 12, 1985, the West Virginia Legislature adopted the Committee Substitute for House Bill 1850, known as the West Virginia Energy Act, which provides for the creation of a new State Department of Energy.

On April 24, 1985, the Governor of the State of West Virginia notified the Secretary of the proposed reorganization. The basic purpose of the reorganization is to consolidate all administrative, regulatory and other governmental functions relating to exploration for and the extraction, use and conservation of mineral resources within the State into one department. Both the Department of Mines and the Reclamation Division of the Department of Natural Resources, which is the current regulatory authority for the approved programs governing coal exploration, surface coal mining and reclamation operations and abandoned mine land reclamation, will be incorporated into the newly created Department of Energy. Although the Reclamation Division will become part of the Division of Mines and Minerals and some administrative changes will occur, the Governor has assured the Secretary that the West Virginia program approved on January 21, 1981, will remain functionally unaltered (Administrative Record No. WV 641), and the current staffing and funding levels will be maintained and, in fact, increased (Administrative Record No. WV 640).

On May 3, 1985, the Governor signed the West Virginia Energy Act into law. On May 10, 1985, the Governor informed

the Secretary of that action, and requested that the Secretary grant approval of the transfer of the permanent program authority currently vested in the Department of Natural Resources to the Department of Energy on July 11, 1985. The Governor would then require the preparation of additional amendments which, if approved, would make changes in other portions of the approved West Virginia program necessary to conform operations under the Department of Energy with Federal requirements. (Administrative Record No. WV 641).

On May 20, 1985, the Governor provided OSM with a copy of the West Virginia Energy Act, an indexed listing of the statute sections, and a comparison of existing and revised statutory provisions. According to the Governor, the West Virginia Energy Act contains no substantive changes to the West Virginia Surface Coal Mining and Reclamation Act of 1981 which would significantly alter the procedures and performance of the approved regulatory program. The Governor noted that, although the statute calls for some administrative changes, the functions and responsibilities of the reclamation program would remain intact (Administrative Record No. WV 642).

In addition to the administrative and organizational changes mentioned above, the proposed amendment establishes special permitting requirements and reclamation standards for surface mines two acres or smaller in size, establishes a pilot program for the cultivation of grapes on reclaimed mine lands, and raises the base salary of reclamation inspectors and supervisors.

In accordance with the provisions of 30 CFR 731.17, OSM is now seeking comments on whether the proposed statutory modifications to West Virginia's permanent regulatory and abandoned mine land reclamation programs satisfy the criteria for approval of State program amendments found at 30 CFR 732.15 and 732.17. Specifically, OSM is requesting comments on Chapters 22 and 22A of the West Virginia Energy Act. If approved, the amendment will become part of the West Virginia program.

Additional Determinations

1. *Compliance with the National Environmental Policy Act.* The Secretary has determined that pursuant to Section 702(d) of SMCRA, 30 U.S.C. 1292(d), no environmental impact statement need be prepared on this rulemaking.

2. *Executive Order No. 12291 and the Regulatory Flexibility Act.* On August 28, 1981, the Office of Management and Budget (OMB) granted OSM an exemption from Sections 3, 4, 7 and 8 of Executive Order 12291 for actions directly related to approval or conditional approval of State regulatory programs. Therefore, this action is exempt from preparation of a regulatory impact analysis and regulatory review by OMB.

The Department of the Interior has determined that this rule would not have a significant economic effect on a substantial number of small entities under the Regulatory Flexibility Act (5 U.S.C. 601 *et seq.*). This rule would not impose any new requirements; rather, it would ensure that existing requirements established by SMCRA and the Federal rules will be met by the State.

3. *Paperwork Reduction Act.* The rule does not contain information collection requirements which require approval by the Office of Management and Budget under 44 U.S.C. 3507.

List of Subjects in 30 CFR Part 948

Coal mining, Intergovernmental relations, Surface mining, Underground mining.

Dated: May 24, 1985.

Jed D. Christensen,

Director, Office of Surface Mining.

[FR Doc. 85-12981 Filed 5-28-85 8:45 am]

BILLING CODE 4310-05-M

DEPARTMENT OF TRANSPORTATION

Coast Guard

33 CFR Parts 146, 175, and 181

[CGD 78-174A]

Recreational Hybrid PFD's

AGENCY: Coast Guard, DOT.

ACTION: Proposed rules.

SUMMARY: Elsewhere in this issue of the Federal Register, the Coast Guard is proposing requirements for approving hybrid inflatable personal flotation devices (hybrid PFD's). This notice proposes additional requirements concerning the carriage of hybrid PFD's on recreational boats and on Outer Continental Shelf facilities. Hybrid PFD's have reduced inherent buoyancy and are less bulky, making them more comfortable to wear. This comfort feature should result in increased wear rates and lead to a corresponding reduction in the number of drownings in boating accidents. Interested persons are requested to provide comments on both proposals.

DATES: Comments must be received on or before July 15, 1985.

ADDRESSES: 1. Comments should be mailed to the Commandant (G-CMC/21) (CGD 78-174A), U.S. Coast Guard, 2100 Second Street, SW., Washington, D.C. 20593. Comments may be delivered to and will be available for inspection and copying at the Marine Safety Council (G-CMC/21), Room 2110, U.S. Coast Guard, 2100 Second Street, SW., Washington, D.C. between the hours of 8:00 A.M. and 4:00 P.M. Monday through Friday.

2. A draft regulatory evaluation has been included in the public docket for this rulemaking, and may be inspected and copied at the Marine Safety Council (G-CMC/21) at the address listed above.

FOR FURTHER INFORMATION CONTACT: Mr. Samuel Wehr, Office of Merchant Marine Safety, (202)-426-1444.

SUPPLEMENTARY INFORMATION:

1. Request for Comments

Interested persons are invited to participate in this proposed rulemaking (NPRM) by submitting written views, data, or arguments. Comments should include the names and addresses of persons making them, identify this NPRM (CGD 78-174A) and the specific section or paragraph of the NPRM to which each comment applies, and give reasons for each comment. Receipt of comments will be acknowledged if a stamped self-addressed envelope is enclosed. The regulations may be changed in light of comments received. All comments received before the expiration of the comment period will be considered before final action is taken on this proposal. No public hearing is planned, but one may be held if a written request for a hearing is received and it is determined that the opportunity to make oral presentations will aid the rulemaking process.

2. Proposed Requirements

The proposed regulations for approving hybrid PFD's are published elsewhere in this issue of the Federal Register. This notice proposes additional requirements concerning the carriage of hybrid PFD's on recreational boats and use of commercial hybrids as work vests on Outer Continental Shelf (OCS) facilities. The requirements are self-explanatory and have been included in a list for ease of presentation. When preparing final rules, they will be assigned specific section numbers in Title 33, Code of Federal Regulations, and nonsubstantive editorial changes will be made, as necessary, to provide full regulatory text. For a detailed explanation of the requirements in this notice, and for other supporting information, please refer to the proposed regulations for approving hybrid PFD's.

Drafting Information

The principal persons involved in drafting this proposal were: Mr. Samuel Wehr, Office of Merchant Marine Safety, and Mr. William Register, Office of the Chief Counsel.

Draft Regulatory Evaluation

These proposed regulations are considered to be non-major under Executive Order 12291 and nonsignificant under Department of Transportation regulatory policies and procedures (44 FR 11034, February 26, 1979). A draft regulatory evaluation has been prepared and placed in the rulemaking dockets. This evaluation is summarized in the proposal for approving hybrid PFD's. It may be inspected and copied at the address listed above under **ADDRESSES.** Copies may also be obtained by contacting the person listed under **FOR FURTHER INFORMATION CONTACT.**

Based upon the information in the draft evaluation, the Coast Guard certifies that this proposal, if adopted, would not have significant economic impact on a substantial number of small entities.

List of Subjects

33 CFR Part 146

Marine Safety, Outer Continental shelf activities.

33 CFR Parts 175 and 181

Marine Safety, Boating Safety.

Regulations

In consideration of the foregoing, the Coast Guard proposes to amend Parts 146 and 175 of Title 33 of the Code of Federal Regulations as follows:

1. The authority for part 146 continues to read:

Authority: 43 U.S.C. 1348; 49 CFR 1.46.

2. By revising Part 146, Subpart A to allow a commercial hydrid PFD to be used as a work vest on OCS facilities if—

a. It is used, stowed, and maintained in accordance with—

(i) the procedures set out in its manual; and

(ii) any limitation(s) marked on the PFD; and

b. All commercial hydrid PFD's carried on a facility are of the same or similar design and have the same method of operation.

3. By revising the authority citation for Part 175 and Subpart G of Part 181 to read as follows:

Authority: 46 U.S.C. 4302; 49 CFR 1.46.

4. By adding the following requirement to Part 175:

Recreational hybrid PFD's may be carried in lieu of other approved PFD's. For persons not within an enclosed space, hybrid PFD's will be accepted as meeting Coast Guard carriage requirements only if worn when underway. They must also be used in accordance with the conditions marked on the PFD and in the owner's manual. The hybrid PFD must be approved and labeled for use on recreational boats.

5. By adding the following requirement to Subpart G of Part 181:

Each manufacturer of recreational hybrid PFD's shall furnish with each of these PFD's a pamphlet meeting 46 CFR 160.077–27. The requirements for PFD pamphlets in §§ 181.703 and 181.705 do not apply to recreational hybrid PFD's.

Dated: May 21, 1985.

Clyde T. Lusk, Jr.,

Rear Admiral, U.S. Coast Guard, Chief, Office of Merchant Marine Safety.

[FR Doc. 85–12591 Filed 5–28–85; 8:45 am]

BILLING CODE 4910–14–M

ENVIRONMENTAL PROTECTION AGENCY

40 CFR Part 52

[A–5–FRL–2843–2]

Approval and Promulgation of Implementation Plans; Illinois; Extension of Comment Period

AGENCY: U.S. Environmental Protection Agency (USEPA).

ACTION: Supplemental Proposed Rulemaking; Extention of the Public Comment Period.

SUMMARY: On March 27, 1985 (50 FR 12043), USEPA proposed to disapprove the incorporation of Illinois Pollution Control Board's Rule 205(d)(5)(B)(iii) into the Illinois State Implementation Plan (SIP) and solicited public comments on the proposed action. At the request of the State of Illinois and the legal representative of the affected industries, the public comment period is being extended until June 26, 1985, to allow commentors to complete their reviews of the rule and set forth comments.

DATE: Comments must be received on or before June 26, 1985.

ADDRESS: Comments should be submitted to: Gary V. Gulezian, Chief, Regulatory Analysis Section, Air and Radiation Branch, Region V, U.S. Environmental Protection Agency (5AR–26), 230 S. Dearborn Street, Chicago, Illinois 60604.

FOR FURTHER INFORMATION CONTACT: Randolph O. Cano, (312) 886–6035.

Dated: May 14, 1985.

Valdas V. Adamkus,

Regional Administrator.

[FR Doc. 85–12839 Filed 5–28–85; 8:45 am]

BILLING CODE 6560–50–M

40 CFR Part 60

[AD–FRL 2818–2]

Amendments to Subparts D, Da, Db, and J; Addition of Method 5B and Method 5F to Appendix A

AGENCY: Environmental Protection Agency.

ACTION: Proposed Rule and Notice of Public Hearing.

SUMMARY: This proposed rule would (1) amend the test methods and procedures under § 60.46 of Subpart D and § 60.106 of Subpart J, (2) amend the compliance determination procedures and methods under § 60.48a of Subpart Da and under proposed § 60.44b of Subpart Db, (49 FR 25148, June 19, 1984), and (3) add Method 5B, "Determination of Nonsulfuric Acid Particulate Matter from Stationary Sources," and Method 5F, "Determination of Nonsulfate Particulate Matter from Stationary Sources," to Appendix A of 40 CFR Part 60. These amendments are being made to minimize the measurement of sulfuric acid mist by Method 5 or Method 17 when used to measure particulate matter (PM) after flue gas desulfurization (FGD) systems and fluid catalytic cracking unit (FCCU) catalyst regenerators. This action is necessary because EPA's intent was not to include sulfuric acid when the emissions standards for PM were established for these affected facilities.

These methods are being proposed for the source categories specified here to measure emissions under section 111 of the Clean Air Act, where emission limitations are based on the application of best demonstrated control technology (BDT). In cases where the emission limits are based on ambient air quality considerations, such as under section 110 of the Clean Air Act, and the resultant State implementation plans, it may be appropriate to measure PM emissions using Method 5 or a modified Method 5 which includes material caught in the impingers following the filter.

A public hearing will be held, if requested, to provide interested persons an opportunity for oral presentations of data, views, or arguments concerning the proposed method.

DATES: *Comments.* Comments must be received on or before July 31, 1985.

Public Hearing. If anyone contacts EPA requesting to speak at a public hearing by June 11, 1985, a public hearing will be held on (about 45 days after proposal) beginning at 10:00 a.m.

Request to Speak at Hearing. Persons wishing to present oral testimony must contact EPA by June 11, 1985.

ADDRESSES: *Comments.* Comments should be submitted (in duplicate if possible) to: Central Docket Section LE–131), Attention: Docket Number A–81–05, U.S. Environmental Protection Agency, 401 M Street, SW, Washington, D.C. 20460.

Public Hearing. If anyone contacts EPA requesting a public hearing, it will be held at EPA's Office of Administration Auditorium, Research Triangle Park, North Carolina. Persons interested in attending the hearing or wishing to present oral testimony should notify Gary McAlister, Emission Measurement Branch (MD–19), U.S. Environmental Protection Agency, Research Triangle Park, North Carolina 27711, at the telephone number listed below.

Docket. Docket No. A–81–05, containing supporting information used in developing the proposed rulemaking is available for public inspection and copying between 8:00 a.m. and 4:00 p.m., Monday through Friday, at EPA's Central Docket Section (LE–131), West Tower Lobby, Gallery 1, Waterside Mall, 401 M Street, SW, Washington, D.C. 20460. A reasonable fee may be charged for copying.

FOR FURTHER INFORMATION CONTACT: Mr. Roger T. Shigehara, Emission Measurement Branch (MD–19), Emission Standards and Engineering Division, U.S. Environmental Protection Agency, Research Triangle Park, North Carolina 27711, telephone number (919) 541–2237.

Persons interested in attending the hearing should call Gary McAllister at (919) 541–2237 to verify that a hearing will be held.

SUPPLEMENTARY INFORMATION: The EPA adopted standards to limit PM from boilers built after 1971 (Subpart D); utility boilers built after 1978 (Subpart Da); and fluid catalytic cracking units built after 1973 (Subpart J). These standards were intended to limit particulate emissions through the use of DBT. The Agency has recognized that the methods which have been available for testing these sources may not accurately assess the performance of the control devices that are being used for PM control. This was noted in the preamble to the new source performance standard (NSPS) for electric utility steam generating units published on June 11, 1979 (44 FR 33580). In the section on performance testing, the Agency stated, "Since technology is not available for the control of sulfuric acid mist, which is condensed in the FGD system, the Administrator does not believe the PM sample should include condensed acid mist. The final regulation, therefore, allows PM testing for compliance between the outlet of the PM control device and the inlet of a wet FGD system. The EPA will continue to investigate revised procedures to minimize the measurement of acid mist by Method 5 or Method 17 when used to measure PM after the FGD system. Since technology is available to control particulate sulfate carryover from an FGD system and the Administrator believes good mist eliminators should be included with all FGD systems, the regulations will be amended to require PM measurement after the FGD system when revised procedures for Method 5 or Method 17 are available." As noted here mist eliminators can control scrubber liquor droplets which might contain dissolved metal sulfates, but they cannot control the sulfuric acid mist which might form in the stack.

In addition, since EPA promulgated an NSPS for PM emissions from FCCU regenerators on March 8, 1974 (39 FR 9308), EPA has been asked to clarify whether the intent of the emission regulation was to control condensible sulfur trioxide (SO_3) in the gas phase at the operating temperature of the control device along with the "catalyst fines" or "mineral dust."

In the public notice of proposed rulemaking for a revision to the FCCU new source standard (44 FR 60759), EPA stated that Method 5 may collect condensible matter that is not controllable by the best systems of emission reduction. Therefore, a facility employing such systems could be in noncompliance if significant quantities of such condensibles are present because feed stocks or process conditions are different from those tested to support the NSPS. Method 5 was used in 1971 and 1972 to collect data to support the NSPS. The facilities tested were conventional regenerators equipped with electrostatic precipitators (ESP's) and carbon monoxide boilers. It was further stated that the condensible materials that are present in the gas phase at the control device operating temperature were not intended to be controlled.

As a result of this, the Agency undertook a program to develop test methods which measure PM in a manner consistent with the original standards. Two methods have been developed.

Method 5B is essentially the same as Method 5 except that the samples are collected at 320 °F instead of 250 °F and the samples are heated in a laboratory over to 320 °F for 6 hours before anlaysis. Method 5B is applicable to Supbart D, Da, Db, and J sources that are equipped with wet FGD systems.

Method 5F has exactly the same sampling procedure as Method 5B, but the analysis procedure calls for chemical measurement of the water soluble sulfates which are then subtracted from the total sample mass. Method 5F is applicable only to Subpart J sources that do not use wet FDG's.

The intent of these new methods is to ensure that these NSPS reflect the control technologies on which they are based. The EPA recognizes that the emissions of acid mist which are not measured by these methods are measured as PM in the ambient air. Therefore, these methods may not be appropriate for emission limits that are based on achieving a particular impact on ambient air quality, for example, in State implementation plans under section 110 of the Act.

Two separate approaches were investigated by EPA as a means of measuring nonsulfuric acid PM. The first approach was to keep or heat the sample gases above the acid dew point while sampling and then analyze the samples simply by weighing. Filtration temperatures were 160 °C (320 °F), 188 °C (370 °F), 204 °C (400 °F), and 232 °C (450 °F). The second approach was to collect the samples at temperatures above or below the acid dew point and then to remove the sulfuric acid by heating or by extraction with a solvent during analysis. Filtration temperatures tested were the same as above with the addition of 85 °C (185 °F), 104 °C (219 °F), and 120 °C (248 °F); two solvents were tried—isopropyl alcohol (IPA) and water/ammonium hydroxide. The studies are summarized in the following reports:

1. William J. Mitchell and C. Bruffey, "Impact of Temperature and Filter Material on Combustion Source Particulate Results." Environmental Science and Technology. *18*:803–808. October 1984.

2. Summary Report: Evaluation of the Particulate Test Method for FCCU Regenerator Emissions. ESED Project No. 82–04. February 1985.

3. Summary Report: Development and Evaluation of Method 5B. Publication No. EPA–450/3–84–16. September 1984.

The third report is available through the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161. All of the reports are included in the docket.

The Agency's findings, as a result of these studies and a literature search are summarized as follows:

1. When SO_3 condenses, it will be collected as sulfuric acid mist on a particulate train filter. The amount that condenses depends on the moisture content, the SO_3 concentration, and the filtration temperature. For example, if the moisture content of a gas stream is 10 percent by volume and the SO_3 concentration is 82 ppm, the acid dew point occurs at a temperature of 155 °C (from R.R. Pierce, "Estimating Acid Dew Points in Stack Gases," Chemical Engineering, pp. 125–128, April 11, 1977). Under these conditions, if the filtration temperature were to drop from 160 °C to 150 °C, as much as 32 ppm of SO_3 would condense on the filter. Since there are two molecules of combined water with the condensed acid, the measured particulate concentration would have increased by 152 mg for a 0.85-cubic meter (30-cubic feet) sample. However, if the filtration temperature had dropped to 153 °C instead, only 15 ppm of SO_3 would have condensed, and the measured particulate mass would have increased by only 71 mg.

2. When samples are collected at temperatures below the dew point, subsequent treatment will not eliminate the sulfuric acid. For example, four samples collected at 85 °C and heated to 316 °C (600 °F) for 24 hours gave an average of 22.9 mg/m^3, whereas samples collected at 160 °F and given the same treatment gave an average of 13.3 mg/m^3. The magnitude of the differences decreased as the sampling temperature increased, indicating that some acid reacted and did not volatilize. An attempt to collect samples at slightly above stack gas temperatures (i.e., without trying to vaporize the sulfuric acid) and then quantitatively remove the sulfuric acid by washing the filter material with 100 percent IPA was also not successful. Two samples collected at a temperature of 85 °C were washed with IPA, and only 0.7 to 0.8 mg sulfuric acid was found in the IPA wash. But, upon heating to 232 °C, the samples lost 39.7 and 56.5 mg, respectively. Samples collected at 120 °C and 160 °C did not show such dramatic differences, so IPA may efficiently remove the sulfuric acid when samples are collected at temperatures close to acid dew point.

3. Operating the probe and filter temperature above the acid dew point will minimize the collection and measurement of condensible SO_3 in those gas streams where SO_3 is still in the gaseous phase. In the referenced studies, sampling trains operated at elevated temperatures did collect less material than those operated at lower temperatures. However, heat treatment of the samples caused further weight losses, indicating either that elevated temperatures (as high as 232 °C) did not completely prevent the collection of sulfuric acid or that a uniform temperature could not be maintained in all portions of the sampling train. Problems with maintaining an even distribution of temperature in the probe are suspected to cause cool spots in the probe and thereby condense the acid vapor.

4. The repeatability of the measurements was improved considerably by heating the samples to 160 °C after collection as compared to desiccating the samples at ambient conditions. Paired samples collected at a coal-fired power plant were first desiccated at ambient conditions and weighed before being heated to 160 °C and reweighed. The average relative standard deviation for the samples after ambient desiccation was 20 percent, but this declined to 10 percent after heating and reweighing.

Drying temperatures higher than 160 °C were tested during the development program with some samples being heated sequentially from 160 °C to 232 °C to 316 °C. While these samples continued to lose weight as the oven drying temperature was increased, the greatest weight loss occurred between ambient temperature desiccation and drying at 160 °C, and there was no additional gain in precision upon heating to a higher temperature.

Varied heating periods were also evaluated. Samples heated for only 3 hours sometimes required multiple heating cycles before coming to constant weight, but the vast majority of samples heated for 6 hours required only one additional heating cycle to ensure constant weight.

5. Soluble sulfates are present in the samples even after the thermal treatment. Although the results using the water extraction procedure showed the best repeatability, this method cannot distinguish between condensed sulfuric acid and metal sulfates. Sources equipped with FGD's may emit metal sulfates as a result of carryover from their scrubber liquor. These metal sulfates could be controlled with good mist elimination and are properly considered as part of the particulate sample. In addition, the water extraction procedure is more complex and expensive than the thermal treatment procedure.

During the development of Method 5B, comments were solicited from those involved in emission measurement. Although collection temperatures as high as 260 °C were considered, many samplers objected to a collection temperature greater than 160 °C. The reasons most often cited were: potential damage to sample train components; the difficulty of maintaining such high temperatures with commercially available sampling trains, especially in cold weather; the shortened life of heating tapes; and the difficulty of obtaining reliable high-temperature gasket materials.

Comments were also received from petroleum refineries concerning the sampling temperature. These commenters pointed out that FCCU's processing high sulfur oil might choose to reduce their SO_2 emissions with a change in their process conditions rather than the addition of an FGD system. The resulting SO_3 and moisture levels from these plants would, however, give them an acid dew point much higher than 160 °C. While there are a number of compelling reasons for choosing 160 °C as the sampling temperature, this would be below the acid dew point for these sources and could result in the collection of large quantities of condensed sulfuric acid. As discussed previously heating samples in the laboratory after collection is not entirely successful in eliminating condensed sulfuric acid when the samples are collected at temperatures well below the acid dew point.

In addition, these units may also have ammonia in their exhaust streams which can react with sulfuric acid to form solid ammonium sulfate in the sample train. Ammonium sulfate would not form in the stack because it would decompose at stack temperature, and should not be considered a part of the particulate sample.

Several comments were received concerning possible reactions of sulfuric acid with the collected PM during storage before analysis. The Agency agrees that such a reaction could occur. However, samples stored for 7 days before thermal conditioning did not give statistically different results from those of samples thermally conditioned within 16 hours of collection. Therefore, indications are that any reactions that would occur do so during sampling or immediately after the sample is collected. The approach taken in Method 5B is to minimize the reaction time by collecting the samples at higher temperatures, i.e., 160 °C. Although the proposed procedure does not totally eliminate the measurement of condensed SO_3, EPA feels that it does "minimize" its measurement.

As a result of the information EPA has gathered, the Agency is proposing two new test methods for measuring PM. These are Method 5B for measuring nonsulfuric acid PM and Method 5F for measuring nonsulfate PM.

Method 5B requires that the samples be collected at 160 °C with subsequent heating of the collected samples at 160 °C for a period of 6 hours. The 160 °C sampling temperature will not eliminate, but will minimize the collection of sulfuric acid. Subsequent thermal treatment at 160 °C will further decrease the measurement of sulfuric acid to an insignificant level.

Method 5F uses exactly the same sampling procedure as Method 5B. After collection, the water soluble sulfates are extracted, measured chemically, and then subtracted from the particulate mass. This procedure will eliminate all water soluble sulfates from the particulate sample.

Method 5B will be used at those sources which have the potential for a high concentration of condensible matter that is not controllable with an ESP. This includes those sources covered by Subparts D, Da, Db, and J that are equipped with wet FGD systems.

Method 5F is not applicable to these sources since they may contain water soluble sulfates which could be controlled by wet scrubbers or dry ESP's. It is to be used only at Subpart J sources not controlled by wet FGD's. Method 5B might not be suitable for these sources because their acid dew point may be much higher than 160 °C, an thermal treatment is not entirely successful in removing condensed sulfuric acid from samples collected at temperatures well below the acid dew point. Samples from these sources may also contain water soluble sulfates which originated as condensed sulfuric acid and would not be eliminated by thermal treatment.

As a result of the development of these two new methods, the following revisions are being made in § 60.46 of Subpart D, § 60.48a of Subpart Da, § 60.44b of Subpart Db, and § 60.106 of Subpart J.

1. The method for determining PM concentration for those Subpart D, Da, Db, and J sources with wet FGD systems is being changed from Method 5 to Method 5B. The method for Subpart J sources without wet FGD systems is being changed from Method 5 to Method 5B or Method 5F. The method for Subpart D, Da, and Db sources without wet FGD systems will continue to be Method 5.

2. The use of Method 17 with the Method 5B analytical procedure is being allowed if Method 17 is used after wet FGD systems, or if the average stack temperature is less than or equal to 160 °C. This procedure, however, could lead to a high bias in the particulate results as all the acid cannot be removed by thermal heating.

3. Paragraph 60.48a(a)(7) is being deleted. Paragraph (7) is no longer needed with the issuance of Method 5B.

Miscellaneous

This rulemaking does not impose any additional emission measurement requirements on facilities affected by this rulemaking. Rather, this rulemaking revises the test method to which the affected facilities are already subject.

Under Executive Order 12291, EPA must judge whether a regulation is "major" and, therefore, subject to the requirement of a regulatory impact analysis. This regulation is not major because it will not have an annual effect on the economy of $100 million or more; it will not result in a major increase in costs or prices; and there will be no significant adverse effects on competition, employment, investment, productivity, innovation, or on the ability of U.S.-based enterprises to compete with foreign-based enterprises in domestic or export markets.

Pursuant to the provisions of 5 U.S.C. 605(b), I hereby certify that the attached rule will not have an economic impact on small entities because no additional test costs are incurred. Any written comments from the Office of Management and Budget and any written EPA responses are available in the docket.

This proposed rulemaking is issued under the authority of Sections 111, 114, and 301(a) of the Clean Air Act, as amended (42 U.S.C. 7411, 7414, and 7601(a)).

List of Subjects in 40 CFR Part 60

Air pollution control, Aluminum, Ammonium sulfate plants, Asphalt, Cement industry, Coal, Copper, Electric power plants, Glass and glass products, Grains, Intergovernmental relations, Iron, Lead, Metals, Metallic Minerals, Motor vehicles, Nitric acid plants, Paper and paper products industry, Petroleum, Phosphate, Sewage disposal, Steel, Sulfuric acid plants, Waste treatment and disposal, Zinc, Tires, Can surface coating, Incorporation by reference, Industrial organic chemicals, Organic solvent cleaners, Fossil fuel-fired steam generators, Fiberglass Insulation, Synthetic Fibers.

Dated: May 10, 1985.

Lee M. Thomas,

Administrator.

PART 60—[AMENDED]

For the reasons set forth in the preamble, it is proposed that 40 CFR Part 60 be amended as follows:

1. The authority citation for Part 60 continues to read as follows:

Authority: 42 U.S.C. 7411, 7414 and 7601(a).

2. In § 60.44b as proposed at 49 FR 25148, June 19, 1984, paragraphs (d)(1), (d)(2) introductory text, (d)(2)(ii), (d)(5) and (d)(6) introductory text are revised and paragraph (d)(2)(iii) is added to read as follows:

* * * * *

(d) * * *

(1) Method 3 is used for gas analysis when applying Method 5, Method 5B, or Method 17.

(2) Method 5, Method 5B, or Method 17 shall be used to measure the concentration of particulate matter as follows:

(i) * * *

(ii) Method 17 may be used at facilities with or without wet scrubber systems provided that the stack gas temperature does not exceed an average temperature of 160 °C (320 °F). The procedures of Sections 2.1 and 2.3 of Method 5B may be used in Method 17 only if it is used after a wet FGD system. Do not use Method 17 after wet FGD systems if the effluent is saturated or laden with water droplets.

(iii) Method 5B is to be used only at sources with wet FGD systems.

* * * * *

(5) For determination of particulate emissions, the oxygen or carbon dioxide sample is obtained simultaneously with each run of Method 5, Method 5B, or Method 17 by traversing the duct at the sampling location.

(6) For each run using Method 5, Method 5B, or Method 17, the emission rate expressed in nanograms per joule heat imput is determined using:

* * * * *

3. In § 60.46, paragraphs (a)(2), (a)(3), (b), (c), and (f)(3)(ii) are revised to read as follows:

§ 60.46 Test methods and procedures.

(a) * * *

(2) Method 3 for gas analysis to be used when applying Method 5, 5B, 17, 6, 7, 7A, 7C, or 7D.

(3) Method 5, 5B, or 17 for concentration of particulate matter and the associated moisture content as follows: Method 5 is to be used at affected facilities without wet flue gas

desulfurization (FGD) systems; Method 5B is to be used only after wet FGD systems; and Method 17 may be used at facilities with or without wet FGD systems provided that the stack gas temperature at the sampling location does not exeed an average temperature of 160 °C (320 °F). The procedures of Sections 2.1 and 2.3 of Method 5B may be used with Method 17 only if it is used after wet FGD systems. Do not use Method 17 after wet FGD systems if the effluent gas is saturated or laden with water droplets.

* * * * *

(b) For Method 5, 5B, or 17, Method 1 shall be used to select the sampling site and the number of traverse sampling points. The sampling time for each run shall be at least 60 minutes, and the minimum sampling volume shall be 0.85 dscm (30 dscf) except that smaller sampling times or volumes, when necessitated by process variables or other factors, may be approved by the Administrator. The probe and filter holder heating systems in the sampling train shall be set to provide an average gas temperature of 160 °C (320 °F).

(c) For Methods 6 and 7, 7A, 7C, or 7D the sampling site shall be the same as that selected for Method 5, 5B, or 17. The sampling point in the duct shall be at the centroid of the cross section or at a point no closer to the walls than 1 m (3.28 ft). For Method 6 nd 7C or 7D, the sample shall be extracted at a constant volumetric flow rate.

* * * * *

(f) * * *

(3) * * *

(ii) For determination of particulate emissions, the oxygen sample shall be obtained simultaneously by traversing the duct at the same sampling location used for each run of Method 5, 5B or 17 under paragraph (b) of this section. Method 1 shall be used for selection of the number of oxygen traverse points except that no more than 12 sample points are required.

* * * * *

4. Section 60.48a is amended as follows:

A. In paragraph (a)(3) and (a)(6), by adding ",5B" between "5" and "or",

B. By revising paragraph (a)(1), (2), (4) and (5) and by removing paragraph (a)(7) as follows:

§ 60.48a Compliance determination procedures and methods.

(a) * * *

(1) Method 3 is used for gas analysis when applying Method 5, 5B, or 17.

(2) Method 5, 5B, or 17 is used for determining particulate matter emissions and associated moisture content as follows:

(i) Method 5 is to be used at affected facilities without wet FGD systems; Method 5B is to be used after wet FGD systems; and Method 17 may be used at facilities with or without wet FGD systems provided that the stack gas temperature at the sampling location does not exceed an average temperature of 160 °C (320 °F). The procedures of Sections 2.1 and 2.3 of Method 5B may be used in Method 17 only if it is used after wet FGD systems. Do not use Method 17 after wet FGD systems if the effluent is saturated or laden with water droplets.

(4) For Method 5 or 5B the probe and filter holder heating system in the sampling train is set to provide an average gas temperature of 160 °C (320 °F).

(5) For determination of particulate emissions, the oxygen or carbon dioxide sample is obtained simultaneously with each run of Method 5, 5B or 17 by traversing the duct at the same sampling location. Method 1 is used for selection of the number of oxygen or carbon dioxide traverse points except that no more than 12 sample points are required.

(7) [Delete]

* * * * *

5. In 60.106, paragraph (a)(1)(i) is revised to read as set forth below. Paragraph (a)(2) is amended by removing "For Method 5," and adding in place thereof "For Method 5B or 5F,".

§ 60.106 Test methods and procedures.

(a) * * *

(1) * * *

(i) Method 5B or 5F if to be used to determine particulate matter emissions and associated moisture content from affected facilities without wet FGD systems; only Method 5B is to be used after wet FGD systems.

* * * * *

b. Appendix A is amended by adding Method 5B and Method 5F as follows:

Appendix A—Reference Methods

* * * * *

Method 5B—Determination of Nonsulfuric Acid Particulate Matter From Stationary Sources

1. Applicability and Principle

1.1 Applicability. This method is to be used for determining nonsulfuric acid particulate matter from stationary sources. Use of this method must be specified by an applicable subpart, or approved by the Administrator, U.S. Environmental Protection Agency, for a particular application.

1.2 Principle. Particulate matter is withdrawn isokinetically from the source using the Method 5 train at 160 °C (320 °F). The collected sample is then heated in the oven at 160 °C (320 °F) for 6 hours to volatilize any condensed sulfuric acid that may have been collected, and the nonsulfuric acid particulate mass is determined gravimetrically.

2. Procedure

The procedure is identical to EPA Method 5 except for the following:

2.1 Initial Filter Tare. Oven dry the filter at 160±5 °C (320±10 °F) for 2 to 3 hours, cool in a desiccator for 2 hours, and weigh. Desiccate to constant weight to obtain the initial tare. Use the applicable specifications and techniques of Section 4.1.1 of Method 5 for this determination.

2.2 Probe and Filter Temperatures. Maintain the probe outlet and filter temperatures at 160°±14 ° (320±25 °F).

2.3 Analysis. Dry the probe sample at ambient temperature. Then oven-dry the probe and filter samples at a temperature of 160±5 °C (320±10 °F) for 6 hours. Cool in a desiccator for 2 hours and weigh to constant weight. Use the applicable specifications and techniques of Section 4.3 of Method 5 for this determination.

* * * * *

Method 5F—Determination of Nonsulfate Particulate Matter From Stationary Sources

1. Applicability and Principle

1.1 Applicability. This method is to be used for determining nonsulfate particulate matter from stationary sources. Use of this method must be specified by an applicable subpart of the standards, or approved by the Administrator, U.S. Environmental Protection Agency, for a particular application.

1.2 Principle. Particulate matter is withdrawn isokinetically from the source using the Method 5 train at 160 °C (320 °F). The collected sample is then extracted with water. A portion of the extract is analyzed for sulfate content. The remainder is neutralized with ammonium hydroxide before it is dried and weighed.

2. Apparatus

The apparatus is the same as Method 5 with the following additions.

2.1 Analysis.

2.1.1 Erlenmeyer Flasks. 125-ml, with ground glass joints.

2.1.2 Air Condenser. With ground glass joint compatible with the Erlenmeyer flasks.

2.1.3 Beakers. 600-ml.

2.1.4 Volumetric Flasks. 1-liter, 500-ml (one for each sample), 200-ml, and 50-ml (one for each sample and standard).

2.1.5 Pipet. 5-ml (one for each sample and standard).

2.1.6 Ion Chromatograph. The ion chromatograph should have at least the following components.

2.1.6.1 Columns. An anion separation or other column capable of resolving the sulfate ion from other species present and a standard anion suppressor column. Suppressor columns are produced as proprietary items; however, one can be produced in the laboratory using the resin available from BioRad Company, 32nd and Griffin Streets, Richmond, California. Other systems which do not use suppressor columns may also be used.

2.1.6.2 Pump. Capable of maintaining a steady flow as required by the system.

2.1.6.3 Flow Gauges. Capable of measuring the specified system flow rate.

2.1.6.4 Conductivity Detector.

2.1.6.5 Recorder. Compatible with the output voltage range of the detector.

3. Reagents

The reagents are the same as for Method 5 with the following exceptions:

3.1 Sample Recovery. Water. Deionized, distilled to conform to American Society for Testing and Materials (ASTM) specification D1193–74, Type 3. At the option of the analyst, the $KMnO_4$ test for oxidizable organic matter may be omitted when high concentrations of organic matter are not expected to be present.

3.2 Analysis.

3.2.1 Water. Same as in Section 3.1.

3.2.2 Stock Standard Solution, 1 mg $(NH_4)_2SO_4$/ml. Dry an adequate amount of primary standard grade ammonium sulfate at 105° to 110 °C for a minimum of 2 hours before preparing the standard solution. Then dissolve exactly 1.000 g of dried $(NH_4)_2SO_4$ in water in a 1-liter volumetric flask, and dilute to 1 liter. Mix well.

3.2.3 Working Standard Solution, 25 μg $(NH_4)_2SO_4$/ml. Pipet 5 ml of the stock standard solution into a 200-ml volumetric flask. Dilute to 200 ml with water.

3.2.4 Eluent Solution. Weigh 1.018 g of sodium carbonate (Na_2CO_3) and 1.008 g of sodium bicarbonate (Na_2CO_3), and dissolve in 4 liters of water. This solution is 0.0024 M Na_2CO_3/0.003 M Na_2CO_3. Other eluents appropriate to the column type and capable of resolving sulfate ion from other species present may be used.

3.2.5 Ammonium Hydroxide. Concentrated, 14.8 M.

3.2.6 Phenolphthalein Indicator. 3,3-Bis(4-hydroxypheny)-1-(3H)-isobenzofuranone. Dissolve 0.05 g in 50 ml of ethanol and 50 ml of water.

4. Procedure

4.1 Sampling. Same as Method 5, Section 4.1, except that the probe outlet and filter temperatures shall be maintained at 160°±14 °C (320°±25 °F).

4.2 Sample Recovery. Same as Method 5, Section 4.2, except that the recovery solvent shall be water instead of acetone.

4.3 Analysis.

4.3.1 Sample Extraction. Cut the filter into small pieces, and place it in a 125-ml Erlenmeyer flask with a ground glass joint equipped with an air condenser. Rinse the shipping container with water, and pour the rinse into the flask. Add additional water to the flask until it contains about 75-ml, and place the flask on a hot plate. Gently reflux the contents for 6 to 8 hours. Cool the solution, and transfer it to 500-ml volumetric flask. Rinse the Erlenmeyer flask with water, and transfer the rinsings to the volumetric flask including the pieces of filter.

Transfer the probe rinse to the same 500-ml volumetric flask with the filter sample. Rinse the sample bottle with water, and add the rinsings to the volumetric flask. Dilute the sample to exactly 500-ml with water.

4.3.2 Sulfate (SO_4) Analysis. Allow the sample to settle until all solid material is at the bottom of the volumetric flask. If necessary, centrifuge a portion of the sample. Pipet 5-ml of the sample into a 50-ml volumetric flask, and dilute to 50-ml with water. Prepare a standard calibration curve according to Section 5.1 Analyze the set of standards followed by the set of samples using the same injection volume for both standards and samples. Repeat this analysis sequence followed by a final analysis of the standard set. Average the results. The two sample values must agree within 5 percent of their mean for the analysis to be valid. Perform this duplicate analysis sequence on the same day. Dilute any sample and the blank with equal volumes of water if the concentration exceeds that of the highest standard.

Document each sample chromatogram by listing the following analytical parameters: injection point, injection volume, sulfate retention time, flow rate, detector sensitivity setting, and recorder chart speed.

4.3.3 Sample Residue. Transfer the remaining contents of the volumetric flask to a tared 600-ml beaker. Rinse the volumetric flask, and add the rinsings to the tared beaker. Make certain that all particulate matter is transferred to the beaker. Evaporate the water in an oven, heated to 105°C until only about 100 ml of water remains. Remove the beakers from the oven, and allow them to cool.

After the beakers have cooled, add five drops of phenolphthalein indicator, and then add concentrated ammonium hydroxide until solution turns pink. Return the samples to the oven at 105°C, and evaporate the samples to dryness. Cool the samples in a desiccator, and weigh the samples to constant weight.

5. Calibration

Same as Method 5, Section 5, with the following additions.

5.1 Standard Calibration Curve. Prepare a series of five standards by adding 1.0, 2.0, 4.0, 6.0, and 10.0 ml of working standard solution (25 μg/ml) to a series of five 50-ml volumetric flasks. (The standard masses will equal 25, 50, 100, 150, and 250 μg.) Dilute each flask to volume with water, and mix well. Analyze with the samples as described in Section 4.3 and subtract the blank from each value. Prepare or calculate a linear regression plot of the standard masses in μg (x-axis) versus their responses (y-axis). (Take peak height measurements with symmetrical peaks; in all other cases, calculate peak areas.) From this line, or equation, determine the slope and calculate its reciprocal which is the calibration factor, S. If any point deviates from the line by more than 7 percent of the concentration at that point, remake and reanalyze that standard. This deviation can be determined by multiplying S times the response for each standard. The resultant concentrations must not differ by more than 7 percent from each known standard mass (i.e., 25, 50, 100, 150, and 250 μg).

5.2 Conductivity Detector. Calibrate according to manufacturer's specifications prior to initial use.

6. Calculations

Same as Method 5, Section 6, with the following additions.

6.1 Nomenclature

C_w = Water blank residue concentration, mg/ml.

F = Dilution factor (required only if sample dilution was needed to reduce the concentration into the range of calibration).

H = Sample response, mm for height or mm^2 for area.

m_b = Mass of beaker used to dry sample, mg.

m_f = Mass of sample filter, mg.
m_n = Mass of nonsulfate particulate matter, mg.
m_s = Mass of ammonium sulfate in the sample, mg.
m_t = Mass of beaker, filter, and dried sample, mg.
m_w = Mass of residue after evaporation of water blank mg.
S = Calibration factor, μg/mm.
V_b = Volume of water blank, ml.
V_s = Volume of sample evaporated, 495 ml.

6.2 Water Blank Concentration.

$$C_w = \frac{m_w}{V_b}$$

Eq. 5F-1.

6.3 Mass of Ammonium Sulfate.

$$m_s = \frac{99\ HSF}{1000}$$

Eq. 5F-2.

6.4 Mass of Nonsulfate Particulate Matter.

$m_n = m_t - m_b - m_s - m_f - V_s C_w$

Eq. 5F-3.

[FR Doc. 85-12296 Filed 5-28-85; 8:45 am]

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40 CFR Part 65

[Docket No. DCO-IV-8504; A-4-FRL-2842-9]

State and Federal Administrative Orders Permitting a Delay in Compliance With State Implementation Plan Requirements; Proposed Approval of a Delayed Compliance Order Issued by the Georgia Environmental Protection Division to Atlanta Packaging Products, Inc.

AGENCY: Environmental Protection Agency.

ACTION: Proposed Rule.

SUMMARY: EPA proposes to approve a Delayed Compliance Order (DCO) issued by the Georgia Environmental Protection Division (GEPD) to the Atlanta Packaging Products, Inc. (Atlanta Packaging) located in Atlanta, Georgia. The DCO was submitted to EPA for approval by the GEPD by letter of March 7, 1985. The DCO requires Atlanta Packaging to bring air emissions from its four (4) flexographic printing presses and one: (1) Rotogravure printing press into compliance with air pollution control regulations contained in the federally approved Georgia State Implementation Plan (SIP) by December 1, 1986. Because the DCO has been issued to a major source of air pollution and permits a delay in compliance with provisions of the SIP, the DCO must be approved by EPA before it becomes effective as a Delayed Compliance Order under the Clean Air Act (the Act). If approved by EPA the DCO will constitute an addition to the SIP. In addition, a source in compliance with an approved DCO may not be used under the federal enforcement or citizen suit provisions of the Act for violations of the SIP regulations covered by the DCO. The purpose of this notice is to invite public comment on EPA's proposed approval of the State DCO.

DATE: Written comments must be received on or before June 28, 1985.

ADDRESS: Comments should be submitted to Director, Air, Pesticides and Toxics Management Division, EPA, Region IV, 345 Courtland Street, N.E., Atlanta, Georgia, 30365. The State Order, supporting material, and public comments receivd in response to the notice may be inspected and copied (for appropriate charges) at this address during normal business hours.

FOR FURTHER INFORMATION CONTACT: John Hund, Air Management Branch, U.S. Environmental Protection Agency, Region IV, 345 Courtland Street NE., Atlanta, Georgia 30365, Telephone Number (404) 881-4253.

SUPPLEMENTARY INFORMATION: Atlanta Packaging owns and operates a facility in Fulton County, Atlanta, Georgia, which operates as a converter for the flexible packaging industry. This facility is a stationary installation which can reasonably be expected to be a source of air pollution for the emission of volatile organic compounds (VOCs). The regulation for the control of VOC Emissions from Graphic Arts Systems was adopted under Chapter 391-3-1, Rule .02(2)(mm) of the Georgia Rules for Air Quality Control, as part of the Georgia SIP upon approval in the November 24, 1981, **Federal Register**, at page 57486. The potential VOC emissions from the drying of the rotogravure and flexographic inks results in more than 100 tons per year of VOC emissions. Atlanta Packaging is located in a designated nonattainment area for ozone. The GEPD is the agency of the State of Georgia authorized and required by the Georgia Air Quality Control Act of 1978 to control and prohibit air pollution in accordance with state laws. The GEPD is a federally approved state program with authority to regulate the Georgia Rules and Regulations for Air Quality Control.

Atlanta Packaging has four (4) flexographic printing presses and the one (1) rotogravure printing press which are subject to the requirements of Chapter 391-3-1, Rule .02(2)(mm) "VOC Emissions from Graphic Arts Systems", which requires the facility to reduce its VOC emission either by conversion to low solvent content inks or by utilizing an emission reduction system. The Rules specify a schedule to achieve compliance with the VOC emission limit by December 1, 1983, but an alternate compliance schedule may be established if the source can justify the need for additional time to achieve final compliance.

Atlanta Packaging submitted a VOC emission control plan and proposed an alternate compliance schedule for the conversion to low solvent content inks. The Company demonstrated the economic infeasibility of installing VOC emission control equipment and the technological infeasibility of coverting to low solvent inks within the time frame of the regulatory schedule. Since water-based inks were not currently available, the Company and its ink suppliers began in 1978 to develop and evaluate water-based inks for the Company's unique application.

After 30-days prior notice, the GEPD held a public hearing on July 29, 1982, to consider the alternate compliance schedule proposed by the Company and the GEPD. At the public hearing, the U.S. Environmental Protection Agency (EPA), presented testimony that the proposed alternate compliance schedule for the Company was approvable by the Agency. The GEPD approved the alternate compliance schedule for the Company on August 16, 1982, and submitted it to the EPA for their approval. The approved compliance schedule required compliance by no later than December 31, 1987.

However, because of additional policy statements from EPA Headquarters, EPA notified the GEPD in August 1983, that it would be unable to approve the alternate compliance schedule for the Company; that the schedule could not go beyond December 1, 1986; and that the schedule must be in the form of an order or delayed compliance order.

The Order under consideration addresses the control of VOC emissions causing pollution which are subject to the federally approved Georgia regulations. The regulations limit the emissions of VOCs from the graphic arts operations and are part of the federally approved Georgia SIP. The Order requires final compliance to be achieved and demonstrated no later than December 1, 1986, through the implementation of the following schedule:

(1) On or before September 1, 1985, the Company will submit to the GEPD a plan that will lead to compliance with Rule .02(2)(mm) or the Company will

adhere to the following schedule for conversion of inks to low solvent inks. A low solvent content ink is defined as a press ready ink with a composition meeting the requirements of Rule .02(2)(mm)1(i) or Rule .02(2)(mm)1.(ii).

a. After September 1, 1985, the monthly weighted average composition of all press ready inks used in the nonlaminated reverse print overwrap systems and laminated surface print metallized polyester/nylon systems will be equivalent to low solvent content inks.

b. On December 1, 1986, the daily weighted average composition of all press ready inks used at the facility will be equivalent to low solvent content inks.

(2) The Company will not emit into the atmosphere VOC at a rate in excess of 422 tons per calendar year, unless the GEPD issues the Company a permit to allow an increase in emission. Thirty (30) days following each calendar quarter the Company will provide the GEPD a written report with sufficient documentation to show that during the calendar quarter VOC emissions to the atmosphere did not exceed the 422 ton per calendar year rate.

(3) The Company will demonstrate final compliance with (1)b. above by December 31, 1986. By September 30, 1986, the Company will submit to the GEPD for approval the method they propose to use to demonstrate final compliance and the methods proposed for use in monitoring daily compliance.

(4) Reporting and monitoring requirements to demonstrate compliance with interim limits are those specified in Permit No. 2751-060-8286 issued on August 16, 1982, and as amended on March 28, 1984, September 10, 1984, and March 7, 1985.

(5) By September 1, 1985, the company shall give written notification to the GEPD that final compliance can be achieved by low solvent technology or it is necessary to rely on an emission reduction system as a method to achieve final compliance. If final compliance by low solvent technology is not possible then the Company shall file an application for a permit to construct the emission reduction system with the GEPD, along with a schedule with milestone dates that will lead to final compliance with Rule .02(2)(mm)1.(iii) on or before November 30, 1986.

The Company has been notified that failure to achieve final compliance by December 1, 1986, may result in a requirement to pay a noncompliance penalty pursuant to section 20 of the Georgia Air Quality Control Act or section 120 of the Federal Clean Air Act as amended August 1977.

Atlanta Packaging has consented to the terms of the Order and has agreed to meet the Order's increments during the period of this informal rulemaking. The source is required to submit quarterly reports by the 10th day of the month commencing on or after September 30, 1984, indicating progress toward or attainment of each milestone or increment of progress which occurred during the prior quarter in the schedule of compliance. If any delay is anticipated in meeting said milestones, the Company shall immediately notify the Chief, Air Protection Branch, GEPD in writing of the anticipated delay and reasons therefor. Notification of the delay shall not excuse the delay.

As an interim control measure, the Company will not emit into the atmosphere VOCs at a rate in excess of 422 tons per calendar year, unless the GEPD issues the Company a permit to allow an increase in emissions.

Because this order has been issued to a major source of VOC emission and permits a delay in compliance with the applicable state air pollution control regulation(s), it must be approved by EPA before it becomes effective as a Delayed Compliance Order under section 113(d) of the Clean Air Act (the Act). EPA may approve the Order only if it satisfies the appropriate requirements of this subsection. EPA has tentatively determined that the above-referenced Order satisfies these legal requirements.

If the submitted Administrative Order is approved by EPA, source compliance with its terms would preclude federal enforcement action under section 113 of the Act against the source for violations of the regulation(s) covered by the Order during the period the Order is in effect. Enforcement against the source under the citizen suit provision of the Act (Section 304) would be similarly precluded. If approved, the Order would also constitute an addition to the Georgia SIP. Compliance with the proposed Order will not exempt the Company from the requirements contained in any subsequent revision to the SIP which is approved by EPA.

All interested persons are invited to submit written comments on the proposed Order. Written comments received by the date specified above will be considered in determining whether EPA may approve the Order. After the public comment period, the Administrator of EPA will publish in the **Federal Register** the Agency's final action on the Order in 40 CFR Part 65.

(Authority: 42 U.S.C. 7413, 7601)

List of Subjects in 40 CFR Part 65

Air Pollution Control.

Dated: May 17, 1985.

Sanford W. Harvey, Jr.,

Acting Regional Administrator, Region IV.

[FR Doc. 85-12847 Filed 5-28-85; 8:45 am]

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40 CFR Part 65

[Docket No. DCO-IV-8501; A-4-FRL-2842-8]

State and Federal Administrative Orders Permitting a Delay in Compliance With State Implementation Plan Requirements; Proposed Approval of a Delayed Compliance Order Issued by the Georgia Environmental Protection Division to General Motors Corp.

AGENCY: Environmental Protection Agency.

ACTION: Proposed rule.

SUMMARY: EPA proposes to approve a Delayed Compliance Order (DCO) issued by the Georgia Environmental Protection Division (GEPD) to the General Motors Corporation (GM) located in Doraville, Georgia. The DCO was submitted to EPA for approval by the GEPD by letter of March 7, 1985. The DCO requires GM to bring air emissions from its surface coating of miscellaneous metal parts and products operation into compliance with air pollution control regulations contained in the federally approved Georgia State Implementation Plan (SIP) by October 31, 1985. Because the DCO has been issued to a major source of air pollution and permits a delay in compliance with provisions of the SIP, the DCO must be approved by EPA before it becomes effective as a Delayed Compliance Order under the Clean Air Act (the Act). If approved by EPA the DCO will constitute an addition to the SIP. In addition, a source in compliance with an approved DCO may not be sued under the federal enforcement or citizen suit provisions of the Act for violations of the SIP regulations covered by the DCO. The purpose of this notice is to invite public comment on EPA's proposed approval of the State DCO.

DATE: Written comments must be received on or before June 28, 1985.

ADDRESS: Comments should be submitted to Director, Air, Pesticides and Toxics Management Division, EPA, Region IV, 345 Courtland Street, NE., Atlanta, Georgia 30365. The State Order, supporting material, and public comments received in response to this

notice may be inspected and copied (for appropriate charges) at this address during normal business hours.

FOR FURTHER INFORMATION CONTACT: John Hund, Air Management Branch, U.S. Environmental Protection Agency, Region IV, 345 Courtland street, NE., Atlanta, Georgia 30365, Telephone Number (404) 881–4253.

SUPPLEMENTARY INFORMATION: GM owns and operates an automobile assembly facility in Fulton County, Doraville, Georgia. This facility is a stationary installation which can resonably be expected to be a source of air pollution for the emission of volatile organic compounds (VOCs). The regulation for the control of VOC Emissions from Surface Coating of Miscellaneous Metal Parts and Products was adopted under Chapter 391–3–1, Rule .02(2)(ii) of the Georgia Rules for Air Quality Control, as part of the Georgia SIP upon approval in the November 24, 1981, **Federal Register**, at page 57486. The potential VOC emissions from the surface coating of miscellaneous metal parts results in more than 100 tons per year of VOC emissions. GM is located in a designated nonattainment area for ozone. The GEPD is the agency of the State of Georgia authorized and required by the Georgia Air Quality Control Act of 1978 to control and prohibit air pollution in accordance with state laws. The GEPD is a federally approved state program with authority to regulate the Georgia Rules and Regulations for Air Quality Control.

GM has ten (10) coating operations which are subject to the requirements of Chapter 391–3–1, Rule .02(2)(ii) "VOC Emissions from Surface Coating of Miscellaneous Metal Parts and Products", which requires the facility to reduce its VOC emissions either by conversion to low solvent content coatings or by utilizing pollution control equipment. The Rules specify a schedule to achieve compliance with the VOC emission limit by December 1, 1983, but an alternate compliance schedule may be established if the source can justify the need for additional time to achieve final compliance.

GM submitted a VOC emission control plan and proposed an alternate compliance schedule for the conversion to low solvent content coatings. The Company demonstrated the economic infeasibility of installing VOC emission control equipment and the technological infeasibility of converting to low solvent coatings within the time frame of the regulatory schedule.

After 30-days prior notice, the GEPD held a public hearing on July 29, 1982, to consider the alternate compliance schedule proposed by the Company and the GEPD. At the public hearing, the U.S. Environmental Protection Agency (EPA), presented testimony that the proposed alternate compliance schedule for the Company was approvable by the Agency. The GEPD approved the alternate compliance schedule for the Company on August 16, 1982, and submitted it to the EPA for their approval. The approved compliance schedule required compliance by no later than October 31, 1985.

However, because of additional policy statements from EPA Headquarters, EPA notified the GEPD in August 1983, that it would be unable to approve the alternate compliance schedule for the Company; that the schedule could not go beyond December 1, 1986; and that the schedule must be in the form of an order or delayed compliance order.

The Order under consideration addresses the control of VOC emissions causing pollution which are subject to the federally approved Georgia regulations. The regulations limit the emissions of VOCs from the surface coating of miscellaneous metal parts and products and are part of the federally approved Georgia SIP. The Order requires final compliance to be achieved and demonstrated no later than October 31, 1985, through the implementation of the following schedule:

(1) On June 30, 1983, the Company submitted evidence to the Division demonstrating that its wheel coating operations had achieved compliance with the 3.5 pounds limit. The Company shall continue to limit the VOC emissions from the wheel coating operations to 3.5 pounds of VOC per gallon of coating excluding water delivered to the coating applicator.

(2) By October 31, 1985, the Company shall be in final compliance with Rule 391–3–1.02(2)(ii) of the Georgia Rules for Air Quality Control on a continuous basis. Final compliance shall be demonstrated by the submittal of acceptable analyses of the coatings, such as coating formulation data as supplied by the manufacturer of the coating, and analysis of the applied coating and/or other tests as required by the Division.

The Company has been notified that failure to achieve final compliance by December 1, 1986, may result in a requirement to pay a noncompliance penalty pursuant to section 20 of the Georgia Air Quality Control Act or section 120 of the Federal Clean Air Act as amended August 1977.

GM has consented to the terms of the Order and has agreed to meet the Order's increments during the period of this informal rulemaking. The source is required to submit quarterly reports by the 10th day of the month commencing on or after September 30, 1984, indicating progress toward or attainment of each milestone or increment of progress which occurred during the prior quarter in the schedule of compliance. If any delay is anticipated in meeting said milestones, the Company shall immediately notify the Chief, Air Protection Branch, GEPD in writing of the anticipated delay and reasons therefor. Notification of the delay shall not excuse the delay.

Because this Order has been issued to a major source of VOC emissions and permits a delay in compliance with the applicable state air pollution control regulation(s), it must be approved by EPA before it becomes effective as a Delayed Compliance Order under section 113(d) of the Clean Air Act (the Act). EPA may approve the Order only if it satisfies the appropriate requirements of this subsection. EPA has tentatively determined that the above-referenced Order satisfies these legal requirements.

If the submitted Administrative Order is approved by EPA, source compliance with its terms would preclude federal enforcement action under section 113 of the Act against the source for violations of the regulation(s) covered by the Order during the period the Order is in effect. Enforcement against the source under the citizen suit provision of the Act (section 304) would be similarly precluded. If approved, the Order would also constitute an addition to the Georgia SIP. Compliance with the proposed Order will not exempt the Company from the requirements contained in any subsequent revision to the SIP which is approved by EPA.

All interested persons are invited to submit written comments on the proposed Order. Written comments received by the date specified above will be considered in determining whether EPA may approve the Order. After the public comment period, the Administrator of EPA will publish in the **Federal Register** the Agency's final action on the Order in 40 CFR Part 65.

(**Authority:** 42 U.S.C. 7413, 7601)

List of Subjects in 40 CFR Part 65

Air Pollution Control.

Dated: May 17, 1985.

Sanford W. Harvey, Jr.,

Acting Regional Administrator, Region IV.

[FR Doc. 85–12846 Filed 5–28–85; 8:45 am]

BILLING CODE 6560–50–M

40 CFR Part 65

[Docket No. DCO-IV-8503; A-4-FRL-2842-7]

State and Federal Administrative Orders Permitting a Delay in Compliance With State Implementation Plan Requirements; Proposed Approval of a Delayed Compliance Order Issued by the Georgia Environmental Protection Division to International Paper Co.

AGENCY: Environmental Protection Agency.

ACTION: Proposed rule.

SUMMARY: EPA proposes to approve a Delayed Compliance Order (DCO) issued by the Georgia Environmental Protection Division (GEPD) to the International Paper Company (IP) located in East Point, Georgia. The DCO was submitted to EPA for approval by the GEPD by letter of March 7, 1985. The DCO requires IP to bring air emissions from its five (5) flexographic printing presses into compliance with air pollution control regulations contained in the fedeally approved Georgia State Implementation Plan (SIP) by December 1, 1986. Because the DCO has been issued to a major source of air pollution and permits a delay in compliance with provisions of the SIP, the DCO must be approved by EPA before it becomes effective as a Delayed Compliance Order under the Clean Air Act (the Act). If approved by EPA the DCO will constitute an addition to the SIP. In addition, a source in compliance with an approved DCO may not be sued under the federal enforcement or citizen suit provisions of the Act for violations of the SIP regulations covered by the DCO. The purpose of this notice is to invite public comment on EPA's proposed approval of the State DCO.

DATE: Written comments must be received on or before June 28, 1985.

ADDRESS: Comments should be submitted to Director, Air, Pesticides and Toxics Management Division, EPA, Region IV, 345 Courtland Street, NE., Atlanta, Georgia, 30365. The State Order, supporting material, and public comments received in response to this notice may be inspected and copied (for appropriate charges) at this address during normal business hours.

FOR FURTHER INFORMATION CONTACT: John Hund, Air Management Branch, U.S. Environmental Protection Agency, Region IV, 345 Courtland Street, NE., Atlanta, Georgia 30365, Telephone Number (404) 881-4253.

SUPPLEMENTARY INFORMATION: IP owns and operates a facility in Fulton County, East Point, Georgia, which operates as a converter for the flexible packaging industry. This facility is a stationary installation which can reasonably be expected to be a source of air pollution for the emission of volatile organic compounds (VOCs). The regulation for the control of VOC Emissions from Graphic Arts Systems was adopted under Chapter 391-3-1, Rule .02(2)(mm) of the Georgia Rules for Air Quality Control, as part of the Georgia SIP upon approval in the November 24, 1981, Federal Register, at page 57486. The potential VOC emissions from the drying of the flexographic inks results in more than 100 tons per year of VOC emissions. IP is located in a designated nonattainment area for ozone. The GEPD is the agency of the State of Georgia authorized and required by the Georgia Air Quality Control Act of 1978 to control and prohibit air pollution in accordance with State laws. The GEPD is a federally approved state program with authority to regulate the Georgia Rules and Regulations for Air Quality Control.

IP has five (5) flexographic printing presses which are subject to the requirements of Chapter 391-3-1, Rule .02(2)(mm) "VOC Emissions from Graphic Arts Systems", which requires the facility to reduce its VOC emissions either by conversion to low solvent content inks or by utilizing an emission reduction system. The Rules specify a schedule to achieve compliance with the VOC emission limit by December 1, 1983, but an alternate compliance schedule may be established if the source can justify the need for additional time to achieve final compliance.

IP submitted a VOC emission control plan and proposed an alternate compliance schedule for the conversion to low solvent content inks. The Company demonstrated the economic infeasibility of installing VOC emission control equipment and the technological infeasibility of converting to low solvent inks within the time frame of the regulatory schedule. Since water-based inks were not currently available, the Company and its ink suppliers began in 1978 to develop and evaluate water-based inks for the Company's unique application.

After 30-days prior notice, the GEPD held a public hearing on July 29, 1982, to consider the alternate compliance schedule proposed by the Company and the GEPD. At the public hearing, the U.S. Environmental Protection Agency (EPA), presented testimony that the proposed alternate compliance schedule for the Company was approvable by the Agency. The GEPD approved the alternate compliance schedule for the Company on August 16, 1982, and submitted it to the EPA for their approval. The approved compliance schedule required compliance by no later than December 31, 1987.

However, because of additional policy statements from EPA Headquarters, EPA notified the GEPD in August 1983, that it would be unable to approve the alternate compliance schedule for the Company; that the schedule could not go beyond December 1, 1986; and that the schedule must be in the form of an order or delayed compliance order.

The Order under consideration addresses the control of VOC emissions causing pollution which are subject to the federally approved Georgia regulations. The regulations limit the emissions of VOCs from the graphic arts operations and are part of the federally approved Georgia SIP. The Order requires final compliance to be achieved and demonstrated no later than December 1, 1986, through the implementation of the following schedule:

The VOC content of all inks used by the Company during the below specified periods of operation shall be equal to or less than the corresponding specified values for each operating period.

(1) January 1, 1984, to December 31, 1984, 4.61 pounds VOC per gallon press ready ink on an annual weighted average basis with no calendar monthly weighted average to be greater than 5.16 pounds VOC per gallon press ready ink.

(2) January 1, 1985, to April 30, 1985, 5.00 pounds VOC per gallon press ready ink on a calendar monthly weighted average basis.

(3) May 1, 1985, to December 31, 1985, 4.32 pounds VOC per gallon press ready ink on a calendar monthly weighted average basis.

(4) January 1, 1986, to November 30, 1986, 2.59 pounds VOC per gallon press ready ink on a calendar monthly weighted average basis.

(5) After November 30, 1986, the composition of the volatile fraction of all press ready inks shall contain 25.0 percent by volume or less of VOC and 75.0 percent by volume or more of water on a daily weighted average basis. Any press ready inks containing 60.0 percent by volume or more nonvolatile material shall be exempt from this requirement.

(6) The Company will demonstrate final compliance with (4) above by December 31, 1986. By September 30, 1986, the Company will submit to the Division for approval the method they propose to use to demonstrate final compliance.

(7) Reporting and monitoring requirements to demonstrate compliance with interim limits are those specified in Permit No. 2751–060–8306 and as amended on March 7, 1985.

(8) By July 1, 1985, the Company shall give written notification to the Division that final compliance can be achieved by low solvent technology or that it is necessary to rely on an emission reduction system as a method to achieve final compliance. If final compliance by low solvent technology is not possible, then the Company shall file an application for a permit to construct the emission reduction system with the Division, along with a schedule with milestone dates that will lead to final compliance with Rule .02(2)(mm)1.(iii) on or before November 30, 1986.

The Company has been notified that failure to achieve final compliance by December 1, 1986, may result in a requirement to pay a noncompliance penalty pursuant to section 20 of the Georgia Air Quality Control Act or section 120 of the Federal Clean Air Act as amended August 1977.

IP has consented to the terms of the Order and has agreed to meet the Order's increments during the period of this informal rulemaking. The source is required to submit quarterly reports by the 10th day of the month commencing on or after September 30, 1984, indicating progress toward or attainment of each milestone or increment of progress which occurred during the prior quarter in the schedule of compliance. If any delay is anticipated in meeting said milestones, the Company shall immediately notify the Chief, Air Protection Branch, GEPD in writing of the anticipated delay and reasons therefor. Notification of the delay shall not excuse the delay.

Because this Order has been issued to a major source of VOC emissions and permits a delay in compliance with the applicable state air pollution control regulation(s), it must be approved by EPA before it becomes effective as a Delayed Compliance Order under section 113(d) of the Clean Air Act (the Act). EPA may approve the Order only if it satisfies the appropriate requirements of this subsection. EPA has tentatively determined that the above-referenced Order satisfies these legal requirements.

If the submitted Administrative Order is approved by EPA, source compliance with its terms would preclude federal enforcement action under section 113 of the Act against the source for violations of the regulation(s) covered by the Order during the period the Order is in effect. Enforcement against the source under the citizen suit provision of the Act (section 304) would be similarly precluded. If approved, the Order would also constitute an addition to the Georgia SIP. Compliance with the proposed Order will not exempt the Company from the requirements contained in any subsequent revision to the SIP which is approved by EPA.

All interested persons are invited to submit written comments on the proposed Order. Written comments received by the date specified above will be considered in determining whether EPA may approve the Order. After the public comment period, the Administrator of EPA will publish in the **Federal Register** the Agency's final action on the Order in 40 CFR Part 65.

(Authority: 42 U.S.C. 7413, 7601)

List of Subjects in 40 CFR Part 65

Air pollution control.

Dated: May 17, 1985.

Sanford W. Harvey, Jr.,

Acting Regional Administrator, Region IV.

[FR Doc. 85–12845 Filed 5–28–85; 8:45 am]

BILLING CODE 6560–50–M

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40 CFR Part 65

[Docket No. DCO–IV–8505; A–4–FRL–2842–5]

State and Federal Administrative Orders Permitting a Delay in Compliance With State Implementation Plan Requirements; Proposed Approval of a Delayed Compliance Order Issued by the Georgia Environmental Protection Division to Mead Packaging Division of the Mead Corp.

AGENCY: Environmental Protection Agency.

ACTION: Proposed rule.

SUMMARY: EPA proposes to approve a Delayed Compliance Order (DCO) issued by the Georgia Environmental Protection Division (GEPD) to the Mead Packaging Division of Mead Corporation (Mead) located in Atlanta, Georgia. The DCO was submitted to EPA for approval by the GEPD by letter of March 7, 1985. The DCO requires Mead to bring air emissions from its two (2) rotogravure printing presses into compliance with air pollution control regulations contained in the federally approved Georgia State Implementation Plan (SIP) by December 1, 1984. Because the DCO has been issued to a major source of air pollution and permits a delay in compliance with provisions of the SIP, the DCO must be approved by EPA before it becomes effective as a Delayed Compliance Order under the Clean Air Act (the Act). If approved by EPA the DCO will constitute an addition to the SIP. In addition, a source in compliance with an approved DCO may not be sued under the federal enforcement or citizen suit provisions of the Act for violations of the SIP regulations covered by the DCO. The purpose of this notice is to invite public comment on EPA's proposed approval of the State DCO.

DATE: Written comments must be received on or before June 28, 1985.

ADDRESS: Comments should be submitted to Director, Air, Pesticides and Toxics Management Division, EPA, Region IV, 345 Courtland Street, NE., Atlanta, Georgia 30365. The State Order, supporting material, and public comments received in response to this notice may be inspected and copied (for appropriate charges) at this address during normal business hours.

FOR FURTHER INFORMATION CONTACT: John Hund, Air Management Branch, U.S. Environmental Protection Agency, Region IV, 345 Courtland Street, NE., Atlanta, Georgia 30365, Telephone Number (404) 881–4253.

SUPPLEMENTARY INFORMATION: Mead owns and operates a facility in Fulton County, Atlanta, Georgia, which operates as a converter for the flexible packaging industry. This facility is a stationery installation which can reasonably be expected to be a source of air pollution for the emission of volatile organic compounds (VOCs). The regulation for the control of VOC Emissions from Graphic Arts Systems was adopted under Chapter 391–3–1, Rule .02(2)(mm) of the Georgia Rules for Air Quality Control, as part of the Georgia SIP upon approval in the November 24, 1981, **Federal Register**, at page 57486. The potential VOC emissions from the drying of the rotogravure inks results in more than 100 tons per year of VOC emissions. Mead is located in a designated nonattainment area for ozone. The GEPD is the agency of the State of Georgia authorized and required by the Georgia Air Quality Control Act of 1978 to control and prohibit air pollution in accordance with state laws. The GEPD is a federally approved state program with authority to regulate the Georgia Rules and Regulations for Air Quality Control.

Mead has two (2) rotogravure printing presses which are subject to the requirements of Chapter 391–3–1, Rule .02(2)(mm) "VOC Emissions from Graphic Arts Systems", which requires the facility to reduce its VOC emissions either by conversion to low solvent content inks or by utilizing an emission reduction system. The Rules specify a

schedule to achieve compliance with the VOC emission limit by December 1, 1983, but an alternate compliance schedule may be established if the source can justify the need for additional time to achieve final compliance.

Mead submitted a VOC emission control plan and proposed an alternate compliance schedule for the conversion to low solvent content inks. The Company demonstrated the economic infeasibility of installing VOC emission control equipment and the technological infeasibility of converting to low solvent inks within the time frame of the regulatory schedule. Since water-based inks were not currently available, the Company and its ink suppliers began in 1978 to develop and evaluate water-based inks for the Company's unique application.

After 30-days prior notice, the GEPD held a public hearing on July 29, 1982, to consider the alternate compliance schedule proposed by the Company and the GEPD. At the public hearing, the U.S. Environmental Protection Agency (EPA), presented testimony that the proposed alternate compliance schedule for the Company was approvable by the Agency. The GEPD approved the alternate compliance schedule for the Company on August 16, 1982, and submitted it to the EPA for their approval. The approved compliance schedule required compliance by no later than December 1, 1984.

However, because of additional policy statements from EPA Headquarters, EPA notified the GEPD in August 1983, that it would be unable to approve the alternate compliance schedule for the Company; that the schedule could not go beyond December 1, 1986; and that the schedule must be in the form of an order or delayed compliance order.

The Company notified the Division in May 1984, that strict compliance with the approved schedule by December 1, 1984, could not be accomplished. The Company proposed in September 1984, that compliance could be attained by December 1, 1984, if the method of compliance was to be based upon a daily weighted average of inks and varnish used.

The Order under consideration addresses the control of VOC emissions causing pollution which are subject to the federally approved Georgia regulations. The regulations limit the emissions of VOCs from the graphic arts operations and are part of the federally approved Georgia SIP. The Order requires final compliance to be achieved and demonstated no later than December 1, 1984, through the implementation of the following schedule:

(1) After December 1, 1984, the daily weighted average composition of all press ready inks and varnishes used in rotogravure press number 2359 and press number 528 shall be equivalent or less than the composition requirements of Rule 391–3–1–.02(2)(mm), "VOC Emissions from Graphic Arts Systems", of the Georgia Rules for Air Quality Control.

(2) On or before December 31, 1984, the Company will submit to the Division for approval and method they propose to use to demonstrate final compliance.

(3) The Company will demonstrate final compliance with (1) above by March 1, 1985, using the approved method in (2) above.

The Company has been notified that failure to achieve final compliance by December 1, 1984, may result in a requirement to pay a noncompliance penalty pursuant to section 20 of the Georgia Air Quality Control Act or section 120 of the Federal Clean Air Act as amended August 1977.

Mead has consented to the terms of the Order and has agreed to meet the Order's increments during the period of this informal rulemaking. The source is required to submit quarterly reports by the 10th day of the month commencing on or after September 30, 1984, indicating progress toward or attainment of each milestone or increment of progress which occurred during the prior quarter in the schedule of compliance. If any delay is anticipated in meeting said milestones, the Company shall immediately notify the Chief, Air Protection Branch, GEPD in writing of the anticipated delay and reasons therefor. Notification of the delay shall not excuse the delay.

Because this Order has been issued to a major source of VOC emissions and permits a delay in compliance with the applicable state air pollution control regulation(s), it must be approved by EPA before it becomes effective as a Delayed Compliance Order under section 113(d) of the Clean Air Act (the Act). EPA may approve the Order only if it satisfies the appropriate requirements of this subsection. EPA has tentatively determined that the above-referenced Order satisfies these legal requirements.

If the submitted Administrative Order is approved by EPA, source compliance with its terms would preclude federal enforcement action under section 113 of the Act against the source for violations of the regulation(s) covered by the Order during the period the Order is in effect. Enforcement against the source under the citizen suit provision of the Act (section 304) would be similarly precluded. If approved, the Order would also constitute an addition to the Georgia SIP. Compliance with the proposed Order will not exempt the Company from the requirements contained in any subsequent revision to the SIP which is approved by EPA.

All interested persons are invited to submit written comments on the proposed Order. Written comments received by the date specified above will be considered in determining whether EPA may approve the Order. After the public comment period, the Administrator of EPA will publish in the **Federal Register** the Agency's final action on the Order in 40 CFR Part 65.

(Authority: 42 U.S.C. 7413, 7601)

List of Subjects in 40 CFR Part 65

Air pollution control.

Dated: May 17, 1985.

Sanford W. Harvey Jr.,

Acting Regional Administrator, Region IV.

[FR Doc. 85–12842 Filed 5–28–85; 8:45 am]

BILLING CODE 6560–50–M

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40 CFR Part 65

[Docket No. DCO–IV–8502; A–4–FRL–2842–6]

State and Federal Administrative Orders Permitting a Delay in Compliance With State Implementation Plan Requirements; Proposed Approval of a Delayed Compliance Order Issued by the Georgia Environmental Protection Division to Printpack, Inc.

AGENCY: Environmental Protection Agency.

ACTION: Proposed rule.

SUMMARY: EPA proposes to approve a Delayed Compliance Order (DCO) issued by the Georgia Environmental Protection Division (GEPD) to Printpack, Inc., (Printpack) located in Atlanta, Georgia. The DCO was submitted to EPA for approval by the GEPD by letter of March 7, 1985. The DCO requires Printpack to bring air emissions from its ten (10) flexographic printing presses into compliance with air pollution control regulations contained in the federally approved Georgia State Implementation Plan (SIP) by December 1, 1986. Because the DCO has been issued to a major source of air pollution and permits a delay in compliance with provisions of the SIP, the DCO must be approved by EPA before it becomes effective as a Delayed Compliance Order under the Clean Air Act (the Act). If approved by EPA the DCO will

constitute an addition to the SIP. In addition, a source in compliance with an approved DCO may not be sued under the federal enforcement or citizen suit provisions of the Act for violations of the SIP regulations covered by the DCO. The purpose of this notice is to invite public comment on EPA's proposed approval of the State DCO.

DATE: Written comments must be received on or before June 28, 1985.

ADDRESS: Comments should be submitted to Director, Air Pesticides and Toxics Management Division, EPA, Region IV, 345 Courtland Street, NE., Atlanta, Georgia, 30365. The State Order, supporting material, and public comments received in response to this notice may be inspected and copied (for appropriate charges) at this address during normal business hours.

FOR FURTHER INFORMATION CONTACT: John Hund, Air Management Branch, U.S. Environmental Protection Agency, Region IV, 354 Courtland, Street, NE., Atlanta, Georgia 30365, Telephone Number (404) 881–4253.

SUPPLEMENTARY INFORMATION: Printpack owns and operates a facility in Fulton County, Atlanta, Georgia, which operates as a converter for the flexible packaging industry. This facility is a stationary installation which can reasonably be expected to be a source of air pollution for the emission of volatile organic compounds (VOCs). The regulation for the control of VOC Emissions from Graphic Arts Systems was adopted under Chapter 391–3–1, Rule .02(2)(mm) of the Georgia Rules for Air Quality Control, as part of the Georgia SIP upon approval in the November 24, 1981, **Federal Register**, at page 57486. The potential VOC emissions from the drying of the flexographic inks results in more than 100 tons per year of VOC emissions. Printpack is located in a designated nonattainment area for ozone. The GEPD is the agency of the State of Georgia authorized and required by the Georgia Air Quality Control Act of 1978 to control and prohibit air pollution in accordance with state laws. The GEPD is a federally approved state program with authority to regulate the Georgia Rules and Regulations for Air Quality Control.

Printpack has ten (10) flexographic printing presses which are subject to the requirements of Chapter 391–3–1, rule .02(2)(mm) "VOC Emissions from Graphic Arts Systems", which requires the facility to reduce its VOC emissions either by conversion to low solvent content inks or by utilizing an emission reduction system. The Rules specify a schedule to achieve compliance with the VOC emission limit by December 1, 1983, but an alternate compliance schedule may be established if the source can justify the need for additional time to achieve final compliance.

Printpack submitted a VOC emission control plan and proposed an alternate compliance schedule for the conversion to low solvent content inks. The Company demonstrated the economic infeasibility of installing VOC emission control equipment and the technological infeasibility of converting to low solvent inks within the time frame of the regulatory schedule. Since water-based inks were not currently available, the Company and its ink suppliers began in 1978 to develop and evaluate water-based inks for the Company's unique application.

After 30 days prior notice, the GEPD held a public hearing on July 29, 1982, to consider the alternate compliance schedule proposed by the Company and the GEPD. At the public hearing, the U.S. Environmental Protection Agency (EPA), presented testimony that the proposed alternate compliance schedule for the Company was approvable by the Agency. The GEPD approved the alternate compliance schedule for the Company on August 16, 1982, and submitted it to the EPA for their approval. The approved compliance schedule required compliance by no later than December 31, 1987.

However, because of additional policy statements from EPA Headquarters, EPA notified the GEPD in August 1983, that it would be unable to approve the alternate compliance schedule for the Company; that the schedule could not go beyond December 1, 1986; and that the schedule must be in the form of an order or delayed compliance order.

The Order under consideration addresses the control of VOC emissions causing pollution which are subject to the federally approved Georgia regulations. The regulations limits the emissions of VOCs from the graphic arts operations and are part of the federally approved Georgia SIP. The Order requires final compliance to be achieved and demonstrated no later than December 1, 1986, through the implementation of the following schedule:

The monthly weighted average VOC content of all inks used by the Company during the below specified periods of operation shall be equal to or less than the corresponding specified values for each operating period.

(1) January 1, 1984, to December 31, 1984—4.8 pound VOC per gallon press ready ink.

(2) January 1, 1985, to December 31, 1985—4.2 pounds VOC per gallon press ready ink.

(3) January 1, 1986, to November 30, 1986—3.6 pounds VOC per gallon press ready ink.

(4) After November 30, 1986, the daily weighted average composition of the volatile fraction of all press ready inks shall be 25.0 percent by volume or less of VOC and 75.0 percent by volume or more of water. Any press ready inks containing 60.0 percent by volume or more nonvolatile material shall be exempt from this requirement. Any presses controlled by solvent absorption or incineration devices shall be exempt from this requirement if they provide the reductions required by Rule 391–3–1–.02(mm)1.(iii). This paragraph shall not preclude utilization of other means of compliance which the Division and the U.S. Environmental Protection Agency determine to be equivalent.

(5) The Company will demonstrate final compliance with (4) above by December 31, 1986. By September 30, 1986, the Company will submit to the Division for approval a method they propose to use to demonstrate final compliance.

(6) Reporting and monitoring requirements to demonstrate compliance with interim limits are those specified in Permit No. 2751–060–8281 issued on August 16, 1982, and as amended on December 8, 1983, and March 7, 1985.

(7) If, on December 1, 1985, the Company's low solvent technology development program does not indicate that it can achieve final compliance by low solvent technology, the Company shall on that date begin design of any emission reduction system which may be necessary to achieve final compliance and file with the Division an application for a permit to construct such emission reduction system.

(8) If, on March 1, 1986, the Company's low solvent technology development program does not indicate that it can achieve final compliance by low solvent technology, the Company shall order any necessary emission reduction system that will lead to final compliance on or before December 1, 1986.

The Company has been notified that failure to achieve final compliance by December 1, 1986, may result in a requirement to pay a noncompliance penalty pursuant to section 20 of the Georgia Air Quality Control Act or section 120 of the Federal Clean Air Act as amended August 1977.

Printpack has consented to the terms of the Order and has agreed to meet the Order's increments during the period of this informal rulemaking. The source is

required to submit quarterly reports by the 10th day of the month commencing on or after September 30, 1984, indicating progress toward or attainment of each milestone or increment of progress which occurred during the prior quarter in the schedule of compliance. If any delay is anticipated in meeting said milestones, the Company shall immediately notify the Chief, Air Protection Branch, GEPD in writing of the anticipated delay and reasons therefor. Notification of the delay shall not excuse the delay.

Because this Order has been issued to a major source of VOC emissions and permits a delay in compliance with the applicable state air pollution control regulation(s), it must be approved by EPA before it becomes effective as a Delayed Compliance Order under section 113(d) of the Clean Air Act (the Act). EPA may approve the Order only if it satisfies the appropriate requirements of this subsection. EPA has tentatively determined that the above-referenced Order satisfies these legal requirements.

If the submitted Administrative Order is approved by EPA, source compliance with its terms would preclude federal enforcement action under section 113 of the Act against the source for violations of the regulation(s) covered by the Order during the period the Order is in effect. Enforcement against the source under the citizen suit provision of the Act (section 304) would be similarly precluded. If approved, the Order would also constitute an addition to the Georgia SIP. Compliance with the proposed Order will not exempt the Company from the requirements contained in any subsequent revision to the SIP which is approved by EPA.

All interested persons are invited to submit written comments on the proposed Order. Written comments received by the date specified above will be considered in determining whether EPA may approve the Order. After the public comment period, the Administrator of EPA will publish in the **Federal Register** the Agency's final action on the Order in 40 CFR Part 65.

(Authority: 42 U.S.C. 7413, 7601)

List of Subjects in 40 CFR Part 65

Air Pollution Control.

Dated: May 17, 1984.

Sanford W. Harvey, Jr.,

Acting Regional Administrator, Region IV.

[FR Doc. 85-12844 Filed 5-28-85; 8:45 am]

BILLING CODE 6560-50-M

40 CFR Part 110

[OW-FRL-2843-1]

Water Programs; Discharge of Oil

AGENCY: Environmental Protection Agency (EPA).

ACTION: Proposed rule; extension of comment period.

SUMMARY: On March 11, 1985 (50 FR 9776), EPA proposed amendments to the discharge of oil regulation (40 CFR Part 110), which implements section 311 of the Clean Water Act (CWA). EPA is extending the comment period on the proposed amendments from May 10, 1985 to July 1, 1985.

DATE: Comment must be received on or before July 1, 1985.

ADDRESS: Comments should be submitted in triplicate to: Emergency Response Division, Docket Clerk, Attention: Docket Number 311 CWA-OSA, U.S. Environmental Protection Agency, 401 M Street SW., WH-548/B, Washington, D.C. 20460.

Docket: Copies of materials relevant to this rulemaking are contained in the Superfund docket located in the sub-basement at the U.S. Environmental Protection Agency, 401 M Street, S.W., Washington, D.C. 20460. The docket is available for review between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. As provided in 40 CFR Part 2, a reasonable fee may be charged for copying services.

FOR FURTHER INFORMATION CONTACT: Dr. K. Jack Kooyoomjian, Response Standards and Criteria Branch, Emergency Response Division (WH-548/B), U.S. Environmental Protection Agency, 401 M Street, S.W., Washington, D.C. 20460, or the RCRA/Superfund Hotline, (800) 424-9346 (in Washington, D.C., call 382-3000).

SUPPLEMENTARY INFORMATION: On March 11, 1985, EPA proposed amendments to the discharge of oil regulation (40 CFR Part 110). The proposed regulation incorporates the 1977, 1978, and 1980 amendments to the Clean Water Act and implements section 18(m)(3) of the Deepwater Port Act of 1974. The Agency requested comments on these proposed changes and on two suggestions by industry for modifications to the requirements of 40 CFR Part 110. The March 11, 1985 notice stated that comments were to be received by May 10, 1985.

The Agency has received several requests from the petroleum industry, including written requests from SOHIO and the American Petroleum Institute, for an extension of the comment period to allow time to compile information responsive to the Agency's questions concerning the oil sheen test and the proposed regulatory language related to the Deepwater Port Act of 1974. EPA has decided to extend the comment period until July 1, 1985 in order to give all members of the public adequate time to review and comment fully on the proposed regulations.

Dated: May 22, 1985.

Jack W. McGraw,

Acting Assistant Administrator.

[FR Doc. 85-12848 Filed 5-28-85; 8:45 am]

BILLING CODE 6560-50-M

40 CFR Part 180

[PP 3E2819/P366; PH-FRL 2839-8]

Pesticide Tolerance for Chlorpyrifos

AGENCY: Environmental Protection Agency (EPA).

ACTION: Proposed rule.

SUMMARY: This document proposes that a tolerance be established for the combined residues of the insecticide chlorpyrifos and its metabolite in or on the raw agricultural crop group *Brassica* (cole) leafy vegetables. The proposed regulation to establish a maximum permissible level for residues of the insecticide in or on the crop group was requested in a petition submitted by the Interregional Research Project No. 4 (IR-4).

DATE: Comments, identified by the document control number [PP 3E2819/P366], must be received on or before June 28, 1985.

ADDRESS: By mail, submit written comments to:

Information Services Section, Program Management and Support Division (TS-757C), Office of Pesticide Programs, Environmental Protection Agency, 401 M St., SW., Washington, D.C. 20460.

In person, bring comments to: Rm. 236, CM #2, 1921 Jefferson Davis Highway, Arlington, VA 22202.

Information submitted as a comment concerning this notice may be claimed confidential by marking any part or all of that information as "Confidential Business Information" (CBI). Information so marked will not be disclosed except in accordance with procedures set forth in 40 CFR Part 2. A copy of the comment that does not contain CBI must be submitted for inclusion in the public record. Information not marked confidential may be disclosed publicly by EPA without prior notice. All written

comments will be available for public inspection in Rm. 236 at the address given above, from 8 a.m. to 4 p.m., Monday through Friday, except legal holidays.

FOR FURTHER INFORMATION CONTACT:

By mail: Donald Stubbs, Emergency Response and Minor Use Section (TS-767C), Registration Division, Environmental Protection Agency, 401 M St., SW., Washington, D.C. 20460.

Office location and telephone number: Rm. 716B, CM #2, 1921 Jefferson Davis Highway, Arlington, VA 22202, (703-557-1192).

SUPPLEMENTARY INFORMATION: The Interregional Research Project No. 4 (IR-4), New Jersey Agricultural Experiment Station, P.O. Box 231, Rutgers University, New Brunswick, NJ 08903, has submitted pesticide petition 3E2819 to EPA on behalf of Dr. Robert H. Kupelian, National Director, IR-4 Project and the Agricultural Experiment Stations of Hawaii, Idaho, Michigan, New Jersey, Washington, Wisconsin, and the U.S. Department of Agriculture.

This petition requested that the Administrator, pursuant to section 408(e) of the Federal Food, Drug, and Cosmetic Act, propose the establishment of a tolerance for the combined residues of the insecticide chlorpyrifos [*O,O*-diethyl *O*-(3,5,6-trichloro-2-pyridyl) phosphorothioate] and its metabolite 3,5,6-trichloro-2-pyridinol in or on the raw agricultural commodity crop group *Brassica* (cole) leafy vegetables, as defined in 40 CFR 180.34(f), at 2 parts per million (ppm). The petition was later amended to propose a tolerance of 2 ppm (of which no more than 1 ppm is chlorpyrifos).

The data submitted in the petition and other relevant material have been evaluated. The pesticide is considered useful for the purpose for which the tolerance is sought. The toxicological data considered in support of the proposed tolerance were a 2-year rat feeding/oncogenicity study (core supplementary data) with a red-blood-cell (RBC) cholinesterase (ChE) no-observed-effect level (NOEL) of 0.1 milligram (mg)/kilogram (kg)/day and negative for oncogenic effects under the conditions of the study at all levels tested (0.03, 0.1, 1.0 and 3.0 mg/kg); a 2-year dog feeding study (core supplementary data) with an RBC ChE NOEL of 0.1 mg/kg/day and a NOEL of 3.0 mg/kg/day (highest dose tested) for systemic effects; a voluntary human study with a ChE NOEL of 0.03 mg/kg/day (based on 20 days of exposure at this level); a 2-year mouse oncogenicity study (core supplementary data) which was negative for oncogenic effects under the conditions of the study at all levels tested (0.5, 5.0 and 15 ppm); a 3-generation rat reproduction study (core minimum data) with a NOEL for reproductive effects at 1.0 mg/kg/day (highest dose tested); a rat teratology study (core minimum data) which was negative for teratogenic effects at 15.0 mg/kg/day; a mouse teratology study (core minimum data) which was negative for teratogenic effects at 25.0 mg/kg/day (highest dose tested); and an acute delayed neurotoxicity study in the hen (core minimum data) which was negative at 100 mg/kg. The registrant has agreed to repeat oncogenicity studies in two species, and chronic feeding studies in two species. These studies are to be submitted to the Agency no later than October of 1988.

Tolerances are currently established for residues of the insecticide at 2 ppm in or on the following raw agricultural commodities in the crop group *Brassica* (cole) leafy vegetables: Broccoli, Brussels sprouts, cabbage, Chinese cabbage and cauliflower. With the establishment of the proposed crop group tolerance, tolerances would also be established for residues of the insecticide in or on collards, kale, kohlrabi, Chinese broccoli, Chinese mustard cabbage, broccoli raab, mustard greens and rape greens at 2 ppm.

The provisional acceptable daily intake (PADI), based on the human voluntary ChE study (ChE NOEL of 0.03 mg/kg/day) and using a 10-fold safety factor, is calculated to be 0.003 mg/kg of body weight (bw)/day. The maximum permitted intake (MPI) for a 60-kg human is calculated to be 0.18 mg/day. The theoretical maximum residue contribution (TMRC) from existing tolerances for a 1.5-kg daily diet is calculated to be 0.5637 mg/day; the current action for collards will increase the TMRC by 0.00245 mg/day, 0.43 percent; kale by 0.00090 mg/day, 0.16 percent; kohlrabi by 0.00090 mg/day, 0.16 percent; mustard greens by 0.00184 mg/day, 0.33 percent; and the remainder of the *Brassica* group (Chinese broccoli, Chinese mustard cabbage, broccoli raab and rape greens) by 0.00090 mg/day, 0.16 percent.

Although there are significant data gaps for the chemical, the Agency has concluded that the amount of chlorpyrifos added to the diet from the proposed uses will not significantly increase dietary exposure in humans. Thus, the tolerance that will be established by this proposed rule is considered to pose a negligible increment in risk.

The nature of the residues is adequately understood and an adequate analytical method, gas-liquid chromatography, is available for enforcement purposes. There are presently no actions pending against the continued registration of this chemical.

Based on the above information considered by the Agency and the fact that currently established tolerances for meat and milk are adequate to cover any residues resulting from use as animal feed, the tolerance established by amending 40 CFR 180.342 would protect the public health. Therefore, it is proposed that the tolerance be established as set forth below.

Any person who has registered or submitted an application for registration of a pesticide, under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) as amended, which contains any of the ingredients listed herein, may request within 30 days after publication of this notice in the **Federal Register** that this rulemaking proposal be referred to an Advisory Committee in accordance with section 408(e) of the Federal Food, Drug, and Cosmetic Act.

Interested persons are invited to submit written comments on the proposed regulation. Comments must bear a notation indicating the document control number [PP 3E2819/P366]. All written comments filed in response to this petition will be available in the Information Services Section, at the address given above from 8 a.m. to 4 p.m, Monday through Friday, except legal holidays.

The Office of Management and Budget has exempted this rule from the requirements of section 3 of Executive Order 12291.

Pursuant to the requirements of the Regulatory Flexibility Act (Pub. L. 96-354, 94 Stat. 1164, 5 U.S.C. 601-612), the Administrator has determined that regulations establishing new tolerances or raising tolerance levels or establishing exemptions from tolerance requirements do not have a significant economic impact on a substantial number of small entities. A certification statement to this effect was published in the **Federal Register** of May 4, 1981 (46 FR 24950).

List of Subjects in 40 CFR Part 180

Administrative practice and procedure, Agricultural commodities, Pesticides and pests.

Dated: May 14, 1985.

Robert V. Brown,

Acting Director, Registration Division, Office of Pesticide Programs.

PART 180—[AMENDED]

Therefore, it is proposed that 40 CFR Part 180 be amended as follows:

1. The authority citation for Part 180 continues to read to follows:

Authority: 21 U.S.C. 346a.

2. Section 180.342 is amended by removing the commodities broccoli, Brussels sprouts, cabbage, Chinese cabbage, and cauliflower and adding and alphabetically inserting the raw agricultural commodity crop group *Brassica* (cole) leafy vegetables, to read as follows:

§180.342 Chlorpyrifos; tolerances for residues.

* * * * *

Commodities	Parts per million
* * * * *	
Broccoli [removed]	2 [removed].
Brussels sprouts [removed]	2 [removed].
Cabbage [removed]	2 [removed].
Cabbage, Chinese [removed]	2 [removed].
Cauliflower [removed]	2 [removed].
* * * * *	
Vegetables, leafy, *Brassica* (cole)	2 (of which, no more than 1 ppm is chlorpyrifos).
* * * * *	

[FR Doc. 85-12416 Filed 5-28-85; 8:45 am]

BILLING CODE 6560-50-M

DEPARTMENT OF TRANSPORTATION

Coast Guard

46 CFR Parts 25, 26, 30, 33, 35, 70, 75, 78, 90, 94, 97, 108, 109, 160, 167, 175, 176, 180, 185, 188, 192, and 196

[CGD 78-174]

Inflatable Life Jackets and Hydbrid PFD's

AGENCY: Coast Guard, DOT.

ACTION: Proposed rules.

SUMMARY: This notice proposes approval and operating requirements for inflatable life jackets and hybrid inflatable personal flotation devices (hybrid PFD's). Their use would be optional but, if carried, certain limitations would apply. To be counted toward Coast Guard carriage requirements on recreational boats and uninspected commercial vessels, hybrid PFD's would be REQUIRED TO BE WORN when the intended wearer was not within an enclosed space and underway. Inflatable life jackets would be allowed only on certain inspected vessels and submersibles and would have to be serviced annually at approved servicing facilities. Inflatable life jackets need only minimal stowage space and would be well suited for use on vessels that have stowage space and weight limitations. Since hybrid PFD's have reduced inherent buoyancy, they are less bulky, making them more comfortable to wear. This comfort feature should result in increased wear rates and lead to a corresponding reduction in the number of drownings in boating accidents.

DATES: Comments must be received on or before: July 15, 1985.

ADDRESSES: 1. Comments should be mailed to the Commandant G-CMC/21) (CGD 78-174), U.S. Coast Guard, 2100 Second St., SW., Washington, D.C. 20593. Comments may be delivered to and will be available for inspection and copying at the Marine Safety Council (G-CMC/21), Room 2110, U.S. Coast Guard Headquarters, 2100 Second St., SW., Washington, D.C. between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

2. A draft regulatory evaluation has been included in the public docket for this rulemaking and may be inspected and copied at the Marine Safety Council (G-CMC/21) at the address listed above. The other materials referenced in this document are also available for inpsection and copying in the public docket.

3. Copies of Coast Guard studies discussed in this document are also available from the National Technical Information Service, Springfield, VA 22151 by referring to their publication numbers. The publication number for Report No. CG-M-5-81 is AD A107941. The publication number for Report No. CG-M-84-1 (16714) is PB 84 156900.

4. UL Standard 1517, which is referenced in proposed Subpart 160.077, may also be obtained from Underwriters Laboratories, Standards Dept., Attn: Mr. C. J. Provost, 333 Pfingsten Road, Northbrook IL 60062. The UL revision incorporated into this proposal is dated November 12, 1984.

FOR FURTHER INFORMATION CONTACT: Mr. Samuel Wehr, Office of Merchant Marine Safety, (202) 426-1444.

SUPPLEMENTARY INFORMATION:

Request for Comments

Interested persons are invited to participate in this proposed rulemaking (NPRM) by submitting written views, data, or arguments. Comments should include names and addresses of persons making them, identify this NPRM (CGD 78-174) and the specific section or paragraph of the NPRM to which each comment applies, and give reasons for each comment. The regulations may be changed in light of comments received. All comments received before the expiration of the comment period will be considered before final action is taken on this proposal.

No public hearing is planned, but one may be held if a written request for a hearing is received and it is determined that an opportunity to make oral presentations will aid the rulemaking process.

ANPRM

On March 15, 1979, the Coast Guard published an Advance Notice of Proposed Rulemaking (ANPRM) in the **Federal Register** (44 FR 15923). Fifty-one comments were received. Most commenters raised issues and concerns relating to inflatable life jacket reliability. Comments are specifically requested as to whether these issues and concerns are adequately addressed in the various provisions in this NPRM.

Early Applications for Hybrid PFD Evaluation

The Coast Guard encourages manufacturers to submit applications for evaluation of hybrid PFD's while final action on this NPRM is pending. Evaluation of proposed designs, including alternatives submitted under proposed § 160.077-33(c), may disclose a need for clarification of the proposed standards and will expedite issuing approvals upon publication of the final rule. Substantial changes in the performance standards are not anticipated because they closely follow a published industry standard. Prompt action on approvals will allow a significant number of hybrid PFD's to be available prior to the 1986 boating season.

Additional Requirements for Recreational Boats and OCS Facilities

Elsewhere in this issue of the Federal **Register**, The Coast Guard is proposing to amend the requirements concerning the carriage of hybrid PFD's on recreational boats and Outer Continental Shelf Facilities to conform to this proposal.

Drafting Information

The principal persons involved in drafting this proposal were: Mr. Samuel Wehr and LTjg Timothy R. Girton, Office of Merchant Marine Safety, and Mr. William Register, Office of the Chief Counsel.

Discussion of the Proposed Regulations

1. General Description of Proposal and Type Performance

This NPRM proposes approval and operating requirements for inflatable life jackets and hybrid PFD's. Inflatable life jackets are PFD's which rely entirely on inflation for buoyancy. The proposed regulations would require inflatable life jackets to have Type I PFD performance. Hybrid PFD's in contrast, rely on a combination of inflation and inherent buoyancy and would only be required to offer Type II or Type III performance. A PFD with Type I performance is suitable for use in all types of waters. Type II and Type III devices are more comfortable to wear but do not perform as well as Type I devices in rough water. Type II and Type III devices are currently approved only for use on recreational boats and uninspected commercial vessels less than 40 feet in length not carrying passengers for hire. They are more often carried and used in waters were the possibility of quick rescue exists because of the close proximity of other vessels.

2. Optional Use and Restrictions

(a) Carriage of inflatable life jackets would be optional. However, their use would be limited to certain inspected vessels and submersibles and servicing would be required annually at approved servicing facilities. Their use would be allowed on the following types of vessels:

(i) Hydrofoil and Hovercraft which are inspected under the provisions of 46 CFR Subchapter T. These vessels operate in a manner similar to commercial aircraft where inflatable life jackets have been successfully used, in that, trips are relatively short, passengers generally remain seated, and space and weight limitations are important.

(ii) Commercial submersible vessels capable of autonomous movement. No presently approved PFD's are considered acceptable for this service. Inflatable life jackets are the only flotation devices considered acceptable for these vessels.

(iii) Other types of inspected vessels for which inflatable life jacket service manuals and user guides have been developed and accepted by the Commandant (G–MVI–3). The primary concern is that inflatable life jackets be kept in a servicable condition wherever they are substituted for Type I PFD's. This would involve at least annual servicing as required by the 1983 Amendments to International Convention of the Safety of Life at Sea, 1974 (SOLAS) and examinations by vessel personnel at least quarterly.

(b) Carriage of hybrid PFD's would also be optional but limitations would apply. On recreational boats and uninspected commercial vessels, including those carrying 6 or less passengers and those 40 feet in length or longer, hybrid PFD's could be carried as substitutes for other required PFD's. However, in order to meet mandatory carriage requirements these devices would be REQUIRED TO BE WORN by the intended wearers whenever underway and not within an enclosed space. This concept is further explained in paragraph 17. Hybrid PFD's would also be approved for use on inspected vessels either as work vests or as substitutes for other required PFD's on specific vessels. Because of the REQUIRED TO BE WORN limitation, hybrid PFD's are not considered suitable as substitutes for other required PFD's on inspected passenger vessels.

3. Potential Benefits

Since hybrid PFD's would be approved with reduced inherent buoyancy, they would be less bulky, which can make them significantly more comfortable to wear than other types of PFD's. Because of this comfort feature, the Coast Guard anticipates that there will be appreciable boater interest in purchasing the devices. It does not appear overly optimistic to anticipate that up to one-fourth of the boating population may elect to use, and wear, hybrid PFD's. Coast Guard accident statistics show that most drownings in recreational boating accidents could possibly have been prevented if the victims had been wearing a PFD instead of just having one available for use. If the anticipated usage is achieved, there could be a reduction of about 200 fatalities a year.

The principal benefits of inflatable life jackets lie in their small size and weight. These devices typically require only minimal stowage space and they weigh less than most other types of approved PFD's. As a result, they would be ideally suited for use on vessels with stowage space and weight limitations such as hydrofoils, hovercraft, and submersibles. Operators of these vessels would be particularly interested in carrying inflatable life jackets in lieu of other types of PFD's.

In addition to the above benefits, inflatable life jackets and hybrid PFD's meeting this proposal have one significant benefit in common that distinguishes them from every other type of currently approved PFD. Both of these devices, when inflated, float the wearer better than most other PFD's. Specifically, they can provide more buoyancy and better flotation attitude than other PFD's.

4. Regulations Included in This NPRM

The proposed regulations include—

(a) Materials, construction, and performance standards;

(b) Approval tests and inspections to check for compliance with applicable standards;

(c) Production tests, examinations, inspections, and quality control requirements for determining whether PFD's in production comply with applicable standards;

(d) Requirements for PFD user and service manuals;

(e) A requirement to provide an information pamphlet with each hybrid PFD sold for use on a recreational boat;

(f) Approval procedures in addition to the general procedures in 46 CFR Part 159;

(g) Requirements concerning carriage, stowage, maintenance, servicing, and use; and

(h) Marking, recordkeeping, and reporting requirements necessary to monitor compliance during and after production, and to obtain information needed to process applications for approval.

5. Coast Guard Studies

The proposed regulations are based in part on Coast Guard studies conducted to determine how inflatable life jackets and hybrid PFD's compare with inherently buoyant devices in wearability, design reliability, field reliability, accessibility, and physical effectiveness. These studies were entitled "Inflatable Personal Flotation Device Study," Report Number CG–M–5–81, and "An Evaluation of the Rough Water Performance Characteristics of Personal Flotation Devices (Life Jackets)," Report Number USCG–M–84–1 (16714). The first study (Report Number CG–M–5–81) included the following observations.

(a) The inflatable PFD's used in the study were total inflatables with no inherent buoyancy. With few exceptions, they were not worn significantly more than inherently buoyant devices in a recreational boating environment. The exceptions were devices that were comfortable to wear and attractive in appearance. Comfortable and attractive devices were worn more often.

(b) The devices had significantly less field reliability than inherently buoyant devices unless properly serviced.

The second study concluded the following:

(a) When fully inflated, the in-water performance of inflatable life jackets and hybrid PFD's is typically better than that of inherently buoyant devices.

(b) Hybrid PFD's with ten pounds of inherent buoyancy are adequately effective in rough water for most people.

6. SOLAS Requirements and Other Government Standards

The proposed regulations for inflatable life jackets, with one principal exception, incorporate recent requirements developed by the International Maritime Organization. These requirements are included in the 1983 Amendments to Chapter III of the International Convention for the Safety of Life at Sea, 1974 (SOLAS). The Amendments are expected to come into force on July 1, 1986. The principal exception relates to the strength of closures. As explained in paragraph 21, the Coast Guard is proposing minimum closure strength of 360 pounds in lieu of a lesser SOLAS requirement.

Some of the SOLAS provisions contain only general guidelines and indicate that each administration should provide implementing details. In most of these instances, the proposed regulations adopt Coast Guard PFD standards that have been applied to other designs of currently approved Type I PFD's. In the case of the proposed requirements on packaging, inflation mechanisms, and over-pressure testing, the proposed regulations generally apply current Federal Aviation Administration (FAA) Standards in Technical Standard Order C13d dated 1/3/83. Neither the FAA standards nor the SOLAS requirements contain a provision on puncture testing. The puncture test in § 160.076–13(s) was developed by the Coast Guard specifically for this proposal.

7. Proposed Production Tests, Examinations, Inspections, and Reports

The proposed production tests, examinations, inspections, and associated reporting and recordkeeping requirements are detailed and extensive but are considered to be essential if PFD's produced are to be reliable and effective in performing their intended function. Experience in approving and monitoring production of other types of Coast Guard approved PFD's has shown that extensive requirements are needed.

8. Proposed Approval Procedures

The approval procedures proposed to supplement the general procedures in 46 CFR Part 159 include a procedure for obtaining Coast Guard approval of PFD designs that meet alternate requirements in place of the proposed requirements. The purpose of this procedure is to allow and encourage future innovative ideas in PFD design and production. The detailed requirements in this proposal are not intended to prevent new and better design ideas.

9. Proposed Operations Requirements

The proposed rules contain various requirements concerning PFD carriage, maintenance, servicing, stowage, and use. These proposed requirements are included in a list, for ease of presentation. They have not as yet been assigned specific section numbers in Title 46, CFR. When publishing final rules, appropriate section numbers will be provided and nonsubstantive editoral change will be made, as necessary, to provide full regulatory text.

10. Defect Traceability

The proposed marking and recordkeeping requirements include requirements for information that would allow tracing the source of manufacture of a defective PFD or PFD component, to assist in determining the cause of the defect. The proposal requires that records containing this information be kept for 10 years in lieu of the 5 year period currently required for other types of lifesaving equipment produced under Coast Guard approval. Anticipated PFD service life is estimated to be at least ten years, and defects which can be traced and corrected with the aid of this information can be expected to occur at any time during the 10 year period.

11. PFD Reliability

The principal concern of commenters on the ANPRM was that infalatable life jackets may not be reliable, *i.e.*, that an inflation mechanism might malfunction, an inflatable compartment could be punctured resulting in zero buoyance, or the wearer might panic and become incapable of inflation the device. The materials, construction, performance, and care and use provisions in this NPRM are purposely extensive to minimize any malfunction potential. The materials requirements requirements in particular call for inflation chamber materials that are much more durable and puncture proof than materials required for other approved PFD's. The proposed regulations also call for user indoctrination to minimize the potential for panic in emergency situations. Specifically, each hydrid PFD would be required to have a manual with instructions encouraging the user to become familiar with the device and to actually try it out in the water. For vessels carrying inflatable life jackets, familiarization instruction would be required for all vessel personnel and passengers.

12. No Work Approval for Inflatable Life Jackets

The proposed regulations would allow approval of inflatable life jackets only as replacements for Type I PFD's. They would not be approved as work vests because of the potential for incurring damage to inflation chambers while wearing them during work situations. Several large barge companies were consulted on this issue and generally agreed that inflatable work vests should not be approved. Their responses are included in the public docket.

13. Need for Annual Servicing

The Coast Guard studies discussed in paragraph 5 above reveal that a structured servicing program is needed as a check on continuing reliability of inflatable life jackets. Approximately 20% of the times the devices were tested, they failed to operate. To this end, the proposed regulations would require vessel operators to have inflatable life jackets serviced annually at approved servicing facilities and to be examined quarterly by vessel personnel in accordance with the user's manual. Such a program would be similar to the way the FAA started required service on commercial airline inflatable life jackets. The one year service interval also coincides with the manufacturer's recommended replacement of the water-sensitive automatic inflation element.

14. Inherent Flotation

The proposed regulations require recreational hybrid PFD's to have at least 7.5 pounds of inherent buoyancy. For the majority of boaters this would provide adequate temporary flotation pending inflation of the device. For some people, especially nonswimmers, temporary flotation would be essential to minimize the instances of panic setting in after sudden immersion in the water. Nevertheless, for some people, even 7.5 pounds of buoyancy would not be enough and swimming skills would be required or the PFD would have to be worn in a partially inflated condition to provide adequate flotation. Although the study discussed in paragraph 5 suggests 10 pounds of inherent buoyance, most recreational boating fatalities do not occur in rough water and many bybrids with this much inherent buoyancy do not provide the level of comfort needed to make a significant increase in wear rate. Commercial hybrid PFD's are required to have 10 pounds of inherent buoyancy and those devices with dual approval (both commercial and

recreational approvals) would be available to boaters who desire them. Also, this proposal requires all hybrids to be able to be worn partially inflated without significantly decreasing comfort. Because hybrid PFD's won't float everyone, while uninflated, the proposed regulations provide for labeling to give proper notice to all users. Hybrid PFD's would be REQUIRED TO BE WORN under conditions explained in paragraph 17.

15. Prohibition on Children's Use

The inflatable life jackets and hybrid PFD's proposed in this NPRM would not be approved for use by children. Wearability is not as much of a problem with children since child size PFD's have less inherent buoyancy. In an emergency situation, most children could not be expected to inflate a device quickly and effectively using oral and manual inflators. Reliance on automatic inflators alone, in lieu of oral and manual inflators, is not considered to be an acceptable tradeoff for approving child size devices. Automatic inflators are only intended to provide back-up protection to persons suddenly immersed before inflating the device.

16. Need for Back-up PFD's

The concept of approving inflatable life jackets and hybrid PFD's only if back-up units were carried has been rejected. Inflatable life jackets are intended for use only in an emergency. In an emergency, it is unrealistic to depend on obtaining a back-up device if a malfunction does occur. The proposed standards for inflatable life jackets combined with the service program minimize the potential for failure. The continual examination of hybrid PFD's because they will be required to be worn make the need for back-up devices unncessary.

17. REQUIRED TO BE WORN

The regulations in 46 CFR 25.25–5 and 33 CFR 175.15 require uninspected commercial vessels and recreational boats to have prescribed numbers of Coast Guard approved PFD's onboard. The proposed regulations would allow these vessels to carry hybrid PFD's as substitutes for the types specified as long as they were marked REQUIRED TO BE WORN. A device would meet the carriage requirements for persons not within an enclosed space only if it were worn whenever the vessel was underway. The device could not be counted as an item of required equipment for a person on deck unless it were worn under those conditions. This concept was originally referred to as "APPROVED ONLY WHEN WORN" when presented to NBSAC (see item 18). The Coast Guard changed the terminology to avoid confusion between requirements imposed on manufacturers and those on users.

With the REQUIRED TO BE WORN concept, the hybrid PFD lable would be required to advise the intended wearer to try out the device in the water to see whether its inherent buoyancy alone would provide sufficient flotation. The label would also refer the wearer to an accompanying owner's manual which would be required to explain this concept in detail as well as recommended servicing and maintenance procedures. These requirements would accomplish several basic purposes:

a. The intended wearer would become aware of the PFD's capabilities and learn how to use it and survive while wearing and inflating it in the water. Without these measures, the Coast Guard would be concerned that an uninformed person might don the device while uninflated, jump overboard, and them panic if the device did not provide enough floation before inflation.

b. As a result of wearing the PFD when underway, the wearer's chances for survival in a boating accident would increase. As stated in paragraph 3, boating statistics show that most drownings could possibly have been prevented if the victim had been wearing a PFD.

c. By wearing the PFD when underway, there would also be constant opportunity to check its continued serviceability.

d. Manufacturers would have an incentive to design comfortable-to-wear devices in order to produce a marketable product. As comfort is increased, more boaters would elect to use these PFD's, leading to a corresponding decrease in boating casualties.

e. Users would be less likely to stow and neglect devices for extended periods. Hybrid PFD's would otherwise be frequently stowed because of their reduced bulk. Extended stowage periods could minimize wearer familiarity with the proper method of inflating and wearing the device and materially affect serviceability of a device. The aim of this program is to make PFD's a piece of working gear rather than just another piece of safety gear, only to be used in an emergency.

The Coast Guard is concerned that boaters be adequately notified of the responsibility they must accept for the safe use of hybrid PFD's should they elect to substitute them for other approved PFD's. REQUIRED TO BE WORN and the associated labeling, manual, and pamphlet are the primary method of providing this notice. Comments are specifically requested concerning the adequacy of these requirements to meet this need and concerning the terminology REQUIRED TO BE WORN as opposed to APPROVED ONLY WHEN WORN.

18. Consultation With National Boating Safety Advisory Council (NBSAC)

In preparing this NPRM the Coast Guard consulted NBSAC on the issue of whether hybrid PFD's should be allowed and, if so, what requirements should be proposed. The council established a working group which studied these questions over the period of several council sessions. The entire council then unanimously made nine recommendations as follows:

(1) In order to assure that the user is informed of hybrid PFD limitations, approval should be conditional in the form of "APPROVED ONLY WHEN WORN."

(2) The devices should have at least one inflation chamber with oral inflation. Additional chambers and types of inflation mechanisms should be allowed.

(3) Positive righting ability should be optional.

(4) A minimum of five pounds of inherent buoyancy should be provided.

(5) When inflated, a minimum total buoyancy of 22 pounds should be provided.

(6) A consumer information pamphlet and owner's manual should be required with the device.

(7) The market should be allowed to dictate the minimum comfort and appeal of the designs.

(8) The term "hybrid" is a good name for the device.

(9) The Coast Guard should proceed with a proposed rulemaking for hybrid PFD's.

NBSAC's recommendations were adopted with one exception and one deviation. The deviation is REQUIRED TO BE WORN as explained in item 17. The exception is that council recommended that hybrid PFD's be provided with 5 pounds of inherent buoyancy. The NPRM proposal, to require 7.5 pounds, takes into account a number of considerations. As explained to NBSAC, a PFD's inherent buoyancy will be somewhat reduced after a normal lifetime's use. The value of 7.5 pounds was coordinated through the normal UL standards making process which includes review by the PFD industry and public representatives. This review produced a national

recognized consensus standard with the 7.5 pound minimum. For the reasons discussed in item 14, the Coast Guard supports this consensus standard as a reasonable compromise between comfort, overall lifesaving potential, and percentage of the population floated.

19. UL Standard 1517

The standards and tests proposed in §§ 160.077–11 through 160.077–21 for hybrid PFD's are similar to those in recently adopted UL Standard 1517. The Coast Guard and Underwriters Laboratories worked jointly in developing these standards and tests.

20. Weathering Resistance

Proposed paragraph § 160.076–7(a)(4) would require nonmetallic components of inflatable life jackets and hybrid PFD's to be capable of retaining at least 45% of their strength after 300 hours exposure to sunshine carbon arc weathering. Past policy has been to require only 100 hours of weathering for acceptance of equivalent nonmetallic components. This policy has led to premature field failures in materials which would not meet the proposed 300 hour requirement. Such a failure could be catastrophic for an inflatable or hybrid device since chamber inflation and buoyancy would be totally lost as a result of the failure.

21. Closure Strength

The minimum strength of closures proposed in § 160.076–7(f)(1) for inflatable life jackets is 360 pounds. This minimum strength is the same as that required for other currently approved Type I PFD's. The performance of closures with this minimum strength is not materially affected after long periods of stowage. SOLAS requirements for inflatable life jackets only require a minimum closure strength of 150 pounds. This minimum strength is not considered sufficient to compensate for losses in strength that can occur over the service life of the device.

22. Recreational Hybrid PFD Manuals and Pamphlets

Sections 160.077–21 and 160.077–29 would require each recreational hybrid PFD to be provided with an owner's manual and pamphlet. The purpose of the pamphlet would be to provide information to a prospective purchaser so that an informed decision could be made as to whether the device would be suitable for that person to use. The manual, on the other hand, would also contain extensive information on care, maintenance, stowage, and use of the device. Among other things, this manual would be required to explain the REQUIRED TO BE WORN concept and its rationale and emphasize that statistics show that most boating drowning victims were not wearing PFD's and that many of these deaths might have otherwise been prevented. As to use, the manual would be required to explain the need to try the device out in the water to determine whether its inherent flotation alone could adequately float the wearer pending inflation, or whether the device would need to be partially inflated to provide adequate initial floation. As to care and maintenance, a typical manual could be expected to discuss procedures for checking for rips, tears, and punctures, for stowing the device in an inflated condition from time to time in order to check for leakage, for making periodic checks, and for servicing of any automatic inflation mechanisms.

Proposed sections 160.077–27 and 160.077–29 incorporate UL 1517, which currently uses "APPROVED ONLY WHEN WORN" in lieu of "REQUIRED TO BE WORN" and has other minor differences from the proposed rules. This language would be modified as necessary to conform to the final rule.

Draft Regulatory Evaluation

These regulations are considered to be non-major under Executive Order 12291 and nonsignificant under Department of Transportation regulatory policies and procedures (44 FR 11034, February 26, 1979). A draft regulatory evaluation has been prepared and placed in the rulemaking docket. It may be inspected and copied at the address listed above under **ADDRESSES.** Copies may also be obtained by contacting the person listed under **FOR FURTHER INFORMATION CONTACT.**

The draft evaluation provides a detailed explanation of the estimated costs of these proposed regulations. The total approval costs per design are expected to be approximately $4,000 for inflatables and $3,000 for hybrid PFD's. Costs to approve other types of PFD's are approximately $2,000. The additional cost to approve inflatable life jackets and hybrid PFD's could easily be absorbed in the cost of PFD's produced. The cost increase would be small when considering the thousands of PFD's to be produced under authorization of each approval certificate. The Coast Guard anticipates that within the first year after issuing the final rules, approximately 10 hybrid PFD and two inflatable life jacket designs would be approved.

Production inspection costs imposed by these regulations would be approximately $1,000 per lot of inflatable jackets, and $600 per lot of hybrid PFD's. These costs are similar to those incurred for other types of approved PFD's.

The retail cost, per device, is expected to be $100–$200 for inflatable life jackets and between $40–$200 for hybrid PFD's, with an average cost of about $55.00 for hybrids. These costs would be optional since, as explained in paragraph 2 under DISCUSSION OF THE PROPOSED REGULATIONS, carriage is optional. Currently approved PFD's range in price from $7–$200 with an average cost of about $12.00 for Type II devices and $30.00 for Type III devices that could be replaced by hybrid PFD's. Comments are specifically requested concerning changes that could be made to the proposed construction and performance requirements and tests to reduce production costs without detracting from the safety purposes for imposing those requirements.

The benefits of these regulations are summarized in paragraph 3 under DISCUSSION OF THE PROPOSED REGULATIONS and are explained in detail in the draft regulatory evaluation. The Coast Guard estimates that as many as 200 lives per year could be saved.

These regulations would have little or no effect on federal, state, or local governments except in their capacities as consumers of PFD's. State governments could possibly incur small additional costs in enforcing these regulations if they so chose, but no additional enforcement efforts would be mandated. Coast Guard steps to implement these rules would be done within the scope of ongoing marine safety activities, and there would be no need for additional federal budget commitments.

Based upon the information in the draft evaluation, as discussed above, the Coast Guard certifies that this proposal, if adopted, would not have a significant economic impact on a substantial number of small entities.

Paperwork Reduction Act

This rulemaking contains information collection requirements that are similar to the recordkeeping requirements for other PFD's. These requirements are in the following sections:

Paperwork requirements	OMB approval No.
a. § 160.076–7(a)	2115–0141
b. § 160.076–17, except –17(a) and –17(e)	2115–0090
c. § 160.076–19(c)	2115–0121
d. § 160.076–21	2115–0121
e. § 160.076–23	2115–0121
f. § 160.076–25	2115–0121
g. § 160.076–27	2115–0121
h. § 160.077–11	2115–0141
i. § 160.077–25, except –25(a), –25(d)(4), –25(d)(5), and –25(e)	2115–0090

Paperwork requirements	OMB approval No.
j. § 160.077-25(d)(4) and -25(d)(5)	2115-0141
k. § 160.077-29	2115-0121
l. § 160.077-31	2115-0121
m. § 160.077-33	2115-0121
n. § 160.077-35	2115-0121

The other paperwork requirements in this NPRM have been submitted to OMB for approval. Persons desiring to comment on the information collection requirements submitted for approval should submit their comments to: Office of Regulatory Policy, Office of Management and Budget, 726 Jackson Place, NW., Washington, DC 20503, Attn: Desk Officer, U.S. Coast Guard. Persons submitting comments to OMB are also requested to submit a copy of their comments to the Coast Guard to the address listed under **ADDRESSES.** The paperwork requirements submitted to OMB for approval are in the following sections:

(a) § 160.076-17(a) and -17(e).
(b) § 160.076-19, except -19(c).
(c) § 160.077-25(a) and -25(e).

List of Subjects

46 CFR Parts 25 and 26

Marine safety, Uninspected vessels.

46 CFR Parts 30, 33, and 35

Marine safety, Tank vessels.

46 CFR Parts 70, 75, and 78

Marine safety, Passenger vessels.

46 CFR Parts 90, 94, and 97

Marine safety, Cargo vessels.

46 CFR Parts 108 and 109

Marine safety, Mobile offshore drilling units.

46 CFR Part 160

Marine safety.

46 CFR Part 167

Marine safety, Nautical schools.

46 CFR Parts 175, 176, 180, and 185

Marine safety, Small passenger vessels.

46 CFR Parts 188, 192, and 196

Marine safety, Oceanographic vessels.

Regulations

Note.—The requirements under items 1 through 3 are not presented in full regulatory text and have not yet been assigned specific section numbers in Title 46. When preparing final rules, section numbers will be provided and nonsubstantive editorial changes will be made, as necessary, to provide full text.

In consideration of the foregoing, the Coast Guard proposes to amend Title 46 of the Code of Federal Regulations as follows:

1. The regulations for small passenger vessels in Subchapter T would be amended by adding the following:

a. The authority for the requirements in paragraphs 1,b through 1,k below is 46 U.S.C. 3306 and 49 CFR 1.46.

b. Inflatable life jackets may be carried as substitutes for required Type I PFD's, on hydrofoils, hovercraft, and other vessels for which a service program has been accepted by Commandant (G-MVI-3).

c. An inflatable life jacket may only be carried on a vessel—

(i) for which the life jacket is specifically approved; or

(ii) of a type for which the life jacket is approved.

d. Inflatable life jackets must be serviced at an approved servicing facility every 12 months or at each vessel inspection for certification as long as the time since the date of the last servicing does not exceed 15 months. No repairs may be done onboard unless a jacket is damaged while underway.

e. Each inflatable life jacket must be used, stowed, and maintained in accordance with its user's manual and any limitation(s) marked on the jacket.

f. All inflatable life jackets carried on a vessel must be of the same or similar design and have the same method of operation.

g. Each inflatable life jacket carried for a passenger must be in an easily opened package that is sealed or non-reusable.

h. Each inflatable life jacket carried for a passenger must be stowed in reach of each seated passenger.

i. Each inflatable life jacket must be examined at least once per calendar quarter, unless otherwise authorized by Commandant (G-MVI-3), to determine whether it is still serviceable. The examination must be done in accordance with the procedures set out in the user's manual. A life jacket provided in a sealed or non-reusable package is considered unserviceable any time the seal is broken or the package is opened. Unserviceable jackets must be disposed of, locked up and made unavailable for use, or removed from the vessel for servicing at an approved servicing facility.

j. On a vessel that carries inflatable life jackets, all passengers and new crewmembers must be orally briefed on how to properly don, adjust, and inflate the jackets. For passengers, this briefing must be provided at the beginning of the vessel's voyage. For new crewmembers, the briefing must be provided during the first fire and boat drill in which that crewmember participates. The crewmember must inflate the life jacket. After the drill, the life jacket must be repacked immediately in accordance with the procedures in the user's manual if it is to continue to be counted as an item of required equipment. If it is not repacked immediately, it must be removed from the vessel or it must be locked up and made unavailable for use. Life jackets intended for drill use without repacking must be in addition to the number of life jackets required to be carried.

k. Each vessel that carries inflatable life jackets must retain on board a copy of the user's manual for those jackets.

2. The regulations for tank vessels, passenger vessels, general cargo vessels, MODU's, nautical school ships, and oceanographic vessels in Subchapters D, H, I, IA, R, and U would be amended by adding the following:

a. The authority for the requirements in paragraphs 2,b through 2,d below is 46 U.S.C. 3306 and 3703, 49 CFR 1.46.

b. A hybrid PFD may only be carried—

(i) as a work vest; or

(ii) on a vessel for which the PFD is specifically approved.

c. Each hybrid PFD must be used, stowed, and maintained in accordance with—

(i) the procedures set out in its manual; and

(ii) any limitation(s) marked on the PFD.

d. All hybrid PFD's carried on a vessel must be of the same or similar design and have the same method of operation.

e. Inflatable life jackets may be carried on a vessel as substitutes for required Type I PFD's, if a service program, including service manuals and user's guide, has been approved for the vessel by the Commandant (G-MVI-3). The rules proposed in paragraphs 1d through 1j of item 1 would apply to inflatable life jackets allowed by this paragraph.

3. The regulations for uninspected vessels in Subchapter C of Title 46 would be amended by adding the following requirements:

a. The authority for the requirements in paragraphs 3,b through 3,c below is 46 U.S.C. 4104, 49 CFR 1.46.

b. Inflatable life jackets may be carried as replacements for other required PFD's only on submersible vessels.

c. Hybrid PFD's may be carried in lieu of other approved PFD's. For persons not within an enclosed space, hybrid PFD's will be accepted as meeting Coast Guard carriage requirements only if worn when underway. They must also

be used in accordance with the conditions marked on the PFD and in the owner's manual. The hybrid PFD must be approved and labeled for use on uninspected commercial vessels.

4. The lifesaving equipment specifications in Subpart 160.001 of Title 46 would be revised by revising paragraph 160.001-2(c) to read as follows:

§ 160.001-2 General characteristics of life preservers.

* * * * *

(c) Life Preservers the buoyancy of which depends upon loose granular material are prohibited.

* * * * *

5. The lifesaving equipment specifications in Part 160 of Title 46 would be amended by adding a new Subpart 160.076 and a new Subpart 160.077 to read as follows:

Subpart 160.076—Inflatable Life Jackets

Sec.

160.076-1 Scope.
160.076-3 Definitions.
160.076-5 Incorporation by reference.
160.076-7 Materials.
160.076-9 Construction.
160.076-11 Performance.
160.076-13 Approval tests.
160.076-15 Production tests and inspections.
160.076-17 Manufacturer records.
160.076-19 Servicing.
160.076-21 User manuals.
160.076-23 Marking.
160.076-25 Approval procedures.
160.076-27 Procedure for approval of design or material revision.
160.076-29 Independent laboratories.

Authority: 46 U.S.C. 3306, 3703, and 4104; 49 CFR 1.46

Subpart 160.076—Inflatable Life Jackets

§ 160.076-1 Scope.

(a) This specification contains requirements for approving inflatable life jackets, associated manuals, servicing programs, and shore side service facilities.

(b) Inflatable life jackets are approved for use only on uninspected submersible vessels and the following inspected vessels:

(1) Hydrofoil and Hovercraft which are more than 65 feet in length and are inspected under Subchapter T of this chapter.

(2) Other vessels for which a servicing program has been approved by Commandant (G-MVI-3).

(c) Other regulations in this chapter provide that inflatable life jackets must be—

(1) Serviced annually at designated servicing facilities; and

(2) Maintained in accordance with their user manuals.

(d) Inflatable life jackets approved under this subpart—

(1) Rely entirely upon inflation for buoyancy;

(2) Have performance equivalent to Type I Personal Flotation Devices with any one chamber deflated; and

(3) Are designed to be worn by adults.

§ 160.076-3 Definitions.

(a) "Commandant (G-MVI-3)" means the Chief of the Survival Systems Branch, U.S. Coast Guard Office of Merchant Marine Safety. Address: Commandant (G-MVI-3/24), U.S. Coast Guard Headquarters, 2100 Second St. SW., Washington, D.C. 20593. Telephone: 202-426-1444.

(b) "First quality workmanship" means construction which is free from any defect materially affecting appearance or serviceability.

(c) "Functional deterioration" means—

(1) Damage such as deformation in hardware or a rip, tear, or loose stitches;

(2) Decline in any performance characteristic; or

(3) Any other change making the life jacket unfit for use.

(d) "Functional residual capacity" (FRC) means the amount of lung volume a person has remaining at the bottom or the normal breathing cycle when at rest.

(e) "Inflation medium" means any solid, liquid, or gas, that, when activated, provides inflation for buoyancy.

(f) "Inspector" means an independent laboratory representative assigned to perform the duties described in § 160.076-15 of this subpart.

(g) "PFD" means personal flotation device.

(h) "Reference vest" means a model AK-1 PFD meeting Subpart 160.047 of this chapter, except that, in lieu of the weight and displacement values prescribed in Table 160.047-4(c)(2) and § 160.047-(4)(c)(4), each front insert must have a weight of kapok of at least 8.25 oz. and a volume displacement of 9.0±0.25 lb., and the back insert must have a weight of kapok of at least 5.5 oz. and a volume displacement of 6.0±0.25 lb.

(j) "Second stage donning" means adjustments or steps necessary to make a life jacket provide its intended flotation characteristics after the device has been properly donned and then inflated.

§ 160.076-5 Incorporation by reference.

(a) Certain materials are incorporated by reference into this subpart with the approval of the Director of the Federal Register. The Office of the Federal Register publishes a table, "Material Approved for Incorporation by Reference," which appears in the Finding Aids section of this volume. In that table is found the date of the edition approved, citations to the particular sections of this part where the material is incorporated, addressed where the material is available, and the date of approval by the Director of the Federal Register. To enforce any edition other than the one listed in the table, notice of the change must be published in the **Federal Register** and the material made available to the public. All approved material is of file at the Office of the Federal Register, Washington, DC 20408, and at the U.S., Coast Guard, Survival Systems Branch (G-MVI-3), Washington, DC 20593.

(b) The materials approved for incorporation by reference in this subpart are:

American Society for Testing and Materials (ASTM)

ASTM B 117, Standard Method of Salt Spray (Fog) Testing.

ASTM D 471, Rubber Property—Effect of Liquids.

ASTM D 751, Standard Methods of Testing Coated Fabrics.

ASTM D 1434, Gas Transmission Rate of Plastic Film and Sheeting.

Federal Aviation Administration Technical Standard Order

TSO-C13, Federal Aviation Administration Standard for Life Preservers.

Federal Standards

In Federal Test Method Standard No. 191 the following methods:

(1) Method 5100, Strength and Elongation, Breaking of Woven Cloth; Grab Method.

(2) Method 5132, Strength of Cloth, Tearing; Falling-Pendulum Method.

(3) Method 5134, Strength of Cloth, Tearing; Tongue Method.

(4) Method 5804.1, Weathering Resistance of Cloth; Accelerated Weathering Method.

(5) Method 5762, Mildew Resistance of Textile Materials;

Soil Burial Method.

Federal Standard No. 751, Stitches, Seams, and Stitching.

Military Specifications

MIL-L-24611(SH)—Life Preserver Support Package for Life Preserver, MK 4.

National Bureau of Standards (NBS)

"The Universal Color Language" and "The Color Names Dictionary" in *Color: Universal Language and Dictionary of Names*, National Bureau of Standards Special Publication 440.

Underwriters Laboratories (UL)

UL 1191, "Components for Personal Flotation Devices."

§ 160.076–7 Materials.

(a) *General*—(1) *Condition of materials.* All materials must be new.

(2) *Material Selection.* Unless otherwise specified in standards incorporated by reference in this section, all materials must be designed for use in all weather conditions throughout a temperature range of −30 °C to +65 °C (−22 °F to +150 °F).

(3) *Certification.* Each lot of material used in manufacturing life jackets must have a certification of compliance with the requirements in this section. The certification must be made by the life jacket manufacturer, the material supplier, or an independent laboratory accepted by the Commandant to make the certification. Each certification by a supplier must be notarized. Each certification by a life jacket manufacturer must be accompanied by test results that show compliance with this section.

(4) *Weathering resistance.* Each non-metallic component must be designed to retain at least 45% of its strength after being subjected to 300 hours of sunshine carbon arc weathering as specified by Method 5804.1 of Federal Test Method Standard Number 191.

(5) *Fungus resistance.* Each non-metallic component must be designed to retain at least 90% of its strength after being subjected to the mildew resistance test specified by Method 5762 of Federal Test Method Standard No. 191 when untreated cotton is used as the control specimen. Also, the gas transmission rate of inflation chamber materials must not be increased by more than 10% after being subjected to this test.

(6) *Corrosion resistance.* Each metal component must be—

(i) Galvanically compatible with each other metal part in contact with it; and

(ii) 410 stainless steel or have salt water and salt air corrosion characteristics equal or superior to 410 stainless steel.

(7) *Materials not covered.* Materials not covered in this section must be of good quality and suitable for the purpose intended.

(b) *Fabric*—(1) *All fabric.* All fabric must—

(i) Be of a type accepted for use on Type I life jackets approved under Subpart 160.002 of this chapter; or

(ii) Meet the Type V requirements for "Fabrics for Wearable Devices" in UL 1191, except that breaking strength must be at least 400 N (90 lb.) in both directions of greater and lesser thread count.

(2) *Rubber coated fabric.* Rubber coated fabric must be of a copper-inhibiting type.

(c) *Inflation chamber materials*—(1) *All materials.* The average permeability of inflation chamber material must not be more than 110% of the permeability of the materials determined in approval testing prescibed in § 160.076–13(y)(3). The average grab breaking strength and tear strength of the material must be at least 90% of the grab breaking strength and tear strength determined from testing prescribed in §§ 160.076–13(y)(1) and 160.076–13(y)(2). No individual sample result for breaking strength or tear strength may be more than 20% below the results obtained in approval testing.

(2) *Fabric covered chambers.* Each material used in the construction of inflation chambers that are covered with fabric must meet the requirements specified for—

(i) Bladder materials in section 3.2.6 of MIL–L–24611(SH) if the material is an unsupported film; or

(ii) Coated fabric in section 3.1.1 of TSO–C13 if the material is a coated fabric.

(3) *Uncovered chambers.* Each material used in the construction of inflation chambers that are not covered with fabric must meet the requirements specified in paragraph (c)(2)(ii) of this section.

(d) *Thread.* All thread used in structural seams must meet § 160.001–2(j) of this chapter. Thread and fabric combinations must have similar elongation and durability characteristics.

(e) *Webbing.* Webbing used as a body strap, tie tape or drawstring, or reinforcing tape must meet § 160.002–3(e), § 160.002–3(f), and 160.002–3(h) of this chapter respectively. Webbing used for tie tape or drawstring must be capable of easily holding a knot and of being easily tied and untied. Webbing used as reinforcing tape must be smooth enough to prevent chafing the wearer.

(f) *Closures*—(1) *Strength.* Each closure such as a buckle, snap hook, During or other type of fastening must have a minimum breaking strength of 1600 N (360 lb). The width of each closure opening through which body strap webbing passes must be the same as the width of that webbing.

(2) *Means of Locking.* Each closure used to secure a life jacket to the body, except a zipper, must have a quick and positive locking mechanism, such as a snap hook and During.

(3) *Zipper.* If a zipper is used to secure the life jacket to the body, it must be—

(i) Easily initiated;

(ii) Non-jamming;

(iii) Right handed;

(iv) of a locking type; and

(v) Used in combination with another closure that has a quick and positive means of locking.

(g) *Inflation medium.*

(1) Each inflation medium must not contain or produce any toxic compound in sufficient quantity to cause an adverse reaction if inhaled through any of the oral inflation mechanisms.

(2) Any chemical reaction during inflation must not leave a toxic residue.

(h) *Adhesives.* Each adhesive must be waterproof and acceptable for use with the materials being bonded.

(i) [Reserved]

(j) *Retroreflective Material.* Each life jacket must have at least 200 sq. cm. (31 sq. in.) of retroreflective material on its front side, at least 200 sq. cm. on its back side and at least 200 sq. cm. of material on each reversible side. The material must be Type I material that is approved under Subpart 164.018 of this chapter. The material attached on each side must be divided equally between the upper quadrants of the side. The material, as attached, must not impair life jacket performance or damage the life jacket.

(k) *PFD Light.* Each life jacket must have a PFD light that is approved under Subpart 161.012 of this chapter. The light must be securely attached to the front shoulder area of the life jacket. The light, as attached, must not impair life jacket performance.

§ 160.076–9 Construction.

(a) *General Features.* Each inflatable life jacket must—

(1) Have at least two inflation chambers;

(2) Be constructed so that the intended method of donning is obvious to an untrained wearer;

(3) If designed for use on a passenger vessel, be provided with an easily opened package that is sealed or nonreusable;

(4) Have a retainer for each adjustable closure to prevent any part of the closure from being easily removed from the life jacket;

(5) Be universally sized for wearers weighing over 40 kg. (90 pounds) and have a chest size range of at least 76 to 120 cm. (30 to 52 in.);

(6) Be constructed to be donned with either the inner or outer surface of the life jacket next to the wearer (be reversible);

(7) Not have a channel that can direct water to the wearer's face to any greater extent than that of the reference vest defined in § 160.076–3(h);

(8) Not have edges, projections, or corners, either external or internal, that are sufficiently sharp to damage the life

jacket or to cause injury to anyone using or maintaining the life jacket;

(9) Have a means for drainage of entrapped water;

(10) Be primarily vivid reddish orange, as defined by sections 13 and 14 of the "Color Names Dictionary," on its external surfaces;

(11) Be of first quality workmanship;

(12) Unless otherwise allowed by the approval certificate—

(i) Not incorporate means obviously intended for attaching the life jacket to the vessel; and

(ii) Not have any instructions indicating attachment is intended; and

(13) Meet any additional requirements that Commandant (G-MVI-3) may prescribe, if necessary, to approve unique or novel designs.

(b) *Inflation mechanisms.* (1) Each inflatable life jacket must have—

(i) At least one automatic inflation mechanism unless more are needed to comply with paragraph (b)(1)(iv) of this section;

(ii) At least two manual inflation mechanisms on separate chambers unless more are needed to comply with paragraph (b)(1)(iv) of this section;

(iii) At least one oral inflation mechanism on each chamber; and

(iv) At least one manual inflation mechanism or one automatic inflation mechanism on each inflation chamber.

(2) Each inflation mechanism must—

(i) have an intended method of operation that is obvious to an untrained wearer;

(ii) Not require tools to activate it;

(iii) Be located outside its inflation chamber; and

(iv) Be in a ready to use condition.

(3) Each oral inflation mechanism must—

(i) Be easily accessible after inflation for the wearer to "top off" each chamber by mouth;

(ii) Be designed to operate without pulling on the mechanism;

(iii) Not be able to be locked in the open or closed position; and

(iv) Have a non-toxic mouthpiece.

(4) Each manual inflation mechanism must—

(i) Provide an easy means of inflation that requires only one deliberate action on the part of the wearer to actuate it;

(ii) Have a simple method for replacing its inflation medium cartridge; and

(iii) Be operated by pulling on an inflation handle that is marked "Jerk to Inflate" at two visible locations.

(5) Each automatic inflation mechanism must—

(i) Have a simple method for replacing its inflation medium cartridge and water sensitive element;

(ii) Have an obvious method of indicating whether the mechanism has been activated; and

(iii) Be incapable of assembly without its water sensitive element.

(6) The marking required for the inflation handle of a manual inflation mechanism must be waterproof, permanent, and readable from a distance of 2.5 m (8 feet).

(c) *Deflation Mechanism.* (1) Each chamber must have its own deflation mechanism.

(2) Each deflation mechanism must—

(i) Be readily accessible to either hand when the life jacket is worn while inflated;

(ii) Not require tools to operate it;

(iii) Not be able to be locked in the open or closed position; and

(iv) Have an intended method of operation which is obvious to an untrained wearer.

(3) The deflation mechanism can be the oral inflation mechanism.

(d) *Sewn seams.* Stitching used in each structural seam of a life jacket must provide performance equal to or better than a Class 300 Lockstitch meeting Federal Standard No. 751.

(e) *Textiles.* All cut edges of textile materials must be treated or sewn to minimize raveling.

(f) *Body Attachment.* Each body strap must be securely attached to the life jacket.

§ 160.076-11 Performance.

(a) *General.* Each inflatable life jacket must be able to pass the tests in § 160.076-13.

(b) *Snag Hazard.* Each life jacket must not present a snag hazard when properly worn.

(c) *Chamber Attachment.* Each inflation chamber on or inside an inflatable life jacket must not be able to be moved to a position that—

(1) Prevents full inflation; or

(2) Allows inflation in a location other than in its intended location.

(d) *Comfort.* Each life jacket must not cause significant discomfort to the wearer during and after inflation.

§ 160.076-13 Approval Tests.

(a) *General.* (1) This section contains approval tests and examinations for inflatable life jackets. Each test and examination must be conducted or supervised by an independent laboratory. The tests must be done using life jackets that have been constructed in accordance with the plans and specifications in the application for approval. In each test only one life jacket is required to be tested unless otherwise specified. The tests prescribed in paragraphs (j), (n), (q), and (r) of this section require one or more jackets that were previously used in the tests prescribed in paragraph (h) of this section. The tests prescribed in paragraph (y) of this section require one or more jackets as specified in that paragraph.

(2) All data relating to buoyancy and pressure must be taken at, or corrected to, standard atmospheric pressure of 760 mm (29.92 inches) of mercury and temperature of 20°C (68°F).

(3) The tests in this section are not required to be run in the order listed, except where a particular order is specified.

(4) Some tests in this section require a life jacket to be tested while being worn. In each of these tests the test subjects must represent a range of small, medium, and large heights and weights. Unless otherwise specified, a minimum of 18 test subjects, including both males and females, must be used. The test subjects must not be practiced in the use of the life jacket being tested. However, they must be familiar with the use of other Coast Guard approved life jackets. Unless specified otherwise, test subjects must only wear swim suits. Each subject must be able to swim and relax in the water.

Note. Some tests have inherent hazards for which adequate safeguards must be taken to protect personnel and property in conducting the tests.

(b) *Donning.* (1) An uninflated life jacket is given to each test subject who is instructed to "Please don as quickly as possible, adjust to fit snugly, and inflate." Each size adjustment must be at its midrange of adjustment when the life jacket is first given to the subject. Each subject must, within one minute, be able to don the life jacket while uninflated, adjust it to fit snugly, and then inflate it.

(2) The average time of all subjects to complete the test in paragraph (b)(1) of this section must not exceed 30 seconds. No second stage donning is allowed during this test. The criteria in this paragraph do not apply to the tests in paragraphs (b)(3) and (b)(4) of this section.

(3) The test in paragraph (b)(1) of this section is repeated with each subject wearing an insulated, hooded parka and jersey gloves.

(4) The test in paragraph (b)(1) of this section is then repreated twice more with a fully inflated life jacket. In the first test the subjects must wear swim suits and in the second test, parka and gloves.

(c) *Inflation Tests.* No second stage donning is allowed in the tests in this

paragraph. A life jacket with each automatic inflation mechanism disabled must be used for the tests prescribed in paragraphs (c)(1) and (c)(2) of this section.

(1) Each test subject dons an uninflated life jacket and is instructed to enter the water and swim for approximately 30 seconds and then, on command, inflate the life jacket using only oral inflation mechanisms. Within 30 seconds after the command is given, each test subject must be capable of inflating the life jacket to float with respiration unimpeded.

(2) Each test subject dons an uninflated life jacket and is instructed to enter the water and swim for a short period, bring both hands to the surface, and then, on command, inflate the life jacket using each manual inflation mechanism. Each test subject must be able to find and operate all the manual inflation mechanisms within 5 seconds after the command is given. The manual inflation mechanisms must inflate the life jackets sufficiently to float the wearers within 5 seconds after the mechanisms are operated. Within 20 seconds thereafter each subject must be floating in the position described in paragraph (d)(3) of this section.

(3) One small and one large test subject don uninflated life jackets and jump feet first from a height of 1 meter into the water. The automatic inflation mechanisms must inflate the life jackets sufficiently to float the wearers within 10 seconds after the subjects enter the water. Within 20 seconds thereafter each subject must be floating in the position described in paragraph (d)(3) of this section.

(4) Air at a pressure of 4.2 kPa (0.6 psig) is applied separately to each oral inflation mechanism of—(i) a packed life jacket if the jacket is provided in a reuseable package; or (ii) an unpacked life jacket if it is provided with no package or in a sealed or non-reuseable package. In each application the chamber must fully inflate within 1 minute.

(5) Each oral inflation mechanism of an unpacked jacket is connected to a regulated air source with a constant supply of air at a pressure of 7 kPa (1 psig). Each mechanism must be capable of passing at least 100,000 cc of air per minute.

(d) *Flotation Stability*—(1) *Uninflated Flotation Stability.* Life jackets with their automatic inflation mechanisms disabled must be used for this test. Each subject dons an uninflated life jacket, enters the water, and assumes an upright, slightly back of vertical, position. Each subject then relaxes. For each subject that floats, the life jacket must not tend to turn the wearer face-down when the head is allowed to fall back.

(2) *Righting Action.* (i) Eact test subject dons an uninflated life jacket, enters the water, allows the automatic inflation mechanism to inflate the life jacket, and swims for 30 seconds. While swimming, freedom of movement and comfort are noted. The observations of freedom of movement and comfort must show compliance with § 160.076–11(d). Also, each subject must demonstrate that the life jacket can be adjusted while the subject is in the water.

(ii) Each subject then takes three gentle breast strokes and while still face-down in the water, relaxes completely while slowly exhaling to FRC. Each subject remains in this limp position long enough to determine if the life jacket will turn the subject from the face-down position to a position in which the subject's breathing is not impaired. The time from the last breast stroke until breathing is not impaired is recorded. Each subject repeats these steps three times and the average time for the three righting actions is calculated. This average time must not exceed 5 seconds.

(iii) If the life jacket does not have automatic inflation mechanisms for all chambers, the tests in paragraphs (d)(2)(i) and (d)(2)(ii) of this section are repeated with each life jacket fully inflated.

(iv) Each subject then performs the test in paragraph (d)(2)(ii) of this section with one chamber of the life jacket deflated and then repeats the test until each other chamber is tested in this manner.

(v) Each subject then performs the test in paragraph (d)(2)(ii) of this section with the lungs exhaled to FRC and holding the breath prior to relaxing.

(3) *Static Measurements.* At the end of each test in § 160.076–13(d)(2)(ii), through § 160.076–13(d)(2)(v)—

(i) The distance from the water surface to the bottom of the mouth must be at least 120 mm (4.5 in.);

(ii) The distance from water surface to the lower portion of the ear canal must be at least 50 mm (2 in.);

(iii) The torso angle (the angle between a vertical line and a line passing through the shoulder and hip) must be between 20° and 50°;

(iv) The face-plane angle (the angle between a vertical line and a line passing through the most forward part of the forehead and chin) must be between 20° and 50°;

(v) The lowest mark on a vertical scale 6 m (20 ft.) from and in front of the subject which the subject can see without moving the head must be no higher than 0.3 m (12 in.) from the water level.

(vi) The subject when looking to the side, must be able to see—

(A) The water within 3 m (10 ft.) away; or

(B) A mark on a vertical scale no higher than that which can be viewed when floating in the same position in the reference vest defined in § 160.076–3(h); and

(vii) At least 75% of the retroreflective material on the outside of the life jacket, and the PFD light, must be above the water.

(4) *"HELP" Position.* Starting in a relaxed, face-up position of static balance, each subject brings the legs and arms in towards the body so as to attain the "HELP"position (a fetal position, but holding the head back). The life jacket must not turn the subject face down in the water.

(e) *Jump Test.* (1) Each test subject dons an uninflated life jacket and jumps with hands above head, feet first, into the water from a height of 4.5 m (15 ft.). No second stage donning is allowed during this test and the life jacket must—

(i) Float the subject to the surface and stabilize the body with the mouth out of the water;

(ii) Maintain its intended position on the wearer;

(iii) Not be damaged; and

(iv) Not cause injury to the wearer.

(2) The test in paragraph (e)(1) of this section is repeated using a fully inflated life jacket which has been inflated manually.

(3) The test in paragraph (e)(1) of this section is then repeated as many times as necessary to test the life jacket with one compartment deflated until each compartment has been tested in this manner.

Note.—Before conducting these tests at the 4.5 m height, subjects should first do the test from heights of 1 m and 3 m to lessen the possibility of injury.

(f) *Water Emergence*—(1) *Equipment.* A pool with a wooden platform at one side must be used for this test. The platform must be 300 mm (12 in.) above the water surface and must not float on the water. The platform must have a smooth painted surface. Alternatively, an approved inflatable liferaft may be used in lieu of a platform.

(2) *Qualifying.* Each test subject enters the water wearing only a bathing suit and swims 25 m. The subject must then be able to emerge from the pool onto the platform using only his or her hands on the top of the platform as an aid and without pushing off of the

bottom of the pool. Any subject unable to emerge onto the platform within 30 seconds is disqualified for this test. If less than ⅔ of the test subjects qualify, substitute subjects must be used.

(3) *Test.* Each qualified subject dons an inflated life jacket, enters the water and swims 25 m. Afterward, at least ⅔ of the qualified subjects must then be able to climb out of the pool in the manner prescribed in paragraph (f)(2) of this section within 45 seconds while wearing the life jacket. If marking on the life jacket that can be read while worn so indicates, the subjects may deflate the device during the 45 second attempt.

(g) *Lanyard Pull Test.* An uninflated life jacket is placed on a rigid metal test form built according to Figure 160.076–13(n)(2) and suspended vertically. The inflation handle of each manual inflation mechanism is attached to a force indicator. The force indicator is then used to activate each manual inflation mechanism separately. The force required to activate each mechanism is recorded. In each test the force must be between 25 and 70 N (5 and 15 lb.).

(h) *Temperature Cycling Tests.* (1) Three uninflated life jackets, 2 packed and 1 unpacked, are maintained at room temperature for 4 hr. and then at a temperature of 65±2 °C (150±5 °F) for 20 hr. The life jackets are then maintained at room temperature for at least 4 hr., after which they are maintained at a temperature of minus 30±2 °C (−22±5 °F) for 20 hr. This cycle is then repeated once.

(2) Where the following tests refer to a packed unit, the tests are performed after the package is opened if the life jacket is provided in a sealed or non-reuseable package. The life jackets are inflated immediately after removal from the conditioning chamber. One packed unit must be capable of full inflation using only oral mechanisms within 2 minutes. The chambers on the other packed unit which have automatic mechanisms must be capable of full inflation using those mechanisms within 45 seconds. The chambers in the unpacked unit which have manual mechanisms must be capable of full inflation using those mechanisms within 30 seconds. The life jackets must show no functional deterioration after inflation.

(3) The same 3 life jackets used for the test in paragraph (h)(1) of this section are deflated and, with 2 packed and 1 unpacked, are maintained at room temperature for 4 hr. and then at a temperature of minus 30±2 °C (−22±5 °F) for 20 hr. The life jackets are then stored at room temperature for at least 4 hr., after which they are maintained at a temperature of 65±2 °C (150±5 °F) for 20 hr. This cycle is then repeated once. The steps in paragraph (h)(2) of this section are then repeated and the life jackets must meet the criteria in that paragraph.

(i) [Reserved]

(j) *Buoyancy and Inflation Medium Retention Test.* A life jacket which has been subjected to the test in paragraph (h) of this section must be used for this test.

(1) *Equipment.* The following equipment is required for this test:

(i) A wire mesh basket that is heavy enough to overcome the buoyancy of the life jacket and that is large enough to hold the life jacket without compressing it.

(ii) A scale that is sensitive to ±13 g (0.5 oz.) and that has an error of less than ±13 g (0.5 oz.)

(iii) A test tank, filled with fresh water, that is large enough to hold the basket with its top 50 mm (2 in.) below the surface without the basket touching the tank.

(2) *Method.* One inflation chamber is inflated using its automatic inflation mechanism. The life jacket is placed in the basket. The basket is then suspended from the scale and submerged in the test tank with the life jacket completely below the water surface. An initial reading of the scale is taken after 30 min. and again after 24 hr. The buoyancy of the life jacket is the submerged weight of the basket minus the submerged weight of the basket with the life jacket inside. This test is repeated as many times as necessary until each chamber has been tested. On each chamber that does not have an automatic inflation mechanism the manual or oral inflation mechanism may be used.

(3) *Requirement.* The buoyancy of each inflation chamber must be within the tolerances specified in the plans and specifications for the life jacket. Each inflation chamber must retain at least 95% of its initial bouyancy after being submerged for 24 hours.

(k) *Uninflated Floatation Test.* A packed life jacket, with each automatic inflation mechanism disabled, is dropped from a height of 1 m (3 ft.) into fresh water. The life jacket must remain floating on the surface of the water for at least 30 min. This test is repeated with an unpacked, uninflated life jacket, also with each automatic inflation mechanism disabled.

(e) [Reserved]

(m) *Environmental Tests—Salt Spray Exposure.* An uninflated life jacket is subjected to 760 hr. of salt spray as specified by ASTM B 117. The life jacket is then inflated first using the automatic inflation mechanism(s) and then twice more using first the manual mechanisms and then the oral mechanisms. The life jacket must show no functional deterioration. The automatic inflation mechanism(s) must not be activated by the salt spray.

(2) *Rain Exposure.* An uninflated life jacket is mounted on a rigid metal test form built according to Figure 160.076–13(n)(2). The test form must be vertical. Spray nozzles that deliver 0.05 mm of water per second (0.7 in.h) over the area of the life jacket at a temperature between 2 and 16 °C (35 and 60 °F) and at 45° angle below horizontal toward the life jacket are mounted 1.5 m (4.5 ft.) above the base of the test form. There must be at least 4 nozzles evenly spaced around the life jacket at a horizontal distance of 1 m from the center of the life jacket and each nozzle must deliver water at the same rate. Water is then sprayed on the life jacket for 1 hr. The life jacket must not inflate during the test.

(n) *Tensile Tests.* Two life jackets that have been subjected to the test in paragraph (h) of this section must be used for these tests.

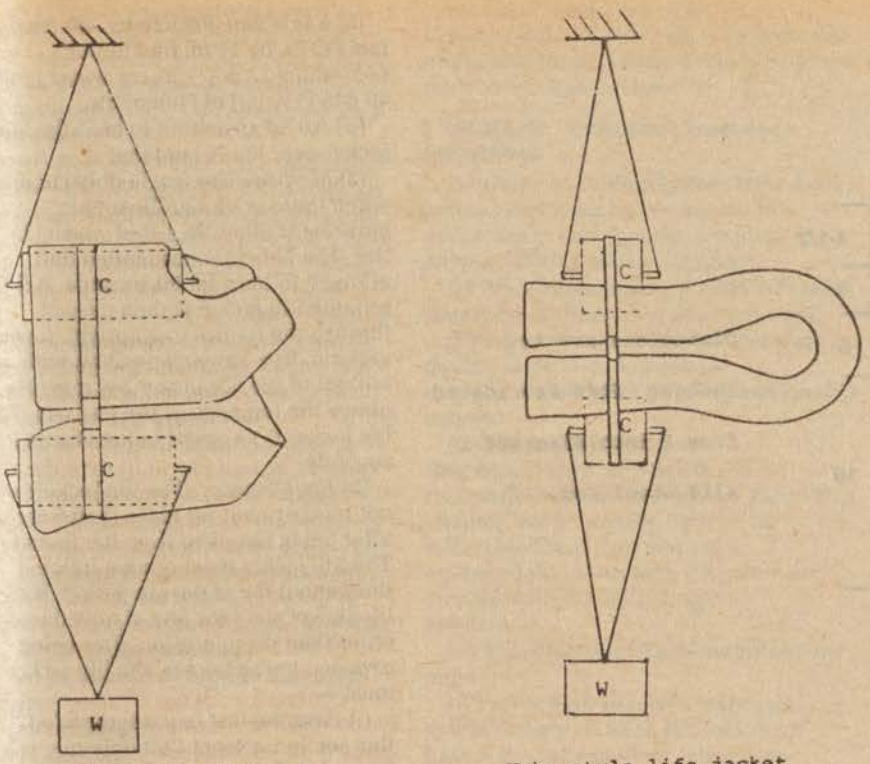
(1) *Body Tensile Test.* (i) In this test one life jacket must be fully inflated and the other deflated.

(ii) Two unconnected rigid cylinders are passed through the body portion of each life jacket, with one closure fastened, as shown in Figure 160.076–13(n)(1). Each cylinder must be 125 mm (5 inches) in diameter. The top cylinder is connected to a winch or pulley system. The bottom cylinder is connected to a test load which when combined with the weight of the lower cylinder and the linkage equals 325 kg (720 lb.). The winch or pulley system lifts the cylinder so the test load is raised off of its support. The test load is left suspended for 30 min.

(iii) There must be no functional deterioration of any component of either life jacket during the test. Each friction type closure must not permit slippage of more than 25 mm (1 in.).

(iv) If a life jacket has friction type closures, the test must be repeated immediately after the life jacket has been immersed in water for at least 2 min.

(v) The test is repeated until each different type of closure is tested separately.



Vest style life jacket

Yoke style life jacket

C - Cylinder (5 inches in diameter)

W - Test Weight

Figure 160.076-13(n)(1) Body Tensile Test Arrangement

(2) *Shoulder Tensile Test.* Each shoulder section of a life jacket is subjected to this test separately. A fully inflated life jacket, with all closures fastened, must be secured to a rigid metal test form built according to Figure 160.076-13(n)(2). A 2 + ¼ in. wide web is passed through the shoulder section of the life jacket and is connected to a winch or pulley system. The bottom portion of the form is connected to a deadweight load which when combined with the weight of the form and the linkage equals 90 kg. (200 lb.). The winch or pulley system is operated to raise the weight off of its support. The weight is left suspended for 30 min. There must be no functional deterioration of any component of the life jacket during the test.

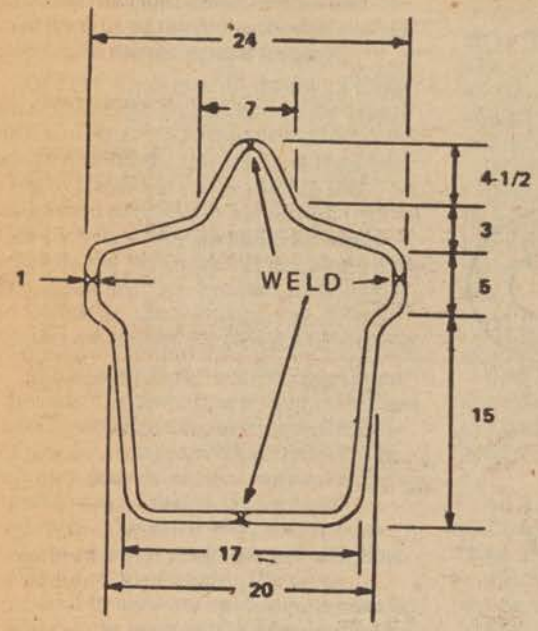


Figure 160.076-13(n)(2) Test Form

(3) *Strength of Attachment of Inflation Mechanism.* (i) A fully inflated life jacket is secured to a rigid metal test form as in Figure 160.076-13(n)(2) and the pressure of each inflated chamber is measured. The top portion of the form is then connected to a winch or pulley system. A 35 kg (75 lb.) weight is attached by a line to one of the inflation mechanisms as close as possible to the point of attachment on the life jacket. The winch or pulley system is operated to raise the weight off of its support. The weight is left suspended for 5 min. and then released. The inflation chamber to which the inflation mechanism is attached must not lose more than 3 kPa (0.4 psig) or 20% of its original pressure.

(ii) The test in paragraph (n)(3)(i) of this section is repeated until each inflation mechanism has been tested separately.

(iii) The test is then repeated as many additional times as necessary to test each joint in each inflation mechanism beyond its point of attachment to an inflation chamber. In each test the point of attachment must be as close as possible to the joint being tested.

(o) [Reserved]

(p) *Impact Test.* (1) An uninflated life jacket is secured to the test form shown in Figure 160.076-13(n)(2). The life jacket, with the automatic inflation mechanism disabled, is secured to the form as it is intended to be worn. The life jacket is accelerated to 25 m/s (50 mph) horizontally and is then dropped from a height of not more than 0.5 m (1.5 ft.) into the water in the following positions:

(i) Face down, shoulder forward.

(ii) Face down, shoulder back.

(iii) Back down, shoulder forward.

(iv) Back down, shoulder back.

(v) Left side down, shoulder forward.

(vi) Right side down, shoulder back.

(2) Following each impact, there must be no sign of functional deterioration and the life jacket must not come off of the test form. After each impact the closures may be readjusted as necessary.

(3) Following the six impacts, the life jacket must be capable of full inflation using only its oral inflation mechanism.

(4) The test in this paragraph is repeated on the same life jacket after inflating, with manual inflation mechanisms, all chambers that have those mechanisms.

(q) *Flame Exposure Test.* A life jacket that has been subjected to the test in paragraph (h) of this section must be used for this test.

(1) *Equipment.* The following equipment is required for this test:

(i) A test pan 300 mm by 450 mm by 60 mm (12 in. by 18 in. by 2½ in.) containing 12 m (½ in.) of water under 40 mm (1½ in.) of N-heptane.

(ii) An arrangement to hold the life jacket over the N-heptane.

(2) *Method.* The test is only conducted when there is no significant air movement other than that caused by the fire. The N-heptane is ignited and allowed to burn for 30 seconds. A fully inflated life jacket is then passed through the flames in a upright, foward, vertical, free-hanging position with the bottom of the life jacket 240 mm (9½ in.) above the top edge of the test pan. The life jacket is exposed to the flames for 2 seconds.

(3) *Requirement.* The life jacket must not burn or melt for more than 6 seconds after being removed from the flames. The life jacket must remain inflated throughout the exposure period. If the life jacket sustains any visible damage other than discoloration after being exposed to the flames, the life jacket must—

(i) Pass the test in paragraph (e)(2) of this section, except that only one subject is used and the test is done six times; and

(ii) Pass the tensile test in paragraph (n)(1) of this section, except that a weight of 245 kg (540 lb.) is used in lieu of the 325 Kg (720 lb.) weight.

(r) *Solvent Exposure Test.* Two uninflated life jackets that have been subjected to the test in paragraph (h) of this section are totally submerged in ASTM Reference Fuel B for 24 hr. The life jackets are then removed and the excess fuel removed. One life jacket must be capable of full inflation using only its manual inflation mechanisms and the other using only its oral inflation mechanisms. The life jackets must show no functional deterioration as a result of the test.

(s) *Puncture Test.* A fully inflated life jacket is placed on a flat, level surface. A test point 4 mm (5/32 in.) in diameter tapering to a rounded point, 1 mm (3/64 in.) in diameter, is pressed against an inflation chamber of the life jacket perpendicular to the surface of the chamber at a rate of 300 mm/min. (12 in./min.). The test point is applied until the inflation chamber is punctured or the chamber walls are touching each other. The force required to puncture the inflation chamber or make the chamber walls touch each other is recorded. The force required must exceed 30 N (7 lb.).

(t) *Inflation Chamber Test.*—(1) *Over-pressure Test.* One life jacket is used in this test. Before pressurizing the life jacket, each over-pressure valve, if any, must be blocked. Each inflation chamber

is then pressurized separately with air to 70 kPa (10 psig) and held for 5 min. After each 5 minute period, there must be no sign of permanent deformation, damage, or pressure loss of more than 3 kPa (9.4 psig).

(u) *Air Retention Test.* One inflation chamber of a life jacket is filled with air until air escapes from the over-pressure valve or, if the life jacket does not have an over-pressure valve, until it's design pressure, as stated in the plans and specifications, is reached. After 12 hours the life jacket must still be firm with an internal pressure of at least 14 kPa (2.0 psig). This test is repeated until each chamber is tested separately.

(u) *Seam Strength Test.* Samples of each type of structural sewn seam must be subjected to and pass the "Seam Strength (Sewability) Test" specified in Underwriters Laboratories Standard UL 1191, except that the breaking strength of each seam in the directions of both greater and lesser thread count must be the greater of the following:

(1) 80 percent of the fabric breaking strength.

(2) 400 N (90 lb.).

(v) [Reserved]

(w) *Visual Examination.* One complete life jacket must be visually examined for compliance with the requirements of § 160.076–9 and § 160.076–11.

(x) [Reserved]

(y) *Inflation Chamber Properties.* The tests in this paragraph must be run after successful completion of all other approval tests. The results of these tests will be used to check the quality of incoming life jacket components and the production process. Test samples must come from one or more jackets that were each used in all of the tests in paragraphs (e), (j), (p), (s), and (t) of this section.

(1) *Grab breaking strength.* The grab breaking strength of chamber materials must be determined according to Method No. 5100 of Federal Test Method Standard 191, or ASTM D 751.

(2) *Tear strength.* The tear strength of chamber materials must be determined according to Method No. 5132 or 5134 of Federal Test Method Standard 191, or ASTM D 751.

(3) *Permeability.* The permeability of chamber materials must be determined according to ASTM D 1434 using CO_2 as the test gas.

(4) *Seam strength.* The seam strength of the seams in each inflation chamber of at least one life jacket must be determined according to ASTM D 751, except that 25 by 200 mm (1 by 8 in.) samples may be used where insufficient length of straight seam is available.

(z) *Additional Tests.* The Commandant (G–MVI–3), may prescribe additional tests, if necessary, to approve novel or unique designs.

§ 160.076–15 Production Tests and Inspections.

(a) *General.* (1) Production tests and inspections must be conducted in accordance with this section and subpart 159.007 of this chapter.

(2) The Commandant (G–MVI–3) may prescribe additional production tests and inspections if needed to maintain quality control and check for compliance with the requirements in this subpart.

(b) *Test and Inspection Responsibilities.* In addition to responsibilities set out in Part 159 of this chapter, each manufacturer of an inflatable life jacket and each independent laboratory inspector must comply with the following, as applicable:

(1) *Manufacturer.* Each manufacturer must—

(i) Perform all required tests and examinations on each life jacket lot before the independent laboratory inspector tests and inspects the lot;

(ii) Perform required testing of each incoming lot of inflation chamber material before using that lot in production;

(iii) Have procedures for maintaining quality control of the materials used, manufacturing operations, and the finished product;

(iv) Have a continuing program of employee training and a program for maintaining production and test equipment;

(v) Have an inspector from the independent laboratory observe the production methods used in producing the first life jacket lot produced and observe any revisions made thereafter in production methods;

(vi) admit the inspector and any Coast Guard representative to any place in the factory where work is done on life jackets or component materials, and where completed life jackets are stored; and

(vii) allow the inspector and any Coast Guard representative to take samples of completed life jackets or of component materials for tests prescribed in this subpart.

(2) *Independent Laboratory.* (i) an inspector may not perform or supervise any production test or inspection unless—

(A) The manufacturer has a current approval certificate; and

(B) The inspector has first observed the manufacturer's production methods and any revisions to those methods.

(ii) An inspector must perform or supervise all required tests and inspections of each life jacket lot produced.

(iii) During each inspection, the inspector must check for noncompliance with the manufacturer's quality control procedures.

(iv) At least once each calendar quarter, the inspector must, as a check on manufacturer compliance with this section, examine the manufacturer's records required by § 160.076–17 and observe the manufacturer in performing each of the tests required by paragraph (h) of this section.

(c) *Life Jacket Lots.* A lot number must be assigned to each group of life jackets produced. No lot may exceed 1,000 life jackets. A new lot must be started whenver any change in materials or a revision to a production method is made, and whenever any substantial discontinuity in the production process occurs. Changes in lots of component materials must be treated as changes in materials. Lots must be numbered serially. The lot number assigned, along with the approval number, must enable the life jacket manufacturer, by referring to the records required by this subpart, to determine who produced the components used in the life jacket.

(d) *Samples.* (1) Samples used in testing and inspections must be selected at random. Sampling must be done only when all life jackets or materials in the lot are available for selection.

(2) Each sample life jacket selected must be complete, unless otherwise specified in paragraph (h) of this section.

(3) The inspector may not select the same samples tested by the manufacturer.

(4) The number of samples selected per lot must be at least the applicable number listed in Table 160.076–15A or Table 160.076–15B.

TABLE 160.076–15A—MANUFACTURER'S SAMPLING PLAN

	Number of Samples Per Lot					
	Lot Size					
	1–100	101–200	201–300	301–500	501–750	751–1,000
Test:						
Inflation chamber materials	See note 1					
Seam strength	1	1	2	2	3	4

TABLE 160.076-15A—MANUFACTURER'S SAMPLING PLAN—Continued

	Number of Samples Per Lot					
	Lot Size					
	1-100	101-200	201-300	301-500	501-750	751-1,000
Over-pressure, 2, 3	1	2	3	4	6	8
Air retention	Every device in the lot					
Buoyancy and inflation media retention	1	2	3	4	6	8
Tensile strength, 4	1	1	1	1	1	1
Detailed product examination	2	2	3	4	6	8
Retest sample size, 2			13	13	20	20
Final lot inspection	Every device in the lot					

Notes to Table:

1. Samples must be selected from each lot of incoming material. The tests referenced in §§ 160.076-13(y)(1) through §§ 160.076-13(y)(4) prescribe the number of samples to select.

2. Samples selected for this test may not be the same samples selected for other tests.

3. If any sample fails the over-pressure test, the number of samples to be tested in the next lot produced must be at least 2% of the total number of life jackets in the lot or 10 life jackets, whichever is greater.

4. This test is required only when a new lot of materials is used and when a revised production process is used. However, the test must be run at least once every calendar quarter regardless of whether a new lot of materials or a revised process is started in that quarter.

TABLE 160.076-15B INSPECTOR'S SAMPLING PLAN

	Number of samples per lot					
	Lot size					
	1-100	101-200	201-300	301-500	501-750	751-1,000
Tests:						
Over-pressure, 1	1	2	3	4	6	8
Air retention	1	2	3	4	6	8
Buoyancy and inflation media retention	1	2	3	4	6	8
Tensile strength, 2	1	1	1	1	1	1
Waterproof marking	See note 3 for sampling					
Detailed product examination	2	2	2	3	3	3
Retest sample size, 1	10	10	13	13	20	20
Final Lot Inspection	20	32	50	60	70	80

Notes to Table:

1. Samples selected for this test may not be the same life jackets selected for other tests.

2. This test may be omitted if the manufacturer has previously conducted it on the lot and the inspector has conducted the test on a previous lot during the same calendar quarter.

3. One sample of each means of marking on each type of fabric or finish used in life jacket construction must be tested. This test is only required when a new lot of materials is used. However, the test must be run at least once every calendar quarter regardless of whether a new lot of materials is started in that quarter.

(e) *Accept/Reject Criteria: Manufacturer Testing.* (1) A life jacket lot passes production testing if each sample passes each test.

(2) In lots of 200 or less life jackets, the lot must be rejected if any sample fails one or more tests.

(3) In lots of more than 200 life jackets, the lot must be rejected if—

(i) One sample fails more than one test;

(ii) More than one sample fails; or

(iii) One sample fails one test and in redoing that test with the number of samples specified for retesting in Table 160.076-15A, one or more samples fail the test.

(4) A rejected life jacket lot may be retested only if allowed under paragraph (k) of this section.

(5) In testing inflation chamber materials, a lot is accepted only if the average of the results of testing the minimum number of samples prescribed in the reference tests in § 160.076-13(y) is within the tolerances specified in § 160.076-7(c)(1). A rejected lot may not be used in production.

(f) *Accept/Reject Criteria: Independent Laboratory Testing.* (1) A lot passes production testing if each sample passes each test.

(2) A lot must be rejected if—

(i) One sample fails more than one test;

(ii) More than one sample fails; or

(iii) One sample fails one test and in redoing that test with the number of samples specified for retesting in Table 160.076-15B, one or more samples fail the test.

(3) A rejected lot may be retested only if allowed under paragraph (k) of this section.

(g) *Facilities and Equipment*—(1) *General.* The manufacturer must provide the test equipment and facilities described in this section for performing production tests, examinations, and inspections.

(2) *Calibration.* The manufacturer must have the calibration of all test equipment checked at least every six months by a weights and measures agency or the equipment manufacturer, distributor, or dealer.

(3) *Equipment.* The following equipment is required:

(i) *A Sample Basket* for buoyancy tests. It must be made of wire mesh and be of sufficient size and durability to hold a complete inflated life jacket. The basket must be heavy enough or be sufficiently weighted to submerge when holding a test sample.

(ii) *A Tank Filled with Fresh Water* for buoyancy tests. The height of the tank must be sufficient to allow a water depth of 5 cm (2 inches) minimum between the top of the basket and water surface when the basket is not touching the bottom. The length and width of the tank must be sufficient to prevent each submerged basket from contacting another basket or the tank sides and bottom. Means for locking or sealing the tank must be provided to prevent disturbance of any samples or a change in water level during testing.

(iii) *A Scale* that has sufficient capacity to weight a submerged basket for buoyancy tests. The scale must be sensitive to 13 g (0.5 oz.) and must not have an error exceeding ±13 g (0.5 oz.).

(iv) *Tensile Test Equipment* that is suitable for applying pulling force in conducting body strap assembly strength subtests. The equipment assembly may be (A) a known weight and winch, (B) a scale, winch, and fixed anchor, or (C) a tensile test machine that is capable of holding a given tension. The assembly must provide accuracy to maintain a pulling force within ±2 percent of specified force. Additionally, if the closed loop test method in § 160.076-13(h)(1) is used, two cylinders of the type described in that method must be provided.

(v) *A Thermometer* that is sensitive to 0.5 °C (1 °F) and does not have an error exceeding ±0.25 °C (0.5 °F).

(vi) *A Barometer* that is capable of reading mm (inches) of mercury with a sensitivity of 1 mm (0.05 in.) Hg and an error not exceeding ±5 mm (0.02 in.) Hg.

(vii) *A Regulated Air Supply* that is capable of supplying the air necessary to conduct the tests specified in paragraphs (h)(4) and (h)(5) of this section.

(viii) *A Pressure Gauge* that is capable of measuring air pressure with a sensitivity of 1 kPa (0.1 psig) and an error not exceeding ±0.5 kPa (0.05 psig).

(ix) *A Torque Wrench* if any screw fasteners are used. The wrench must be sensitive to, and have an error of less than, one half the specified tolerance for the torque values of the fasteners.

(4) *Facilities:* The manufacturer must provide a suitable place and the necessary apparatus for the inspector to use in conducting or supervising tests. For the final lot inspection, the manufacturer must provide a suitable working environment and a smooth-top table for the inspector's use.

(h) *Production Tests and Examinations*—(1) *General.* (i) Samples used in testing must be selected according to paragraph (d) of this section.

(ii) On each sample selected—

(A) The manufacturer must conduct the tests in paragraphs (h)(2) through (h)(8) of this section; and

(B) The independent laboratory inspector must conduct or supervise the tests in paragraphs (h)(4) through (h)(9) of this section.

(iii) Each individual test result must, in addition to meeting the requirements in this paragraph, meet the requirements, if any, set out in the approved plans and specifications.

(2) *Inflation Chamber Materials.* Each sample must be tested according to §§ 160.076–13(y)(1) through 160.076–13(y)(3). The average and individual results of testing the minimum number of samples prescribed by § 160.076–13(y) must comply with the requirements in § 160.076–7(c)(1).

(3) *Seam Strength.* The seams in each inflation chamber of each sample must be tested according to § 160.076–13(y)(4). The results for each inflation chamber must be at least 90% of the results obtained in approval testing.

(4) *Over-pressure.* Each sample must be tested according to and meet § 160.076–13(t)(1).

(5) *Air Retention.* Each sample must be tested according to and meet § 160.076–13(t)(2).

(6) *Buoyancy and Inflation Medium Retention.* Each sample must be tested according to and meet § 160.076–13(j). Each buoyancy value must fall within the tolerances specified in the approved plans and specifications.

(7) *Tensile Strength.* Each sample must be tested according to and meet § 160.076–13(n).

(8) *Detailed Product Examination.* Each sample life jacket must be disassembled to the extent necessary to determine compliance with the following:

(i) All dimensions and seam allowances must be within tolerances prescribed in the approved plans and specifications.

(ii) The torque of each screw type mechanical fastener must be within its tolerance as prescribed in the approved plans and specifications.

(iii) The arrangement, markings, and workmanship must be as specified in the approved plans and specifications and this subpart.

(iv) The life jacket must not otherwise be defective.

(9) *Waterproof Marking Test.* Each sample is completely submerged in fresh water for a minimum of 30 min., and then removed and immediately placed on a hard surface. The markings are vigorously rubbed with the fingers for 15 seconds. If the printing becomes illegible, the sample is rejected.

(i) [Reserved]

(j) *Final Lot Examination and Inspection.*—(1) *General.* On each life jacket lot that passes production testing, the manufacturer must perform a final lot examination and an independent laboratory inspector must perform a final lot inspection. Samples must be selected according to paragraph (d) of this section. Each final lot examination and inspection must show—

(i) First quality workmanship;

(ii) That the general arrangement and attachment of all components such as body straps, closures, inflation mechanisms, tie tapes, drawstrings, etc. are as specified in the approved plans and specifications; and

(iii) Compliance with the marking requirements in § 160.076–23.

(2) *Accept/Reject Criteria.* Each nonconforming life jacket must be rejected. If three or more nonconforming life jackets are rejected for the same kind of defect, lot examination or inspection must be discontinued and the lot rejected.

(3) *Manufacturer Examination.* This examination must be done by a manufacturer's representative who is familiar with the approved plans and specifications, the functioning of the life jacket and its components, and the production testing procedures. This person must not be responsible for meeting production schedules or be supervised by someone who is. This person must prepare and sign the record required by § 159.007–13(a) of this chapter and § 160.076–17(b).

(4) *Independent Laboratory Inspection.* (i) The inspector must discontinue lot inspection and reject the lot if observation of the records for the lot or of individual life jackets shows noncompliance with this section or the manufacturer's quality control procedures.

(ii) An inspector may not perform a final lot inspection unless the manufacturer has a current approval certificate.

(iii) If the inspector rejects a lot, the Commandant (G–MVI–3) must be advised immediately.

(iv) The inspector must prepare and sign the inspection record required by § 159.007–13(a) of this chapter and § 160.076–17(b). If the lot passes, the record must also include the inspector's certification to that effect and a certification that no evidence of noncompliance with this section was observed.

(v) If the lot passes, each life jacket must be plainly marked with the words, "Inspected and Passed, (Date), (Inspection Laboratory ID)." This marking must be done in the presence of the inspector. The marking must be permanent and waterproof. The stamp which contains the marking must be kept in the independent laboratory's custody at all time.

(k) *Disposition of Rejected Life Jacket Lot or Life Jacket.* (1) A rejected life jacket lot may be resubmitted for testing, examination or inspection if the manufacturer first removes and destroys each defective life jacket or, if authorized by the Commandant (G–MVI–3), reworks the lot to correct the defect.

(2) Any life jacket rejected in a final lot examination or inspection may be resubmitted for examination or inspection if all defects have been corrected and reexamination or reinspection is authorized by the Commandant (G–MVI–3).

(3) A rejected lot or rejected life jacket may not be sold or offered for sale under representation that it meets this subpart or that it is Coast Guard approved.

§ 160.076–17 Manufacturer records.

(a) Each manufacturer of inflatable life jackets must keep the records required by § 159.007–13 of this chapter, except that they must be retained for at least 120 months after the month in which the inspection or test was conducted.

(b) Each record required by § 159.007–13 of this chapter must also include the following information:

(1) For each test, the serial number of the test instrument used if there is more than one available.

(2) For each test and inspection, the identification of the samples used, the lot number, the approval number, and the number of life jackets in the lot.

(3) For each lot rejected, the cause for rejection, any corrective action taken, and the final disposition of the lot.

(c) The description or photographs of procedures and apparatus used in testing is not required for the records prescribed in § 159.007–13 of this chapter as long as the manufacturer's procedures and apparatus meet the requirements of this subpart.

(d) Each manufacturer of inflatable life jackets must also keep the following records:

(1) Records for all materials used in production including the following:

(i) Name and address of the supplier.

(ii) Date of purchase and receipt.

(iii) Lot number.

(iv) Certification meeting § 160.076–7(a)(3).

(2) A copy of this subpart.

(3) Each document incorporated by reference in § 160.076–5.

(4) A copy of the approved plans and specifications.

(5) The approval certificate.

(6) Calibration of test equipment, including the identity of the agency performing the calibration, date of calibration, and results.

(7) A listing of current and formerly approved servicing facilities.

(e) The records required by paragraph (d)(1) of this section must be kept for at least 120 months after preparation. All other records required by paragraph (d) of this section must be kept for at least 60 months.

§ 160.076–19 Servicing.

(a) *General.* This section contains requirements for seryicing facilities, manuals, guidelines, and records. Other regulations in this chapter require inflatable life jackets to be serviced at these facilities at 12 month intervals.

(b) *Servicing Facility.* (1) Each manufacturer of an approved inflatable life jacket must provide one or more approved facilities for servicing those life jackets. The manufacturer must notify the Commandant (G–MVI–3) whenever an approved facility no longer provides servicing of any life jacket design listed in guidelines required by paragraph (d) of this section.

(2) Each servicing facility must be clean, free from excessive dust, drafts, and strong sunlight, and arranged so that a uniform temperature can be maintained. Equipment for performing necessary tests and repairs must be provided.

(3) In conducting life jacket servicing, each servicing facility must use personnel described in its guidelines and follow the procedures in the service manual required by this section.

(4) Each service facility must have an up to date manufacturer's service manual for each design of life jacket serviced.

(5) Each facility must retain a copy of its letter of approval from the Coast Guard.

(6) Each facility must be inspected at intervals not exceeding six months by an accepted independent laboratory and a report of the inspection must be submitted to the Commandant (G–MVI–3). The report must contain enough information to show compliance with items (1) through (5) of this paragraph.

(c) *Service Manual.* (1) Each manufacturer of an approved inflatable life jacket must provide a service manual for the jacket.

(2) Each service manual must explain in detail the following:

(i) Procedures for inspecting, servicing, and repackaging the life jacket.

(ii) A requirement to mark the date and place of servicing on each life jacket serviced.

(iii) Frequency of servicing.

(iv) Any specific restrictions or special procedures prescribed by the Coast Guard or manufacturer.

(d) *Servicing Facilities Guidelines.* Each servicing facility must have written guidelines that cover the following:

(1) Identification of life jackets serviced by the facility.

(2) Identification of the person, by title or position, who is responsible for the servicing program.

(3) Trainign and qualificaitons of servicing personnel.

(e) *Servicing records.* Each servicing facility must maintain records of all completed servicing. These records must be retained for at least 5 years after they are made, be made available to any Coast Guard representative and independent laboratory inspector upon request, and include at least the following:

(1) Date of servicing, number of life jackets serviced, lot identification, approval number, and test results data for the jackets serviced.

(2) Identification of the person conducting the servicing.

(3) Identity of the vessel receiving the serviced jackets.

(4) Date of return to the vessel.

§ 160.076–21 User Manuals.

(a) A user's manual must be provided for each model of inflatable life jacket.

(b) Each user's manual must contain in detail the following:

(1) Instructions on use of the life jacket and replacement of expendable parts.

(2) Procedures for examining serviceability of life jackets and the frequency of examination.

(3) Frequency of required servicing at approved servicing facilities.

(4) Instructions, if any, on proper stowage.

(5) Procedures for getting the life jackets repaired by a servicing facility or the manufacturer.

(6) Procedures for making emergency repairs on board.

(7) Any specific restrictions or special instructions.

(c) Each manual must have a log for keeping track of on board examinations.

§ 160.076–23 Marking.

(a) *General.* Each inflatable life jacket must be marked with the information required by this section. Each marking must be waterproof, clear, permanent, and readable from a distance of three feet.

(b) *Prominence.* Each marking required in paragraph (d) of this section, except vital care and use instructions if any, must be less prominent and in smaller print than markings required in paragraph (c) of this section. Each optional marking must be significantly less prominent and smaller than required markings. The marking "ADULT" must be in at least 18 mm (¾ inch) high bold capital lettering. If a life jacket is stored in a package, the package must also have the marking "ADULT" or this marking must be easily visible through the package.

(c) *Text.* Each inflatable life jacket must be marked with the following text in the exact order shown:

ADULT—For a person weighing more than 90 pounds.

Type V PFD—Approved for use on (*see paragraph (e) of this section for exact text to be used here*) in lieu of (*see paragrpah (f) of this section for exact text to be used here*).

This life jacket must be serviced, stowed, and used in accordance with (*insert description of service manual and user's manual*).

When fully inflated this life jacket provides a minimum buoyant force of (*insert the design buoyance in lb.*).

(d) *Other Information.* Each life jacket must also be marked with the following information below the text required by paragraph (c) of this section:

(1) U.S. Coast Guard Approval No. (*insert assigned approval number*).

(2) Manufacturer's or private labeler's name and address.

(3) Lot Number.

(4) Date, or year and calendar quarter, of manufacture.

(5) Necessary vital care or use instructions, if any, such as the following:

(i) Warning against dry cleaning.
(ii) Size and type of inflation medium cartridges required.
(iii) Specific donning instructions.
(e) *Approved Applications.* The text to be inserted will be one or more of the following as identified by the Commandant (G-MVI-3) on the approval certificate:
(1) The name of the vessel.
(2) The type of vessel.
(3) Specific purpose or limitation approved by the Coast Guard.
(f) *Type Equivalence.* The exact text to be inserted will be one of the following:
(1) Type I PFD.
(2) Type V PFD—(*insert exact text of additional description noted on the approval certificate*).

§ 160.076-25 Approval Procedures.

(a) *Modifications to General Procedures.* Subpart 159.005 of this chapter contains the approval procedures. Those procedures must be followed, excepted as modified in this paragraph.
(1) Preapproval review under § 159.005-5 and § 159.005-7 may be omitted if a similar design has already been approved.
(2) The information required under all three subparagraphs of § 159.005-5(a)(2) must be included in the application.
(3) The application must also include the following:
(i) The Type of performance (*i.e.* Type I or Type V) that the life jacket is designed to provide.
(ii) Any special purpose(s) for which the life jacket is designed and the vessel(s) or vessel type(s) on which its use is planned.
(iii) Buoyancy and torque tolerances to be allowed in production.
(iv) The text of any optional marking to be provided in addition to required text.
(v) The service manual and written guidelines required by § 160.076-19(c) and § 160.076-19(d) and the user's manual required by § 160.076-21.
(vi) A list or proposed servicing facilities.
(4) The description of quality control procedures required by § 159.005-9 to be submitted with the test report may be omitted as long as the manufacturer's planned quality control procedures comply with § 160.076-15.
(5) The test report must include, in addition to information required by § 159.005-9, a report of inspection of each proposed servicing facility. The report must include the time, date, place, and name of the person doing the inspection and observations that show whether the facility meets § 160.076-19(b)(2), § 160.076-19(b)(4), and § 160.076-19(d).
(6) The certificate of approval, when issued, is accompanied by a letter to the manufacturer listing the servicing facilities that have been approved. Copies of the letter are also provided for each facility.
(7) An approval will be suspended or terminated under § 159.005-15 of this chapter if the manufacturer fails to maintain approved servicing facilities that meet § 160.076-19.
(b) *Manuals and Guidelines.* The manuals and servicing facility guidelines required by this subpart are reviewed with the application for life jacket approval. Changes will be required if needed to comply with § 160.076-19 and § 160.076-21.
(c) *Approval of Servicing Facilities.* (1) Approval of servicing facilities initially proposed for use is considered during and as a part of the life jacket approval process described in paragraph (a) of this section.
(2) Other servicing facilities may subsequently be considered for approval, upon request, if a report of inspection prepared by an independent laboratory is submitted with the request. The report must include the time, date, and place of the inspection, the name of the inspector, and observations that show whether the facility meets § 160.076-19(b)(2), § 160.076-19(b)(4), and § 160.076-19(d).
(3) Each change to equipment, procedure, or qualification and training of personnel of an approved servicing facility must be also approved.
(d) *Waiver of tests.* If a manufacturer requests that any test in this subpart be waived, one of the following must be provided to the Commandant (G-MVI-3) as justification for the waiver:
(1) Acceptable test results on a life jacket of sufficiently similar design.
(2) Engineering analysis showing that the test is not applicable to the particular design or that by design or construction the life jacket can not fail the test.
(e) *Alternative Requirements.* A life jacket that does not meet requirements in this subpart may still be approved if the device—
(1) Meets other requirements prescribed by the Commandant (G-MVI-3) in place of or in addition to requirements in this subpart; and
(2) Provides at least the same degree of safety provided by other life jackets that do comply with this subpart.

§ 160.076-27 Procedure for approval of design or material revision.

(a) Each change in design, material, or construction must be approved by the Commandant (G-MVI-3) before being used in life jacket production.
(b) Determinations of equivalence of design, construction, and materials may only be made by the Commandant (G-MVI-3).

§ 160.076-29 Independent laboratories.

A list of independent laboratories which have been accepted by the Commandant for conducting or supervising the following tests and inspections required by this subpart, may be obtained from Commandant (G-MVI-3):
(a) Approval tests.
(b) Production tests and inspections.
(c) Inspection of approved servicing facilities.
(d) Testing of materials for the purpose of making the certification required by § 160.076-7(a)(3).

Subpart 160.077—Hybrid Inflatable Personal Flotation Devices

Sec.

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160.077-25 Manufacturer records.
160.077-27 Pamphlet.
160.077-29 PFD manuals.
160.077-30 Spare operating components.
160.077-31 PFD marking.
160.077-33 Approval procedures.
160.077-35 Procedure for approval of design or material revision.
160.077-37 Independent laboratories.

Authority: 46 U.S.C. 3306, 3703, 4104, and 4302; 49 CFR 1.46.

Subpart 160.077—Hybrid Inflatable Personal Flotation Devices

§ 160.077-1 Scope.

(a) This specification contains requirements for approving hybrid inflatable personal flotation devices (hybrid PFD's).
(b) Other regulations in this chapter and in 33 CFR Part 175 allow recreational boats and uninspected commercial vessels to carry hybrid PFD's as substitutes for other required PFD's if they are worn under conditions prescribed in this subpart. For

recreational boats involved in a special activity, hybrid PFD approval may also be limited to that activity.

(c) On an inspected commercial vessel, a hybrid PFD will be approved only—

(1) As work vest; or

(2) For the special purpose stated on the approval certificate and PFD marking.

(d) A hybird PFD will be approved by only for adults.

(e) This specification also contains requirements for—

(1) Manufacturers and sellers of recreational hybrid PFD's to provide an information pamphlet and owner's manual with each PFD; and

(2) Manufacturers of commercial hybrid PFD's to provide a user's manual.

§ 160.077-3 Definitions.

(a) "Commandant (G-MVI-3)" means the Chief of the Survival Systems Branch, Office of Merchant Marine Safety, U.S. Coast Guard. Address: Commandant (G-MVI-3/24), U.S. Coast Guard Headquarters, 2100 Second St. SW., Washington, D.C. 20593. Telephone: 202-426-1444.

(b) "Commercial hybrid PFD" means a hybrid PFD approved for use on commercial vessels identified on the PFD label.

(c) "First quality workmanship" means construction which is free from any defect materially affecting appearance or serviceability.

(d) "Hybrid PFD" means a personal flotation device that has at least one inflation chamber in combination with inherently buoyant material.

(e) "Inflation medium" means any solid, liquid, or gas, that, when activated, provides inflation for buoyancy.

(f) "Inspector" means an independent laboratory representative assigned to perform duties described in § 160.077-23.

(g) "PFD" means a personal flotation device of a type approved under this subpart.

(h) "Recreational Hybrid PFD" means a hybrid PFD approved for use on a recreational boat as defined in 33 CFR 175.3(b).

(i) [Reserved]

(j) "Reference vest" means a model AK-1 PFD meeting Subpart 160.047 of this chapter, except that, in lieu of the weight and displacement values prescribed in Tables 160.047-4(c)(2) and § 160.047-(4)(C)(4), each front insert must have a weight of kapok of at least 8.25 oz. and a volume displacement of 9.0±0.25 lb., and the back insert must have a weight of kapok at least 5.5 oz. and a volume displacement of 6.0±0.25 lb.

(k) "Second stage donning" means adjustments or steps necessary to make a PFD provide its intended flotation characteristics after the device has been properly donned and then inflated.

§ 160.077-5 "Required to be worn."

(a) A hybrid PFD that is marked "REQUIRED TO BE WORN" may be used to meet the Coast Guard PFD carriage requirements only if is worn whenever—

(1) The vessel is underway; and

(2) The intended wearer is not within an enclosed space.

(b) If hybrid PFD's with the marking "REQUIRED TO BE WORN" are not worn under the conditions stated in paragraph (a) of this section, other approved PFD's will have to be provided to comply with the applicable carriage requirements in 33 CFR Part 175 and Subpart 25.25 of this chapter.

(c) The following PFD's must be marked "REQUIRED TO BE WORN" as specified in § 160.077-31:

(1) Each recreational hybrid PFD.

(2) Each commercial hybrid PFD that is approved for use on an uninspected commercial vessel.

§ 160.077-7 Type.

(a) A hybrid PFD will be approved only as a Type V PFD. A Type V PFD is a PFD that, unlike other PFD Types, has limitations on its approval.

(b) The approval tests in this subpart require each hybrid PFD to have at least Type II or Type III PFD performance.

§ 160.077-9 Incorporation by reference.

(a) Certain materals are incorporated by reference into this subpart with the approval of the Director of the Federal Register. The Office of the Federal Register publishes a table, "Material Approved for Incorporation by Reference," which appears in the Finding Aids section of this volume. In table is found the date of the edition approved, citations to the particular sections of this part where the material is incorporated, addresses where the material is availble, and the date of approval by the Director of the Federal Register. To enforce any edition other than the one listed in the table, notice of the change must be published in the **Federal Register** and the material made available to the public. All approved material is on file at the Office of the Federal Register, Washington, D.C. 20480, and at the U.S. Coast Guard, Survival System Branch (G-MVI-3), Washington, DC 20593.

(b) The materials approved for incorporation by reference in this subpart are:

American Society for Testing and Materials (ASTM)

ASTM B 117, Standard Method of Salt Spray (Fog) Testing.

ASTM D 471, Rubber Property—Effect of Liquids.

ASTM D 751, Standard Methods of Testing Coated Fabrics.

ASTM D 1434, Gas Transmission Rate of Plastic Film and Sheeting.

Federal Aviation Administration Technical Standard Order

TSO-C13, Federal Aviation Administration Standard for Life Preservers.

Federal Standards

In Federal Test Method Standard No. 191 the following test methods:

(1) Method 5100, Strength and Elongation, Breaking of Woven Cloth; Grab Method.

(2) Method 5132, Strength of Cloth, Tearing; Falling-Pendulum Method.

(3) Method 5134, Strength of Cloth, Tearing; Tongue Method.

(4) Method 5804.1, Weathering Resistance of Cloth; Accelerated Weathering Method.

(5) Method 5762, Mildew Resistance of Textile Materials; Soil Burial Method.

Federal Standard No. 751, Stitches, Seams, and Stitching.

Military Specifications

MIL-L-24611(SH)—Life Preserver Support Package for Life Preserver, MK 4.

National Bureau of Standards (NBS)

"The Universal Color Language" and "The Color Names Dictionary" in *Color: Universal Language and Dictionary of Names*, National Bureau of Standards Special Publication 440.

Underwriters Laboratories (UL)

UL 1191, "Components for Personal Flotation Devices."

UL 1517, "Hybrid Personal Flotation Devices."

§ 160.077-11 Materials—Recreational Hybrid PFD's.

(a) *General*—(1) *Application.* This section contains requirements for materials used in recreational hybrid PFD's.

(2) *Condition of Materials.* All materials must be new.

(3) *Material Selection.* Unless otherwise specified in standards incorporated by reference in this section, all materials must be designed for use in all weather conditions throughout a temperature range of − 30 °C to + 65 °C (−22 °F to + 150 °F).

(4) *Certification.* Each lot of material used in manufacturing PFD's must have a certification of compliance with the requirements in this section. The certification must be made by the PFD manufacturer, the material supplier, or

an independment laboratory accepted by the Commandant to make the certifiation. Each certification by a supplier must be notarized. Each certification by a PFD manufacturer must be accompanied by test results that show compliance with this section.

(5) *Weathering resistance.* Each non-metallic component must be designed to retain at least 45% of its strength after being subjected to 300 hours of sunshine carbon arc weathering as specified by Method 5804.1 of Federal Test Method Standard Number 191.

(6) *Fungus Resistance.* Each non-metallic component must be designed to retain at least 90% of its strength after being subjected to the mildew resistance test specified by Method 5762 of Federal Test Method Standard 191 when untreated cotton is used as the control specimen. Also, the gas transmission rate of inflation chamber materials must not be increased by more than 10% after being subjected to this test.

(7) *Corrosion resistance.* Each metal component must be—

(1) Galvanically compatible with each other metal part in contact with it; and

(ii) 410 stainless steel or have salt water and salt air corrosion characteristics equal or superior to 410 stainless steel.

(8) *Materials not covered.* Materials not covered in this section must be of good quality and suitable for th purpose intended.

(b) *Flotation material.* Inherent buoyancy must be provided by—

(1) Plastic foam meeting—

(i) Subpart 164.013 of this chapter;

(ii) Subpart 164.015 of this chapter; or

(iii) UL 1191 having a V factor of 89 or be compensated to provide equivalent durability; or

(2) Kapok meeting Subpart 164.003 of this chapter.

(c) *Fabric*—(1) *All fabric.* All fabric must—

(i) Be of a type accepted for use on Type I PFD's approved under Subpart 160.002 of this chapter; or

(ii) Meet the Type V requirements for "Fabrics for Wearable Devices" in UL 1191, except that its breaking strength must be at least 400 N (90 lb.) in both the directions of greater and lesser thread count.

(2) *Rubber coated fabric.* Rubber coated fabric must be of a copper-inhibiting type.

(d) *Inflation chamber materials*—(1) *All materials.* The average permeability of inflation chamber material must not be more than 110% of the permeability of materials determined in approval testing prescribed in § 160.077–19(d). The average grab breaking strength and tear strength of the material must be at least 90% of the grab breaking strength and tear strength determined from testing prescribed in § 160.077–19(d). No individual sample result for breaking strength or tear strength may be more than 20% below the results obtained in approval testing.

(2) *Fabric covered chambers.* Each material used in the construction of inflation chambers that are covered with fabric must meet the requirements specified for—

(i) Bladder materials in section 3.2.6 of MIL–L–24611(SH) if the material is an unsupported film; or

(ii) Coated fabric in section 3.1.1 of TSO–C13 if the material is a coated fabric.

(3) *Uncovered chambers.* Each material used in the construction of inflation chambers that are not covered with fabric must meet the requirements specified in paragraph (D)(2)(ii) of this section.

(e) *Thread.* All thread used in structural seams must meet § 160.001–2(j) of this chapter. Thread and fabric combinations must have similar elongation and durability characteristics.

(f) *Webbing.* Webbing used as a body strap, tie tape or drawstring, or reinforcing tape must meet §§ 160.002–3(e), § 160.002–3(f), and § 160.002–3(h) of this chapter respectively. Webbing used for tie tape or drawstring must be capable of easily holding a knot and being easily tied and untied. Webbing used as reinforcing tape must be smooth enough to prevent chafing the wearer.

(g) *Closures*—(1) *Strength.* Each closure such as a buckle, snap hook, During, or other type of fastening must comply with UL 1517, section 4.1. The width of each closure opening through which body strap webbing passes must be the same as the width of that webbing.

(2) *Means of Locking.* Each closure used to secure a PFD to the body, except a zipper, must have a quick and positive means of locking, such as a snap hook and During.

(3) *Zipper.* If a zipper is used to secure a PFD to the wearer it must be—

(i) Easily initiated;

(ii) Non-jamming;

(iii) Right handed; and

(iv) Of a locking type.

(h) *Inflation medium.* If a hybrid PFD has an automatic or manual inflation mechanism—

(1) The inflation medium must not contain or produce any toxic compound in sufficient quantity to cause an adverse reaction if inhaled through any of its oral inflation mechanisms; and

(2) Any chemical reaction during inflation must not leave a toxic residue.

(i) [Reserved]

(j) *Kapok pad covering.* If kapok flotation material is used, pad covering that meets § 160.047–3(e) of this chapter must be provided to enclose the material in at least three separate pads.

§ 160.077–13 Materials—Commercial Hybrid PFD's.

(a) *General.* All commercial hybrid PFD materials must meet § 160.077–11 and this section.

(b) *Closures.* Each closure other than a zipper must have a minimum breaking strength of 1000 N (225 lbs). If a zipper is used to secure the PFD to the body, it must be used in combination with another closure that has a quick and positive means of locking.

(c) *Retroreflective Material.* Each PFD must have at least 200 sq. cm. (31 sq. in.) of retroreflective material on its front side, at least 200 sq. cm. on its back side and at least 200 sq. cm. of the material on each reversible side, if any. The material must be Type I material that is approved under Subpart 164.018 of this chapter. The material attached on each side must be divided equally between the upper quadrants of the side. The material, as attached, must not impair PFD performance.

(d) *PFD Light.* Each PFD must have a PFD light that is approved under Subpart 161.012 of this Chapter. The light must be securely attached to the front shoulder area of the PFD. The light, as attached, must not impair FPD performance or damage the life jacket.

§ 160.077–15 Construction and Performance—Recreational Hybrid PFD's.

(a) *Performance.* (1) Each recreational hybrid PFD must be able to pass the tests in § 160.077–19.

(2) Each recreational hybrid PFD must—

(i) If second stage donning is required, have an obvious method for doing it;

(ii) If it is to be marked as providing Type II performance, not require second stage donning to achieve that performance;

(iii) Be capable of being worn while inflated at 60 N (13 lb.) of bouyancy without significantly changing its appearance from, or making it significantly less comfortable than, the uninflated condition;

(iv) While uninflated, be comfortable to wear;

(v) Not cause significant discomfort to the wearer during and after inflation; and

(vi) If it has a manual or automatic inflation mechanism and can be put on inside out, not restrict breathing when

donned inside out, adjusted to fit, and inflated.

(b) *Construction; General.* Each recreational hybrid PFD must—

(1) Have one or more inflation chambers;

(2) Have at least one oral means of inflation on each inflation chamber;

(3) Have at least one automatic inflation mechanism that inflates at least one chamber, if marked as providing Type II performance;

(4) Be constructed so that the intended method of donning is obvious to an untrained wearer;

(5) Not have a channel that can direct water to the wearer's face to any greater extent than that of the reference vest defined in § 160.077–3(j).

(6) Have a retainer for each adjustable closure to prevent any part of the closure from being easily removed from the PFD;

(7) If marked as universally sized for wearers weighing over 40 kg (90 pounds), have a chest size range of at least 76 to 120 cm (30 to 52 in.);

(8) Not have means of access to any inherently buoyant inserts;

(9) Not have edges, projections, or corners, either external or internal, that are sufficiently sharp to damage the PFD or cause injury to anyone using or maintaining the PFD;

(10) Be of first quality workmanship;

(11) Unless otherwise allowed by the approval certificate—

(i) Not incorporate means obviously intended for attaching the PFD to the vessel; and

(ii) Not have any instructions indicating that attachment is intended;

(12) Except as otherwise required by this section, meet UL Standard 1517, section 6.14, 6.20, 7.1, 7.3, 7.8, 8.4, and 9; and

(13) Meet any additional requirements that the Commandant (G–MVI–3) may prescribe, if necessary, to approve unique or novel designs.

(c) *Inflation mechanism.* (1) Each inflation mechanism on a recreational hybrid PFD must—

(i) Not require tools to activate it or replace its inflation medium cartridge or water sensitive element;

(ii) Have an intended method of operation that is obvious to an untrained wearer; and

(iii) Be located outside of its inflation chamber.

(2) Each oral inflation mechanism must—

(i) Be designed to operate without pulling on the mechanism;

(ii) Not be able to be locked in the open or closed position; and

(iii) Have a non-toxic mouthpiece.

(3) Each automatic and manual inflation mechanism must—

(i) Have a simple method for replacing the inflation medium cartridge; and

(ii) Be in a ready to use condition.

(4) Each manual inflation mechanism must—

(i) Provide an easy means of inflation that requires only one deliberate action on the part of the wearer to actuate it; and

(ii) Be operated by pulling on an inflation handle that is marked "Jerk to Inflate" at two visible locations.

(5) Each automatic inflation mechanism must—

(i) Have an obvious method for indicating whether the mechanism has been activated; and

(ii) Be incapable of assembly without its water sensitive element.

(6) The marking required for the inflation handle of a manual inflation mechanism must be waterproof, permanent, and readable from a distance of 2.5 m (8 ft.).

(d) *Deflation mechanism.* (1) Each inflation chamber must have its own deflation mechanism.

(2) Each deflation mechanism must—

(i) Be readily accessible to either hand when the PFD is worn while inflated;

(ii) Not require tools to operate it;

(iii) Have an intended method of operation that is obvious to an untrained wearer, and

(iv) Not be able to be locked in the open or closed position.

(3) The deflation mechanism can be the oral inflation mechanism.

(e) *Sewn seams.* Stitching used in each structural seam of a PFD must provide performance equal to or better than a Class 300 Lockstitch meeting Federal Standard No. 751.

§ 160.077–17 Construction and performance—Commercial hybrid PFD's.

(a) *General.* Each commercial hybrid PFD must meet—

(1) Paragraph (b) of this section; and

(2) § 160.077–15, except § 160.077–15(a)(2)(iii) and § 160.077–15(c)(1)(i).

(b) *Additional requirements.* Each commercial hybrid PFD must—

(1) Be able to pass the tests in § 160.077–21;

(2) Not present a snag hazard when properly worn;

(3) When worn inflated, have a visible external surface area of at least 1300 sq. cm (200 sq. in.) in front and 450 sq. cm (70 sq. in.) in back that are primarily vivid reddish orange as defined by section 13 and 14 of the "Color Names Dictionary";

(4) Have at least two separate inflation chambers;

(5) Have at least one manual inflation mechanism;

(6) Have at least one automatic inflation mechanism that inflates at least one chamber; and

(7) Not require second stage donning after inflation.

§ 160.077–16 Approval testing—recreational hybrid PFD's.

(a) *General.* (1) This section contains approval tests and examinations for recreational hybrid PFD's. Each test and examination must be conducted or supervised by an independent laboratory. The tests must be done using PFD's that have been constructed in accordance with the plans and specifications in the application for approval. In each test only one PFD is required to be tested unless otherwise specified or needed to complete the tests in paragraph (d) of this section.

(2) All data relating to buoyancy and pressure must be taken at or corrected to, standard atmospheric pressure of 760 mm (29.92 inches) of mercury and temperature of 20 °C (68 °F).

(3) The tests in paragraph (b) of this section must be completed before doing the tests in paragraph (d) of this section.

(4) In each test that specifies inflation by an automatic inflation mechanism and either or both of the other mechanisms, the automatic inflation mechanism must be tested first.

(5) Some tests in this section require PFD's to be tested while being worn. The number and characteristics of the test subjects must be as prescribed in section 11 of UL 1517.

(b) *Tests.* Each PFD design must be tested according to the procedures in the following tests and meet the requirements in those tests:

(1) *Donning and Operability,* UL 1517, section 12.

(2) *Jump Test,* UL 1517, section 13.

(3) *Flotation Stability and Inflation.*

(i) *Uninflated Flotation Stability,* UL 1517, section 14.

Note.—If the freeboard of a test subject is close to zero, caution must be taken to prevent the subject from inhaling water. The subject may use lightweight breathing aids to avoid inhaling water.

(ii) *Inflation,* UL 1517, section 14.3 through 14.5 using a PFD with each automatic inflation mechanism disabled.

(iii) *Inflated Flotation Stability,* UL 1517, section 15, for either Type II or Type III performance.

(4) *Water Emergence,* UL 1517, section 16.

(5) *Operation Force Test,* UL 1517, section 17.

(6) *Buoyancy, Buoyancy Distribution, and Inflation Medium Retention Test.*

UL 1517, sections 18 and 19, except that the buoyancy and volume displacement of kapok buoyant inserts must be tested in accordance with the procedures prescribed in § 160.047–4(c)(4) and §160.047–5(e)(1) in lieu of the procedures in UL 1517, sections 18 and 19.

(7) *Inflation Chamber Tests.*

(i) *Over-pressure Test.* UL 1517, section 28.

(ii) *Air Retention Test.* UL 1517, section 29.

(8) *Temperature Cycling Tests.* UL 1517, section 23.

(9) *Solvent Exposure Test.* UL 1517, section 24.

(10) *Environmental Tests.* UL 1517, section 31.1.

(i) *Humidity Exposure.* UL 1517, section 31.4.

(ii) *Rain Exposure.* UL 1517, section 31.2 and 31.3.

(11) *Abrasion/Compression Test.* UL 1517, section 26.

(12) *Water Entrapment Test.* UL 1517, section 20.

(13) *Tensile Tests.* UL 1517, section 22.

(14) *Strength of Attachment of Inflation Mechanism.* UL 1517, section 30.

(15) *Flame Exposure Test.* UL 1517, section 25.

(16) *Impact Test.* UL 1517, section 21.

(17) *Seam Strength Test.* UL 1517, section 33.

(18) *Puncture Test.* UL 1517, section 27.

(c) *Visual Examination.* One complete PFD must be visually examined for compliance with the requirements of § 160.077–15.

(d) *Inflation Chamber Properties*—(1) *General.* The tests in this paragraph must be run if the tests in paragraph (b) of this section are successfully completed. The results of these tests will be used to check the quality of incoming PFD components and the production process. Test samples must come from one or more PFD's that were each used in all of the tests in paragraphs (b)(2), (b)(16), and (b)(18) of this section.

(2) *Grab breaking strength.* Grab breaking strength of chamber materials must be determined according to Method No. 5100 of Federal Test Method Standard 191, or ASTM D 751.

(3) *Tear strength.* Tear strength of chamber materials must be determined according to Method No. 5132 or 5134 of Federal Test Method Standard 191, or ASTM D 751.

(4) *Permeability.* The permeability of chamber materials must be determined according to ASTM D 1434 using CO_2 as the test gas.

(5) *Seam strength.* The seam strength of the seams in each inflation chamber of at least one PFD must be determined according to ASTM D 751, except that 25 mm by 200 mm (1 in. by 8 in.) samples may be used where insufficient length of straight seam is available.

(e) *Additional Tests.* The Commandant (G–MVI–3), may prescribe additional tests, if necessary, to approve unique or novel designs.

§ 160.077–21 Approval testing—commercial hybrid PFD's.

(a) *General.* This section contains commercial hybrid PFD approval tests. The provisions of § 160.077–19(a) apply to each test in this section.

(b) *Tests.* Each test prescribed in § 160.077–19(b), except the tests in paragraphs (b)(2), (b)(3)(i), (b)(3)(ii), and (b)(6), must be conducted and passed.

(c) *Additional tests.* Each PFD design must also be tested according to the procedures in the following tests and meet the requirements in those tests:

(1) *Jump Test.* UL 1517, section S6.

(2) *In-water Removal Test.* UL 1517, section S9.

(3) *Buoyancy and Inflation Medium Retention Test.* UL 1517, section S10.

(4) *Flotation Stability.*

(i) *Uninflated Flotation Stability.* UL 1517, section S7.

Note.—If the freeboard of a test subject is close to zero, caution must be taken to prevent the subject from inhaling water. The subject may use lightweight breathing aids to avoid inhaling water.

(ii) *Righting Action Test.* UL 1517, section S8. In addition to criteria stated in section S8, the requirements in paragraph (d) of this section must be met after each test with one of the chambers deflated.

(d) *Flotation Stability Criteria.* At the end of the righting action test—

(1) At least 75% of the PFD's retroreflective material on the outside of the PFD, and the PFD light, must be above the water when the subject is floating in the stable flotation attitude; and

(2) The subject when floating in the stable flotation position and looking to the side, must be able to see—

(i) The water no more than 3 m (10 ft.) away; or

(ii) A mark on a vertical scale no higher than the lowest mark which can be viewed when floating in the same position in the reference vest defined in § 160.077–3(j).

(e) *Visual Examination.* One complete PFD must be visually examined for compliance with the requirements of § 160.077–15 and § 160.077–17.

(f) *Inflation Chamber Properties.* If the tests in paragraphs (b) and (c) of this section are completed successfully, the tests in § 160.077–19(d) must be run.

(g) *Additional Tests.* The Commandant (G–MVI–3), may prescribe additional tests, if necessary, to approve unique or novel designs.

§ 160.077–23 Production tests and inspections.

(a) *General.* (1) Production tests and inspections must be conducted in accordance with this section and Subpart 159.007 of this chapter.

(2) The Commandant (G–MVI–3) may prescribe additional production tests and inspections if needed to maintain quality control and check for compliance with the requirements in this subpart.

(b) *Test and Inspection Responsibilities.* In addition to responsibilities set out in Part 159 of this chapter, each manufacturer of a hybrid PFD and each independent laboratory inspector must comply with the following, as applicable:

(1) *Manufacturer.* Each manufacturer must—

(i) Perform all required tests and examinations on each PFD lot before the independent laboratory inspector tests and inspects the lot;

(ii) Perform required testing of each incoming lot of inflation chamber material before using that lot in production;

(iii) Have procedures for maintaining quality control of the materials used, manufacturing operations, and the finished product;

(iv) Have a continuing program of employee training and a program for maintaining production and test equipment;

(v) Have an inspector from the independent laboratory observe the production methods used in producing the first PFD lot produced and observe any revisions made thereafter in production methods;

(vi) Admit the inspector and any Coast Guard representative to any place in the factory where work is done on hybrid PFD's or component materials, and where completed PFD's are stored; and

(vii) Allow the inspector and any Coast Guard representative to take samples of completed PFD's or of component materials for tests prescribed in this subpart.

(2) *Independent Laboratory.* (i) An inspector may not perform or supervise any production test or inspection unless—

(A) the manufacturer has a current approval certificate; and

(B) The inspector has first observed the manufacturer's production methods and any revisions to those methods.

(ii) An inspector must perform or supervise testing and inspection of at least one PFD lot in each five lots produced, except that if less than five lots are produced during any calendar quarter at least one lot must be tested and inspected during that quarter. Each lot tested and inspected must be within seven lots of the previous lot inspected.

(iii) During each inspection, the inspector must check for noncompliance with the manufacturer's quality control procedures.

(iv) At least one each calendar quarter, the inspector must, as a check on manufacturer compliance with this section, examine the manufacturer's records required by § 160.077–25 and observe the manufacturer in performing each of the tests required by paragraph (h) of this section.

(c) *PFD Lots.* A lot number must be assigned to each group of PFD's produced. No lot may exceed 1000 PFD's. A new lot must be started whenever any change in materials or a production method is made, or whenever any substantial discontinuity in the production process occurs. Change in lots of component materials must be treated as changes in materials. Lots must be numbered serially. The lot number assigned, along with the approval number, must enable the PFD manufacturer, by referring to the records requried by this subpart, to determine who produced the components used in the PFD.

(d) *Samples.* (1) Samples used in testing and inspections must be selected at random. Sampling must be done only when all PFD's or materials in the lot are available for selection.

(2) Each sample PFD selected must be complete, unless otherwise specified in paragraph (h) of this section.

(3) The inspector may not select the same samples tested by the manufacturer.

(4) The number of samples selected per lot must be at least the applicable number listed in Table 160.077–23A or Table 160.077–23B.

TABLE 160.077–23A—MANUFACTURER'S SAMPLING

	Number of samples per lot					
	Lot size					
	1–100	101–200	201–300	301–500	501–750	751–1000
Tests:						
Inflation Chamber Materials			See note 1			
Seam Strength	1	1	2	2	3	4
Over-pressure, 2, 3	1	2	3	4	6	8
Air Retention			Every device in the lot			
Buoyancy & Inflation Media Retention 4	1	2	3	4	6	8
Tensile Strength, 4	1	1	1	1	1	1
Detailed Product Examination	2	2	3	4	6	8
Retest Sample Size, 2			13	13	20	20
Final Lot Inspection			Every device in the lot			

Notes to Table:

1. Samples must be selected from each lot of incoming material. The tests referenced in § 160.077–19(d)(2) through § 160.077–19(d)(4) prescribe the number of samples to select.

2. Samples selected for this test may not be the same samples selected for other tests.

3. If any sample fails this test, the number of samples to be tested in the next lot produced must be at least 2% of the total number of PFD's in the lot or 10 PFD's, whichever is greater.

4. This test is required only when a new lot of materials is used and when a revised production process is used. However, the test must be run at least once every calendar quarter regardless of whether a new lot of materials or revised process is started in that quarter.

TABLE 160.077–23B—INSPECTOR'S SAMPLING

	Number of samples per lot					
	Lot size					
	1–100	101–200	201–300	301–500	501–750	751–1,000
Tests:						
Over-pressure, 1	1	1	2	2	3	4
Air Retention	1	1	2	2	3	4
Buoyancy & Inflation Media Retention	1	1	2	2	3	4
Tensile Strength, 2	1	1	1	1	1	1
Waterproof marking			See note 3 for sampling			
Detailed Product Examination	1	1	1	2	2	3
Retest Sample Size, 1	10	10	13	13	20	20
Final Lot Inspection	10	15	20	25	27	30

Notes to Table:

1. Samples selected for this test may not be the same PFD's selected for other tests.

2. This test may be omitted if the manufacturer has previously conducted it and the inspector has conducted the test on a previous lot during the same calendar quarter.

3. One sample of each means of marking on each type of fabric or finish used in PFD construction must be tested. This test is only required when a new lot of materials is used. However, the test must be run at least once every calendar quarter regardless of whether a new lot of materials is started in that quarter.

(e) *Accept/Reject Criteria: Manufacturer Testing.* (1) A PFD lot passes production testing if each sample passes each test.

(2) In lots of 200 or less PFD's the lot must be rejected if any sample fails one or more tests.

(3) In lots of more than 200 PFD's, the lot must be rejected if—

(i) One sample fails more than one test;

(ii) More than one sample fails; or

(iii) One sample fails one test and in redoing that test with the number of samples specified for retesting in Table 160.077–23A, one or more samples fail the test.

(4) A rejected PFD lot may be retested only if allowed under paragraph (k) of this section.

(5) In testing inflation chamber materials, a lot is accepted only if the average of the results of testing the minimum number of samples prescribed in the reference tests in § 160.077–19(d) is within the tolerances specified in § 160.077–11(d)(1). Any lot that is rejected may not be used in production.

(f) *Accept/Reject Criteria: Independent Laboratory Testing.* (1) A lot passes production testing if each sample passes each test.

(2) A lot must be rejected if—

(i) One sample fails more than one test;

(ii) More than one sample fails; or

(iii) One sample fails one test and in redoing that test with the number of samples specified for retesting in Table 160.077–23B, one or more samples fail the test.

(3) A rejected lot may be retested only if allowed under paragraph (k) of this section.

(g) *Facilities and Equipment.* (1) *General.* The manufacturer must provide the test equipment and facilities described in this section for performing production tests, examinations, and inspections.

(2) *Calibration.* The manufacturer must have the calibration of all test equipment checked at least every six months by a weights and measures agency or the equipment manufacturer, distributor, or dealer.

(3) *Equipment.* The following equipment is required:

(i) *A Sample Basket* for buoyancy tests. It must be made of wire mesh and be of sufficient size and durability to hold a complete inflated PFD. The basket must be heavy enough or be sufficiently weighted to become submerged when holding a test sample.

(ii) *A Tank Filled With Fresh Water* for buoyancy tests. The height of the tank must be sufficient to allow a water depth of at least 5 cm (2 inches) from the water surface to the top of the basket when the basket is not touching the bottom. The length and width of the tank must be sufficient to prevent each submerged basket from contacting another basket or the tank sides and bottom. Means for locking or sealing the tank must be provided to prevent disturbance of any samples or a change in water level during testing.

(iii) *A Scale* that has sufficient capacity to weigh a submerged sample basket. The scale must be sensitive to 13 g (0.5 oz.) and must not have an error exceeding ±13 g (0.5 oz.).

(iv) *Tensile Test Equipment* that is suitable for applying pulling force in conducting body strap assembly strength subtests. The equipment assembly may be (A) a known weight and winch, (B) a scale, winch, and fixed anchor, or (C) a tensile test machine that is capable of holding a given tension. The assembly must provide accuracy to maintain a pulling force within ±2 percent of specified force. Additionally, if the closed loop test method is used, two cylinders of the type described in that method must be provided.

(v) *A Thermometer* that is sensitive to 0.5 °C (1 °F) and does not have an error exceeding ±0.25 °C (0.5 °F).

(vi) *A Barometer* that is capable of reading mm (inches) of mercury with a sensitivity of 1 mm (0.05 in.) Hg and an error not exceeding ±5 mm (0.02 in.) Hg.

(vii) *A Regulated Air Supply* that is capable of supplying the air necessary to conduct the tests specified in paragaphs (h)(4) and (h)(5) of this section.

(viii) *A Pressure Gauge* that is capable of measuring air pressure with a sensitivity of 1 kPa (0.1 psig) and an error not exceeding ±0.5 kPa (0.05 psig).

(ix) *A Torque Wrench* if any screw fasteners are used. The wrench must be sensitive to, and have an error of less than, one half the specified tolerance for the torque values of the fasteners.

(4) *Facilities:* The manufacturer must provide a suitable place and the necessary apparatus for the inspector to use in conducting or supervising tests. For the final lot inspection, the manufacturer must provide a suitable working environment and a smooth-top table for the inspector's use.

(h) *Production Tests and Examination*—(1) *General.* (i) Samples used in testing must be selected according to paragraph (d) of this section.

(ii) On each sample selected—

(A) The manufacturer must conduct the tests in paragraph (h)(2) through (h)(8) of this section; and

(B) The independent laboratory inspector must conduct or supervise the tests in paragraph (h)(4) through (h)(9) of this section.

(iii) Each individual test result must, in addition to meet the requirements in this paragraph, comply with the requirements, if any, set out in the approved plans and specifications.

(2) *Inflation Chamber Materials.* Each sample must be tested according to § 160.077–19(d)(1) through § 160.077–19–d)(4). The average and individual results of testing the minimum number of samples prescribed in § 160.077–19(d) must comply with the requirements in § 160.077–11(d)(1).

(3) *Seam Strength.* The seams in each inflation chamber of each sample must be tested according to § 160.077–19(d)(1) and § 160.077–19(d)(5). The results for each inflation chamber must be at least 90% of the results obtained in approval testing.

(4) *Over-pressure.* Each sample must be tested according to and meet UL 1517, section 28.

(5) *Air Retention.* Each sample must be tested according to and meet UL 1517, section 36.

(6) *Buoyancy and Inflation Medium Retention.* Each sample must be tested according to and meet § 160.077–19(b)(6), except that the UL 1517 section 19 test is not required unless specified on the approved plans and specifications. In addition to meeting the minimum values required by § 160.077–19(b)(6), each buoyancy value must fall within the tolerances specified in the approved plans and specifications.

(7) *Tensile Strength.* Each sample must be tested according to and meet UL 1517, section 22.

(8) *Detailed Product Examination.* Each sample must be disassembled to the extent necessary to determine compliance with the following:

(i) All dimensions and seam allowances must be within tolerances prescribed in the approved plans and specifications.

(ii) The torque or each screw type mechanical fastener must be within its tolerance as prescribed in the approved plans and specifications.

(iii) The arrangement, markings, and workmanship must be as specified on the approved plans and specifications and this subpart.

(iv) The PFD must not otherwise be defective.

(9) *Waterproof Marking Test.* Each sample is completely submerged in fresh water for at least 30 min. and then removed and immediately placed on a hard surface. The markings are vigorously rubbed with the fingers for 15 seconds. If the printing becomes illegible, the sample is rejected.

(i) [Reserved]

(j) *Final Lot Examination and Inspection.*

(1) *General.* On each PFD lot that passes production testing, the manufacturer must perform a final lot examination and an independent laboratory inspector must perform a final lot inspection. Samples must be selected according to paragraph (d) of this section. Each final lot examination and inspection must show—

(i) First quality workmanship;

(ii) That the general arrangement and attachment of all components such as body straps, closures, inflation mechanisms, tie tapes, drawstrings, etc. are as specified in the approved plans and specifications; and

(iii) Compliance with the marking requirements in § 160.077–31.

(2) *Accept/Reject Criteria.* Each nonconforming PFD must be rejected. If three or more nonconforming PFD's are rejected for the same kind of defect, lot examination or inspection must be discontinued and the lot rejected.

(3) *Manufacturer Examination.* This examination must be done by a manufacturer's representative who is familiar with the approved plans and specifications, the functioning of the PFD and its components, and the production testing procedures. This person must not be responsible for meeting production schedules or be supervised by someone who is. This person must prepare and sign the inspection record required by § 159.007–13 of this chapter and § 160.077–25(b).

(4) *Independent Laboratory Inspection.* (i) The inspector must discontinue lot inspection and reject the lot if observation of the records for the lot or of individual PFD's shows noncompliance with this section or the manufacturer's quality control procedures.

(ii) An inspector may not perform a final lot inspection unless the manufacturer has a current approval certificate.

(iii) If the inspector rejects a lot, the Commandant (G–MVI–3) must be advised immediately.

(iv) The inspector must prepare and sign the record required by § 159.007–13 of this chapter and § 160.077–25(b). If the lot passes, the record must also include the inspector's certification to that effect and a certification that no evidence of noncompliance with this section was observed.

(k) *Disposition of PFD's Rejected in Testing or Inspections.* (1) A rejected PFD lot may be resubmitted for testing, examination, or inspection if the manufacturer first removes and destroys each PFD having the same type of defect or, if authorized by the Commandant (G–MVI–3), reworks the lot to correct the defect.

(2) Any PFD rejected in a final lot examination or inspection may be resubmitted for examination or inspection if all defects have been corrected and reexamination or reinspection is authorized by the Commandant (G–MVI–3).

(3) A rejected lot or rejected PFD may not be sold or offered for sale with the representation that it meets this subpart or that it is Coast Guard approved.

§ 160.077–25 Manufacturer records.

(a) Each manufacturer of hybrid PFD's must keep the records required by § 159.007–13 of this chapter, except that they must be retained at least 120 months after the month in which the inspection or test was conducted.

(b) Each record required by § 159.007–13 of this chapter must also include the following information:

(1) For each test, the serial number of the test instrument used if there is more than one available.

(2) For each test and inspection, the identification of the samples used, the lot number, the approval number, and the number of PFDs in the lot.

(3) For each lot rejected, the cause for rejection, any corrective action taken, and the final disposition of the lot.

(c) The description or photographs of procedures and apparatus used in testing is not required for the records prescribed in § 159.007–13 of this chapter as long as the manufacturer's procedures and apparatus meet the requirements of this subpart.

(d) Each manufacturer of hybrid PFD's must also keep the following records:

(1) Records for all materials used in production including the following:

(i) Name and address of the supplier.

(ii) Date of purchase and receipt.

(iii) Lot number.

(iv) Certification meeting § 160.077–11(a)(4).

(2) A copy of this subpart.

(3) Each document incorporated by reference in § 160.077–9.

(4) A copy of the approved plans and specifications.

(5) The approval certificate.

(6) Calibration of test equipment, including the identity of the agency performing the calibration, date of calibration, and results.

(e) The records required by paragraph (d)(1) of this section must be kept for at least 120 months after preparation. All other records required by paragraph (d) of this section must be kept for at least 60 months.

§ 160.077–27 Pamphlet.

(a) Each recreational hybrid PFD sold or offered for sale must be provided with a pamphlet that a prospective purchaser can read prior to purchase. The pamphlet must meet the requirements of UL 1517, Section 39.

(b) Each pamphlet must be prominently marked "Seller, do not remove pamphlet."

(c) No person may sell or offer for sale any recreational hybrid PFD unles the pamphlet required by this section is provided with it.

§ 160.077–29 PFD Manuals.

(a) *Approval.* The text of each manual required by this section is reviewed with the application for approval. Changes may be required if needed to comply with this section.

(b) *Recreational Hybrid PFD's.* Each recreational hybrid PFD sold or offered for sale must be provided with an owner's manual.

(1) Each manual must contain at least the following in the order presented below:

(i) The information in UL 1517, Section 40 under the heading "Approval Restrictions and Carriage Requirements."

(ii) Instructions on use including instructions on donning, inflation, replenishing inflation mechanisms, and recommended practice operation.

(iii) Instructions on how to properly inspect and maintain the PFD, and recommendations concerning frequency of inspection.

(iv) Instructions on how to get the PFD repaired.

(v) The information in UL 1517, Section 40, that is not included under paragraph (b)(1)(i) of this section.

(2) No person may sell or offer for sale a recreational hybrid PFD unless the manual required by this paragraph is provided with it.

(c) *Commercial Hybrid PFD.* (1) Each commercial hybrid PFD that is REQUIRED TO BE WORN must be provided with a manual that contains the information in paragraph (b)(1) of this section.

(2) Each commercial hybrid PFD that is approved only as a work vest must have a manual that contains the information in this paragraph or in paragraph (b)(1) of this section.

(3) Each commercial hybrid PFD approved with a special purpose limitation must have a user's manual that—

(i) Explains in detail the proper care, maintenance, stowage and use of the PFD; and

(ii) Includes any other safety information as prescribed by the approval certificate.

(4) If the manual required by paragraph (c)(3) of this section calls for inspection or service by vessel personnel, the manual must—

(i) Specify personnel training or qualifications needed;

(ii) Explain how to identify the PFD's that need to be inspected; and

(iii) Have an inspection and service log, unless the information is otherwise recorded.

§ 160.077–30 Spare operating components.

Each recreational and commercial hybrid PFD which is marked REQUIRED TO BE WORN must—

(a) If it has a manual or automatic inflation mechanism be packaged and sold with at least three spare inflation medium cartridges; and

(b) If it has an automatic inflation mechanism, be packaged and sold with at least three spare water sensitive elements.

§ 160.077–31 PDF marking.

(a) *General.* Each hybrid PFD must be marked with the information required by this section. Each marking must be waterproof, clear, permanent, and readable from a distance of three feet.

(b) *Prominence.* Each marking, other than the text in paragraphs (c) and (d) of this section, must be significantly less prominent and in smaller print than paragraphs (c) and (d) text.

(c) *Recreational Hybrid PFD's.* Each recreational hybrid PFD must be marked with the following text using capital letters where shown and be presented in the exact order shown:

ADULT—For a person weighing more than 90 lb.

Type V PFD: Recreational Hybrid Inflatable—Approved for use only on recreational boats. REQUIRED TO BE WORN to meet Coast Guard carriage requirements (except for persons in enclosed spaces as explained in owner's manual).

YOU MAY HAVE TO INFLATE THIS PFD TO FLOAT.

This PFD requires maintenance.

Try this PFD in the water to see if you will float without inflation.

When inflated this PFD provides performance equivalent to a *(See paragraph (g) of this section for exact text to be used here).*

When new, this PFD provides a minimum buoyant force of 7.5 lb. uninflated and 22 lb. inflated.

A pamphlet and owner's manual must be provided with this PFD.

(d) *Commercial Hybrid PFD's.* Each commercial hybrid PFD must be marked with the following text using capital letters where shown and be presented in the exact order shown:

ADULT—For a person weighing more than 90 lb.

Type V PFD: Commerical Hybrid Inflatable—Approved for use on *(See paragraph (h) of this section for exact text to be used here).*

YOU MAY HAVE TO INFLATE THIS PFD TO FLOAT.

This PFD must be maintained, stowed, and used only in accordance with the manufacturer's manual.

Try this PFD in the water to see if you will float without inflation.

When new, this PFD provides a minimum buoyant force of 10 lb. uninflated and 22 lb. inflated.

(e) *All PFD's.* Each hybrid PFD must also be marked with the following information below the text required by paragraphs (c) or (d) of this section:

(1) U.S. Coast Guard Approval Number (insert assigned approval number).

(2) Manufacturer's or private labeler's name and address.

(3) Lot Number.

(4) Date, or year and calendar quarter, or manufacture.

(5) Generic identification of the inherently buoyant material.

(6) Necessary vital care or use instructions, if any, such as the following:

(i) Warning against dry cleaning.

(ii) Size and type of inflation medium cartridges required.

(iii) Specific donning instructions.

(f) *Flotation Material Buoyancy Loss*—(1) *Foam.* When flotation foam having a V factor of less than 94 is used, the buoyancy loss statement in UL 1517 section 37.5, item E, must follow the minimum buoyant force statement in paragraphs (c) or (d) of this section.

(2) *Kapok.* When kapok flotation material is used, the following must be provided after the minimum buoyant force statement in paragraphs (c) or (d) of this section: "If pads become stiff or waterlogged, replace the device."

(g) *Type Equivalence.* The exact text to be inserted will be one of the following type equivalents as noted on the approval certificate:

(1) Donned Type I PFD.

(2) Type II PFD.

(3) Type III PFD.

(4) Type V PFD—*(insert exact text of additional description noted on approval certificate).*

(h) *Approved Use.* The exact text to be inserted will be one or more of the following statements as noted on the approval certificate:

(1) "uninspected commercial vessels. REQUIRED TO BE WORN to meet Coast Guard carriage requirements (except for persons in enclosed spaces as explained in owner's manual)."

(2) "inspected commercial vessels as a WORK VEST only."

(3) *"(Insert exact text of special purpose or limitation, and vessel(s) or vessel type(s), noted on approval certificate)."*

§ 160.977-33 Approval procedures.

(a) *General.* Subpart 159.005 of this chapter contains the approval procedures. Those procedures must be followed, excepted as modified in this paragraph.

(1) Preapproval review under §§ 159.005–5 and 159.005–7 may be omitted if a similar design has already been approved.

(2) The information required in all three subparagraphs of § 159.005–5(a)(2) must be included in the application.

(3) The application must also include the following:

(i) The type of performance (i.e. Type II or Type III) that the PFD is designed to provide.

(ii) Any special purpose(s) for which the PFD is designed and the vessel(s) or type(s) of vessel on which its use is planned.

(iii) Buoyancy and torque tolerances to be allowed in production.

(iv) The text of any optional marking to be provided in addition to required text.

(v) The manual required by § 160.077–29 (UL 1517 text may be omitted in this submission).

(4) The description of quality control procedures required by § 159.005–9 to be submitted with the test report may be omitted as long as the manufacturer's planned quality control procedures comply with § 160.077–23.

(b) *Waiver of tests.* If a manufacturer requests that any test in this subpart be waived, one of the following must be provided to the Commandant (G–MVI–3) as justification for the waiver:

(1) Acceptable test results on a PFD of sufficiently similar design.

(2) Engineering analysis showing that the test is not applicable to the particular design or that by design or construction the PFD can not fail the test.

(c) *Alternative Requirements.* A PFD that does not meet requirements in this subpart may still be approved if the device—

(1) Meets other requirements prescribed by the Commandant (G–MVI–3) in place of or in addition to requirements in this subpart; and

(2) Provides at least the same degree of safety provided by other PFD's that do comply with this subpart.

§ 160.077-35 Procedure for approval of design or material revision.

(a) Each change in design, material, or construction of an approved PFD must be approved by the Commandant (G–MVI–3) before being used in any production PFD's.

(b) Determinations of equivalence of design, construction, and materials may be made only by the Commandant (G–MVI–3).

§ 160.077-37 Independent laboratories.

A list of independent laboratories which have been accepted by the Commandant for conducting or supervising the tests and inspections required by this subpart, and for making material certifications required by § 160.077–11, may be obtained from Commandant (G–MVI–3).

Dated: May 21, 1985.

Clyde T. Lusk, Jr.,

Rear Admiral, U.S. Coast Guard, Chief, Office of Merchant Marine Safety.

[FR Doc. 85–12589 Filed 5–28–85; 8:45 am]

BILLING CODE 4910–14–M

FEDERAL COMMUNICATIONS COMMISSION

47 CFR Parts 2, 15, 22, 25, and 90

[Gen. Docket Nos. 84–1231, 84–1233, 84–1234]

Allocation of frequencies; Licensing Space Stations in the Mobile Satellite Service

AGENCY: Federal Communications Commission.

ACTION: Proposed rules; Extension of reply comment periods.

SUMMARY: This action extends time for filing reply comments in the rulemakings referenced above which involve Commission proposals (a) to amend Parts 2 and 22 of the Commission's Rules relative to Cellular Communications Systems; (b) to amend Parts 2, 15 and 90 of the Commission's Rules and Regulations to allocate

frequencies in the 896–902 MHz and 935–941 MHz bands for Private Land Mobile use; and (c) to amend Parts 2, 22 and 25 of the Commission's Rules to allocate spectrum use for, and to establish other rules and policies pertaining to the use of radio frequencies in a Land Mobile Satellite Service for the provision of various common carrier services. Extension was granted because of the large number of pleadings filed in these three rulemaking proceedings being conducted in tandem.

DATE: Reply comments may be filed on or before June 5, 1985.

ADDRESS: Federal Communications Commission, Washington, D.C. 20554.

FOR FURTHER INFORMATION CONTACT: Mel Murray, Office of Science and Technology, (202) 632–6345 or Fred Fitzgerald, Satellite Radio Branch, (202) 634–1624.

Order

In the matter of amendment of Parts 2 and 22 of the Commission's rules relative to cellular communications systems, General Docket No. 84–1231 RM–1812.

In the matter of amendment of Parts 2, 15, 90 of the Commission's rules and regulations to allocate frequencies in the 896–902 MHz and 935–941 MHz Bands for Private Land Mobile Use, General Docket No. 84–1233 RM–4829.

In the matter of amendments of Parts 2, 22, and 25 of the Commission's rules to allocate spectrum for, and to establish other rules and policies pertaining to the use of radio frequencies in a Land Mobile Satellite Service for the provision of various common carrier services, General Docket No. 84–1234 RM–4247.

Adopted: May 17, 1985.
Released: May 21, 1985.

By the Chief Scientist.

1. In an Order Extending Time for Comments (Mimeo 3244, released March 19, 1985, the Commission set May 22, 1985, as the deadline for reply comments in the captioned proceedings. We now have two requests for extension of that deadline for General Docket No. 84–1234. Mobile Satellite Corporation (Mobilesat) cites the number of comments filed and their complexity as basis for an extension of at least one month and preferably until July 1. Omninet Corporation (Omninet) alludes essentially to the same reasons, and asks an extension until thirty days after issuance of formal public notice of the applications filed for licenses in the mobile satellite service. Reply comments would thus be due at the same time as petitions to deny the applications.

2. We have been persuaded that an extension of time is warranted and will grant one for all three of the captioned proceedings, which are being conducted in tandem. However, we have already granted extensions in these proceedings and will not countenance any further delay than is absolutely necessary to give interested parties a fair opportunity to reply. Nor do we find it necessary to tie the comment dates on the rulemaking to the petitions to deny mobile satellite applications, as requested by Omninet. Accordingly, we will grant an additional two weeks to file reply comments.

3. Pursuant to § 0.241(d) the Commission's Rules, it is ordered that interested parties may file Reply Comments in General Dockets No. 84–1231, 84–1233 and 84–1234 no later than June 5, 1985.

4. This Order shall be published in the Federal Register.

Federal Communications Commission.

Robert S. Powers,

Chief Scientist.

[FR Doc. 85–12800 Filed 5–28–85; 8:45 am]

BILLING CODE 6712–01–M

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47 CFR Part 22

[CC Docket No. 85–89; RM–4811; FCC 85–147]

Common Carriers; Preemption of State Entry Regulation in the Public Land Mobile Service

AGENCY: Federal Communications Commission.

ACTION: Proposed rule.

SUMMARY: The Federal Communications Commission proposes to preempt state regulation that has the effect of prohibiting or impeding the entry of common carriers providing conventional paging services or two-way mobile services. This limited preemption of state entry regulation is necessary to ensure spectrum efficiency, promote competition and bring new technologies and services to the public. It will facilitate the development of regional and nationwide communications systems and equalize the regulatory treatment of common carrier mobile services provided over conventional frequencies with those provided over broadcast subcarriers. The Commission also proposes to forbear from interstate tariff regulation of these services due to the inherently competitive nature of the mobile services industry.

DATES: Comments must be received by July 16, 1985; reply comments must be received by August 15, 1985.

ADDRESS: Secretary's Office, Room 222, Federal Communications Commission, Washington, D.C. 20554.

FOR FURTHER INFORMATION CONTACT: Lawrence R. Krevor, (202) 632–6450.

SUPPLEMENTARY INFORMATION: List of subjects in 47 CFR Part 22, Communications Common Carriers, Mobile Radio Service.

In the matter of Preemption of State Entry Regulation in the Public Land Mobile Service, CC Docket No. 85–89, RM–4811.

Adopted March 28, 1985.
Released May 17, 1985.

By the Commission: Commissioner Rivera concerning in part and issuing a statement.

Introduction

1. This Notice of Proposed Rulemaking concerns state entry regulation of common carriers in the Public Land Mobile Service. We are proposing to preempt state regulation that has the effect of prohibiting or impeding the entry of common carriers providing conventional paging services or two-way mobile services.[1] We have tentatively concluded that this limited preemption is necessary to ensure that the public receives the intended benefits of our Title III licensing policies promoting spectrum efficiency, competition and the encouragement of new technologies and services. Such preemption is also necessary in order to equalize the treatment, for purposes of state entry regulation, or carriers providing these services over conventional radio common carrier frequencies with those providing paging and other non-broadcast common carrier services over broadcast station subcarrier frequencies.[2]

2. In recent years, we have taken a series of actions to remove unnecessary regulatory restrictions on the non-broadcast uses of broadcast subcarrier frequencies. These actions were intended to promote the effective and efficient use of this previously underutilized spectrum for the provision of needed non-broadcast services. Thus we have authorized non-broadcast

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[1] Nothing in this *Notice* is intended to alter existing policies regarding state regulation of cellular services. We have already preempted certain aspects of state regulation of cellular service (*i.e.*, technical standards and cellular market structure), while we permitted state certification programs not interfering with our competitive market structures to be implemented. *See* Cellular Communications Systems, 86 FCC 2d 469, 503–505 (1981). Similarly, we have already preempted state regulation over entry, rates and technical standards in the nationwide common carrier paging service. Nationwide Paging Service (DPLMRS) 89 FCC 2d 1337 (1982), *reconsideration*, 93 FCC 908, 912–922 (1983).

[2] Although two-way services are not at this time available over broadcast subcarriers, we are also proposing similar preemption of conventional two-way communications because the public interest considerations that support extending preemption of state entry regulation to conventional paging services also apply to two-way mobile communications.

services, similar to those already provided by common carriers and private radio licensees, utilizing FM radio subchannels, television broadcast station subchannels, the television vertical blanking interval, AM subcarriers and the Instructional Television Fixed Service.[3] We regulate the provision of non-broadcast services provided over these subcarriers in the same general manner as similar services using private radio and common carrier frequencies. Thus, private systems operating over subcarriers are exempt from state and local regulation in the same way as private carrier systems under Section 331(c)(3) of the Act (47 U.S.C. 332(c)(3)). We have also preempted state regulation of subcarrier services offered on a common carrier basis to the extent such regulation prohibits or impedes entry in order to assure efficient spectrum utilization, competition and the provision of new or additional common carrier services over these subcarriers.[4] In *Subsidiary Communications Authorization*, our initial subcarrier preemption decision, we recognized that our decision there would create a disparity in the regulatory treatment of common carrier services, such as paging, provided over subcarrier frequencies and those provided over conventional radio common carrier frequencies. We also indicated our intention to institute a rulemaking proceeding to consider the need to preempt state entry regulation of conventional mobile services. By letter dated May 16, 1984, Millicom Information Services, Inc. requested that we expedite the rulemaking and, on June 7, 1984, Page America Group, Inc. filed a petition, RM-4811, seeking the same result. Comments in support of Page America's petition have been filed by Millicom, MCI Airsignal, Inc. and T-Com, Inc.

3. Finally, we are taking the opportunity here to propose to forbear from all federal rate regulation of carriers providing conventional two-way mobile and paging service. This proposal, discussed below, is consistent with our treatment of all other common carriers which operate in competitive markets and which are non-dominant.

Discussion

4. *Entry Regulation.* While we have, in the past, recognized that state entry regulation of the mobile services may prevent a grantee or licensee of this Commission from exercising its federal authorization, we did not believe the circumstances warranted preemptive action.[5] Thus, our present rules require Part 22 licensees to comply with all applicable state certification requirements. A licensee must obtain all required state authority within a year of the license grant or it automatically expires.[6] Further, an application will not even be accepted for filing if the applicant has been denied the necessary state certification and the appeal process has been exhausted.[7] In recent years, however, we have consistently sought to foster the competitive growth of conventional paging and two-way mobile services by reducing regulatory requirements and expanding the amount of spectrum available. In *Subsidiary Communications Authorization*, we concluded that restrictive state certification frustrates the realization of our Title III licensing policies promoting the effective use of subcarrier frequencies in the public interest. Our decision there, in combination with our current licensing objectives for this service, mandates a more thorough examination of the effects of restrictive state entry regulation upon the fulfillment of our licensing policies in the conventional mobile service.

5. In *Subsidiary Communications Authorization*, we found preemption of state regulation that precludes or inhibits entry necessary to ensure the accomplishment of our federal licensing objectives in making this previously underutilized spectrum available for non-broadcast communications. We found there that nearly half the states impose entry burdens on prospective common carriers that have the effect in many cases of virtually excluding new entrants or making obtaining an authorization excessively expensive and time-consuming.[8] For example, some states by statute require an applicant to demonstrate (1) that there is an unmet need for service, (2) that its entry will not economically harm the existing carriers, and (3) that the existing carriers cannot satisfy the unmet demand. Other states require only a showing of unmet public need, but allow an existing carrier to intervene to prove that it can satisfy such need or that its service would be harmed by the new competitor. We concluded that these standards operate primarily to preclude the effective use of spectrum, to stifle the advent of new services and technologies, and to protect existing licensees from competition; thus they effectively frustrate our purposes in allocating additional spectrum for the provision of these services.[9] Accordingly, we found it in the public interest to preempt state entry regulation of common carrier radio services offered on broadcast subcarriers to the extent that it prohibits or impedes entry so that our purpose in authorizing the use of these frequencies for non-broadcast communications would not be frustrated.

6. We tentatively conclude that these state regulatory practices similarly impede or preclude the entry of conventional mobile service common carriers and thus may frustrate the implementation of our licensing policies. As noted above, in recent years, the Commission has consistently sought to foster the competitive growth of conventional paging and two-way mobile services by reducing regulatory requirements and expanding the amount of spectrum available. For example, we reduced and then eliminated the demonstration of financial ability required for approval of an application,[10] as well as the requirement that radio common carriers demonstrate need for an initial one-way paging

[3] We authorized the use of FM subcarriers for non-broadcast services in First Report and Order in CC Docket No. 82-536, 48 Fed. Reg. 28445 (June 22, 1983); the television aural baseband in Second Report and Order, Docket No. 21323, 46 Fed. Reg. 18100 (April 27, 1984); the television vertical blanking interval in Report and Order, FCC 84-530, released Jan. 24, 1985; AM subcarriers in Report and Order FCC 84-301, released August 14, 1984; and the Instructional Television Fixed Service in Report and Order, MM Docket No. 83-523, 49 FR 32590, August 15, 1984.

[4] We preempted state entry regulation of common carrier services provided over FM subcarrier frequencies and the television aural baseband in *Subsidiary Communications Authorization*, BC Docket No. 82-536, 49 Fed. Reg. 19659, released May 2, 1984, *affirm.*, FCC 84-531, released January 25, 1985, *appeal pending sub nom.*, Telocator Network of America, et. al. v. FCC and United States of America, Nos. 84-1190 and 1191 (D.C.Cir., filed May 18, 1984). We preempted state entry regulation of common carrier subcarrier services in AM broadcasting in Report and Order, MM Docket No. 83-1322, *supra.*, and over the television vertical blanking interval in Report and Order, FCC 84-530, *supra.*

[5] Domestic Public Land Mobile Radio Service (Docket No. 20870), 69 FCC 2d 398 (1978).

[6] Sections 22.13(f) and 22.43 of the Rules. *Cf.* McMillen Communications Corporation, Mimeo No. 4444, released May 25, 1984 (granting extension of time to complete construction where applicant has been unable to obtain state certification while seeking legislative change of state entry requirements).

[7] Section 22.13(f)(2) of the rules.

[8] Subsidiary Communications Authorization, *supra*, at paras. 8 and 20. States with exclusionary or restrictive licensing practices include for example, Alabama, Colorado, Georgia, Louisiana, Nebraska, Nevada, North Carolina, Oklahoma, Tennessee, and New Mexico.

[9] Subsidiary Communications Authorization, *supra*, at paragraphs 21-4.

[10] Elimination of Financial Qualifications, 82 FCC 2d 152 (1980).

station [11] or a two-way mobile station.[12] In addition, we have substantially increased the amount of spectrum available for radio common carrier services, in order to provide increased opportunities for companies with sufficient financial, technical and marketing resources to enter the market and develop and implement new and diverse competitive service offerings.[13] In short, our current policies are intended to promote competition in order to provide the public with the benefits of service offerings made under competitive conditions relative to price and quality. Any state regualtory scheme that has the effect of prohibiting or impeding entry tends to undermine these important federal objectives and militates for preemption in order to preserve our licensing objectives. Thus, as our view of the public interest has evolved to embrace these pro-competitive policies in the conventional mobile services, the question of whether to preempt state entry regulation has assumed increased importance.

7. In their requests for rulemaking, Page America, MCI and Millicom assert that restrictive state entry policies conflict with the Commission's licensing policies for the conventional mobile services as well as common carrier services provided over broadcast subcarrier frequencies Page America states that its efforts to establish regional or nationwide paging systems, through use of a common frequency, are being jeopardized by "conflicting, restrictive and patchwork state entry requirements" that have forced it to abandon its service plans in two states.[14] Similarly, MCI Airsignal alleges that it has withdrawn applications or returned its construction permits in 21 instances during the past year because the costs and delays of obtaining state authorization proved too great to justify proceeding in those markets.[15] In numerous states, prospective carriers holding FCC authorizations have run into regulatory roadblocks that have required attempts to obtain legislative reform [16] or extended searches for an attorney willing and qualified to present their case to a hostile state commission.[17] In such cases, the difficulty in obtaining state authority frequently results in requests for an extension of the term of the carriers' construction period.[18] Under such circumstances, spectrum remains unused and competition is precluded. Thus, the Commission's policies favoring spectrum efficiency and competition are thwarted. In addition, licensees using broadcast subcarriers may institute paging services without need of state certification and achieve a significant "headstart" against prospective Part 22 paging carriers, assuming that the latter can begin operations at all in a state with restrictive regulation. A subcarrier operator could even attempt to use the state regulatory process to bar or impede entry by a conventional radio common carrier. We recognize also that private carrier paging systems, which provide similar services, are statutorily exempt from state entry regulations and we have recently preempted state authority over entry regulation of nationwide paging network organizers and operators. This leaves only conventional Pubic Land Mobile Service carriers subject to state entry regulation, which places them at a significant disadvantage.

8. Given these considerations, we tentatively conclude that it is in the public interest to preempt state entry regulation of the Public Land Mobile Service to the extent that such regulation has the effect of prohibiting or impeding entry. In *Subsidiary Communications Authorization*, we concluded that state regulation, even of intrastate communications services, may operate to prevent the fulfillment of our licensing and spectrum allocation responsibilities and policies as mandated by Section 301 of the Act and that therefore preemption is warranted.[19] We believe that these principles also apply to authorize us to preempt similar state entry regulation of mobile common carrier services over conventional frequencies. First, Section 301 of the Act authorizes the Commission "to maintain control over all of the channels of radio frequencies; and to provide for the use of such channels . . . by persons for limited periods of time, under licenses granted by Federal authority. . . ." Thus, Section 301 provides broad authority to allocate radio frequencies and to maintain control over them. State certification requirements that operate to foreclose the construction or operation of facilities that we have licensed in the public interest prevent the implementation of our licensing policies and objectives. Second, Section 301 authorizes the Commission to allocate the spectrum for purposes serving the public interest. We have allocated spectrum specifically for paging and two-way mobile services and in doing so have balanced the public benefits of competitive availability for these services against competing uses of the spectrum. State regulation that has the effect of prohibiting or impeding entry frustrates our determinations as to the beneficial use of this spectrum. Third, as discussed previously, we have in recent years developed rules and policies that strongly favor and foster competition in the provision of conventional mobile services. State regulation that precludes entry generally prevents the introduction of competition and thereby is in fundamental conflict with our pro-competitive licensing and spectrum allocation policies and the achievement of our regulatory objectives.

9. We find additional support for our decision here in the mandate of Section 1 of the Act that the Commission make available "a rapid, efficient, Nation-wide and world-wide wire and radio communications service with adequate facilities at reasonable charges. . . ." State certification requirements can interfere with our judgment as to what constitutes adequate facilities and our policy of fostering competition to provide lower cost services and additional service options. In addition, Congress has recently emphasized the importance of eliminating regulatory obstacles that burden new or additional uses of the spectrum. New Section 7 to Title 1 of the Act, states that it is ". . . the policy of the United States to encourage the provision of new

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[11] Paging Systems—DPLMRS (Gen. Docket No. 80-183), 89 FCC 2d 1337, 1351 (1982). We subsequently decided to eliminate the need showing entirely, effective January 1, 1986. Public Mobile Radio Service, 97 FCC 2d 953 (1984).

[12] Regulatory Policies and Procedures for the DPLMRS, 89 FCC 2d 1199, 1201 (1982).

[13] DPLMRS, note 5, *supra*.

[14] Petition of Accelerated Institution of Rulemaking filed by Page America Group, Inc., filed May 23, 1984, at p. 6.

[15] See, MCI Airsignal, Inc.'s Comments in Support of Page America Group, Inc.'s Petition for Accelerated Institution of Rulemaking, filed July 25, 1984. In one example, MCI states that it spent more than two years, including two hearings, attempting to obtain state authorization for two-way mobile service in an area where it was already offering paging services. Even though its fitness and basic qualifications were already established, it was denied authorization under a restrictive state statute.

[16] *See, e.g.*, McMillen Communications Corporation, Mimeo No. 4444, released May 25, 1984; MobilComm of D.C., Inc., Mimeo 4505, released May 31, 1984.

[17] *See, e.g.*, Metromedia Telecommunications, Mimeo 5401, released July 17, 1984, vacated Mimeo 5755, released August 1, 1984. In addition, there are other requests before the Mobile Services Division for construction period extensions due to difficulty in obtaining legal counsel or other state regulatory obstacles.

[18] *See, e.g.*, the cases cited in footnotes 16 and 17, *supra*.

[19] Subsidiary Communications Authorization, *supra*, at paragraph 21.

technologies and services to the public . . ." and places upon the opponents of such services the burden of demonstrating that this authorization is inconsistent with the public interest. At this point, many new technologies are being used in the provision of paging and two-way service, such as digital alphanumeric paging, voice storage and new, spectrally-efficient transmission technologies. Restrictive state entry regulation conflicts with our statutory directive to promote competition and eliminate regulatory obstacles that burden the effective and efficient use of the spectrum.

10. With respect to preemption generally, the Supreme Court recently indicated that Congress may preempt state law in either of two general ways.[20] First, Congress may either expressly order preemption in a statute [21] or implicitly command preemption by the statute's structure and purpose indicating its intent to completely occupy a given field. Second, a valid federal regulatory scheme, including federal regulations, may preempt state law or regulation whenever the state action creates an obstacle to the implementation of the purpose of the federal regulatory structure. The Supreme Court has confirmed our general power to preempt state regulation that conflicts with federal telecommunications policies.[22] Our tentative decision to preempt state entry regulation in the limited manner described herein is based upon the conflict set forth above between restrictive state entry regulation in this instance and this Commission's Title III licensing policies for conventional mobile service common carriers.

11. We are mindful of the fact that the Communications Act expressly reserves certain regulatory functions to the states. Sections 2(b) and 221(b) of the Act reserve to the states jurisdiction over charges, classifications, services, facilities or regulations concerning intrastate commuications service and telephone exchange service.[23] Historically, most aspects of common carrier paging and two-way service have been regulated by the states in light of their predominantly intrastate character. Therefore, we have considered here whether these provisions reserve to the states all jurisdiction with respect to the regulation of intrastate communications common carrier services. We agree that these sections of the Act reserve to the states, except as provided in Section 301, jurisdiction with respect to charges, classifications, practices, services, facilities or regulations for or in connection with intrastate or local exchange communications services by wire or radio. However, we believe that these sections do not preserve state regulation, formally restrictive only of intrastate communications, that in effect encroaches upon the Commission's authority to regulate interstate communications. That is, the reservation of authority in Section 2(b) and 221(b) was made expressly subject to the provisions of Section 301. Thus, by specific statutory provision, Congress has stated its intent that if, in maintaining control over the channels of radio transmission and providing for their use under section 301, the Commission finds it necessary to preempt matters otherwise left to the states, it may do so. The Commission retains all Title III jurisdiction over radio stations used in intrastate common carrier communications necessary to ensure the effective use of the radio spectrum by the stations.[24] Because restrictive state regulation over local services conflicts with our Title III policies, we may also preempt state entry regulation of local or intrastate services where such regulation has the effect of prohibiting or impeding entry.[25] In any case, whenever a state denies certification to a Commission permittee or licensee, it poses a basic conflict with our determination that licensing of that service is in the public interest and thereby frustrates the fulfillment of our licensing authority under Section 301 and our mandate to allocate the Nation's scarce spectrum resources. We tentatively conclude that preemption of such state entry regulation over local or intrastate, as well as interstate, services is warranted.[26]

12. We have also considered whether Section 331(c)(3) of the Act, 47 U.S.C. 332(c)(3), which preempts state and local regulation of private land mobile services, might be construed as precluding preemption of state entry regulation of common carrier services.[27] Section 331(c)(3) did not change the balance of regulatory authority between the Commission and the states as to common carrier mobile services, but simply deferred to Section 2(b) and 221(b) which are in turn subject to Section 301, as discussed above.[28] We conclude that Section 331(c)(3) poses no barrier to the limited preemption we propose here.

13. Additionally, several carriers intend to construct *de facto* nationwide or regional paging and data distribution systems encompassing severl states or regions and composed of numerous interconnected local systems. These are intended to make it possible to obtain a receiver and then receive a page or other communication anywhere in the nation or the relevant region. To the extent that state regulation impedes or prohibits the establishment or operation of significant parts of such systems, it constitutes a direct burden upon interstate commerce and conflicts with

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[20] See Pacific Gas and Electric Company v. State Energy Resources Conservation & Development Commission, 103 S.Ct. 1713 (1983); Fidelity Federal Savings and Loan Ass'n v. de la Cuesta, 458 U.S. 141,153 (1983).

[21] For example, section 331(c)(3) of the Communications Act explicitly provides for preemption of state and local government regulation of private carriers.

[22] See Capital Cities Cable, Inc. v. Crips, — U.S. —, 104 S.Ct. 2694 (1984). See also Computer and Communications Industry Association v. FCC, 693 F.2d 198 (D.C. Cir. 1982).

[23] Section 2(b) provides, in pertinent part:

Except as provided in Section 224 and subject to the provisions of section 301, nothing in this Act shall be construed to apply or give the Commission jurisdiction with respect to (1) charges, classifications, practices, services, facilities, or regulations for or in connection with intrastate communication service by wire or radio of any carrier. . . .

Section 221(b) provides, in pertinent part:

Subject to the provisions of section 301, nothing in this Act shall be construed to apply, or to give the Commission jurisdiction, with respect to charges, classifications, practices, services, facilities, or regulations for or in connection with wire, mobile, or point-to-point radio telephone exchange service . . . in any case where such matters are subject to regulation by a State commission or by local government authority.

[24] See National Broadcasting Company v. United States, 319 U.S. 190, 215 (1943).

[25] Preemption of state entry regulation of common carriers that offer regional or nationwide paging services rests on the additional gorund that these systems are an integral part of an interstate communications network, notwithstanding that they may be physically located within a single state. Nationwide Paging Service, 93 FCC 2d at 919–22. See also Orth-O-Vision, 69 FCC 2d 657 (1978), *aff'd sub nom.* New York State Commission on Cable Television v. FCC & USA, 669 F.2d 58 (2d Cir. 1982); Telerent Leasing Corp., 45 FCC 2d 204 (1974), *aff'd sub nom.* North Carolina Utilities Commission v. FCC, 537 F.2d 787 (4th cir.), *cert. denied*, 429 U.S. 1027 (1976); Paging Systems—DPLMRS (Gen. Docket No. 80–183), 89 FCC 2d 1337(1982), *recon. denied in part*, 93 FCC 2d 908 (1983), *aff'd mem. sub nom.* National Ass'n of Reg. Util. Commissioners v. FCC, No. 83–1485 (D.C. Cir. 1984).

[26] There may be matters relevant to the legitimate interests of states that may develop during the entry stage. To the extent that state regulation of such matters does not in any way have the effect of prohibiting or impeding entry, we do not propose preemption. For example, matters such as notice, zoning, health and safety and, of course, rates may be regulated so long as the purpose or intent of such regulation is not to prohibit or impede entry.

[27] Section 331(c)(3) provides:

No state or local government shall have any authority to impose any rate or entry regulation upon any private land mobile service, except that nothing in this subsection may be construed to impair such jurisdiction with respect to common carrier stations in the mobile service.

[28] Subsidiary Communications Authorization, *supra*, at para. 28.

our licensing function and authority to regulate such interstate systems. Thus, state regulation of interstate systems may be preempted for this reason also.[29] While some systems may be purely local or intrastate, it would be difficult as a practical or technical matter, as well as artificial, to require a carrier to define its service area on the basis of state lines, instead of natural communications markets, simply to enable those states with restrictive entry policies to regulate entry of purely intrastate operations. This would impose artificial and uneconomic constraints on the ability of such opeators to serve public need and developing markets. Finally, as technological advances promote the rapid expansion of interconnected *de facto* networks offering interstate services, we doubt that it would make sense to maintain such distinctions between purely local or intrastate services and interstate services. Such distinctions for licensing purposes could influence carriers to file applications proposing interstate paging systems solely to avoid restrictive entry policies without regard to economic, marketing and other business judgment factors.[30] This substitution of regulatory considerations for marketplace forces, without countervailing public benefits, is inimical to our pro-competitive licensing policies for this service and our attempts to allow carriers to enter and serve markets in response to public need and business judgment, rather than regulatory requirements.

14. *Federal Tariff Regulation.* We also propose to forbear from requiring conventional mobile service common carriers to file tariffs for interstate or foreign communications services. Since 1979, the Commission has acted to reduce or eliminate unnecessary regulatory burdens on non-dominant common carriers; i.e., those facing strong competition in the marketplace.[31] In the *Competitive Carrier Rulemaking*, we explained that full regulatory scrutiny under Title II of firms lacking market power can impose costs on both firms and consumers without offsetting benefits and decided that we have the authority to forbear from full tariff and facilities regulation where market forces help achieve regulatory objectives.[32] Accordingly, we have applied forbearance from tariff and facilities authorization filings to several categories of non-dominant carriers lacking market power.[33] In doing so, we concluded that the Section 208 complaint process, market forces and the power to reimpose tariff filings are sufficient to check such carriers' ability to charge unust, unreasonable or discriminatory rates.[34] In addition, we recently ordered forborne carriers to cancel any tariffs that they were continuing to file at the Commission to prevent misleading the public that such tariffs had Commission approval, to reduce our administrative costs and to enable forborne carriers to respond rapidly to marketplace forces.[35]

15. We tentatively conclude that good cause exists to forbear from federal tariff regulation of conventional mobile service common carriers providing interstate or foreign services.[36] Our actions in reducing regulatory burdens and barriers to entry for these services have created a competitive environment in which individual carriers are unable to exercise market power with respect to the offering of interstate paging or conventional two-way services to customers.[37] In addition to the inherently competitive nature of the conventional mobile services, a paging operator may face competition in interstate services from nationwide paging networks, *de facto* network services, private carrier paging systems and paging over broadcast subcarriers, while two-way mobile systems face competition from both cellular radio systems and private two-way radio systems, including Specialized Mobile Radio Systems (SMRS). Competition will be further enhanced by the preemption of restrictive state entry regulation of conventional mobile service common carriers proposed above. We tentatively conclude that providers of interstate or foreign mobile services possess insufficient market power to charge unlawful rates or unjustly discriminate and that tariff regulation is not necessary to achieve our objective of assuring that communications services are readily available and reasonably priced.[38] As in the case of other forborne common carriers, the remaining rate provisions of Title II, including the obligation to charge just, reasonable and non-discriminatory rates and the Section 208 complaint process would continue to apply, as well as our authority to require tariff filings at a later date if necessary. Accordingly, we tentatively conclude that forbearance will further the public interest objectives of the Act while eliminating unnecessry regulatory burdens.[39]

16. We also tentatively propose requiring forborne mobile services carriers to cancel any tariffs on file with the Commission within sixty days of the effective date of a Report and Order in this proceeding. We have recently considered the public benefits and detriments of continued tariff filing by forborne carriers and concluded that continuation is not in the public interest as it impedes the realization of our regulatory objectives.[40] Allowing forborne carriers to file tariffs reduces their ability to make rapid, efficient responses to changes in demand and cost, impedes and removes incentives for competitive price discounting and presents opportunities for collusive

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[29] Subsidiary Communications Authorization, *supra*, at para. 20. In addition, in processing applications for the new 900 MHz non-network paging frequencies, we have attempted to honor requests from carriers for common frequencies in diverse geographic areas to facilitate the development of *de facto* wide-area, regional and nationwide paging systems. See Paging Systems—DPLMRS (Gen. Docket 80–183) 89 FCC 2d. 1337, 1356 (1982). We invite commenters to discuss both their plans and actual efforts to establish regional or other multi-jurisdictional paging systems through the use of common frequencies, and to provide specific examples of the extent to which restrictive state entry regulation has prohibited or impeded their development.

[30] Similarly, it could create incentives for abuse of the licensing process by applicants proposing interstate systems to avoid restrictive state entry regulation while actually offering only intrastate service.

[31] The Competitive Carrier Rulemaking, First Report and Order, 85 FCC 2d 1 (1980); Second Report and Order, 91 FCC 2d 59 (1982); Third Report and Order, FCC 83–481, released November 2, 1983; Fourth Report and Order 95 FCC 2d 554 (1983); Fifth Report and Order, FCC No. 84–394, released August 27, 1984, 49 FR 34824, September 4, 1984; Sixth Report and Order, FCC 84–566, released January 4, 1985, *appeal pending sub nom.* MCI Telecommunications Corporation v. FCC, No. 85–1030, (D.C. Cir., filed January 11, 1985).

[32] Market power is defined as "the ability to raise prices by restricting output." See generally, Fourth Report and Order, *id.*, at paras. 6–12.

[33] For example, we have forborne from requiring tariff filings for resellers, domestic satellite carriers providing domestic interstate services, miscellaneous common carriers and carriers providing domestic, interstate and interexchange digital transmission network services.

[34] Sixth Report and Order, *supra*, at paragraph 1.

[35] See generally, Sixth Report and Order, *supra*. Previously, tariff filings by forborne carriers were presumed lawful upon filing and received minimal regulatory review.

[36] We are not proposing to forbear from facilities authorization of conventional mobile services common carriers.

[37] See paragraph 6, *supra*.

[38] Section 1 of the Act.

[39] Our forbearance proposal would have no effect on the jurisdiction of state regulators to engage in rate regulation of conventional intrastate common carrier mobile services. In addition, we propose to forbear from tariff regulation of common carrier mobile services provided over broadcast subcarriers consistent with our policy of treating such services in the same general manner as similar services using conventional common carrier frequencies. See Subsidiary Communications Authorization, *supra*, at para. 3.

[40] Sixth Report and Order, *supra*.

pricing by competitors. The tariff process also introduces delay and additional costs when carriers responding to marketplace forces must take the time to reflect their adjustments in tariff filings. Moreover, the public, as well as state commissions, may be misled to presume substantive Commission approval of such rates and charges.[41] On the other hand, without forborne carrier tariffs on file, carriers may initiate price cutting, be more competitive and more apt to adapt their service offerings to changing customer needs. This would also reduce the costs of the Commission's operations. Therefore, consistent with our recent conclusions in the *Competitive Carrier Rulemaking*, we propose to require forborne mobile services common carrier to cancel their tariffs.

Regulatory Flexibility Act—Initial Analysis

17. *Reasons for action and objectives.* The proposed action will equalize the treatment of conventional common carrier mobile services with that of similar services offered through subcarriers and other sources and is necessary to ensure efficient spectrum utilization, the implementation of our pro-competitive licensing policies and the introduction of new services. This action will reduce the cost and delay of state licensing processes and speed the delivery of competitive service to the public.

18. *Legal Basis.* The authority for this proposed rulemaking is contained in Sections 1, 4(i), 301 and 303 of the Communications Act of 1934, as amended.

19. *Small entities of federal and potential impact.* The proposed action will reduce the legal and administrative costs currently incurred by small businesses and radio common carriers seeking state certification to implement federal communications authority. It will encourage entry of small businesses into this industry.

20. *Reflect federal rules which overlap, duplicate or conflict with this action.* To our knowledge there is no federal rule that conflicts with, duplicates or overlaps the proposals made in this Notice.

21. *Reporting, record-keeping and compliance requirements.* None.

[41] See, e.g., Sixth Report and Order, *supra*, at para. 30 and note 41 where we discuss the fact that orders of state commissions sometimes appear to rely on apparent Commission approval of forborne carrier tariffs.

22. *Specific alternatives that could accomplish the same objectives.* None.

23. Comments on all aspects of the analysis and proposed rules in this Notice are encouraged. Interested persons are invited to submit comments in accordance with Section 1.419 of the Commission's Rules, 47 CFR 1.419. Comments must be filed by July 16, 1985 and reply comments by August 15, 1985. It is our intention not to grant any extensions of time on the comment and reply deadlines.

24. For purposes of this non-restricted notice and comment rulemaking proceeding, members of the public are advised that *ex parte* contacts are permitted from the time the Commission adopts a notice of proposed rulemaking until the time a public notice is issued stating that a substantive disposition of the matter is to be considered at a forthcoming meeting or until a final order disposing of the matter is adopted by the Commission, whichever is earlier. In general, an *ex parte* presentation is any written or oral communication (other than formal written comments/pleadings and formal oral arguments) between a person outside the Commission and a Commissioner or a member of the Commission's staff which addresses the merits of the proceeding. Any person who submits a written *ex parte* presentation must serve a copy of that presentation on the Commission's Secretary for inclusion in the public file. Any person who makes an oral *ex parte* presentation addressing matters not fully covered in any previously-filed written comments for the proceeding must prepare a written summary of that presentation on the day of oral presentation, that written summary must be served on the Commission's Secretary for inclusion in the public file, with a copy of the Commission official receiving the oral presentation. Each *ex parte* presentation described above must state on its face that the Secretary has been served, and must also state by docket number the proceeding to which it relates. See 47 CFR 1.1231. All relevant and timely comments will be considered by the Commission before final action is taken in this proceeding. In reaching its decision, the Commission may take into consideration information and ideas not contained in the comments, provided that such information or a writing indicating the nature and source of such information is placed in the public file, and provide that the fact of the Commission's reliance on such information is noted in the Report and Order.

25. A copy of this Notice of Proposed Rulemaking shall be sent to the Chief Counsel for Advocacy of the Small Business Administration.

Federal Communications Commission.

William J. Tricarico.

Secretary.

Appendix

The Commission proposes to amend Part 22 of Title 47 of the Code of Federal Regulations as follows:

The Authority Citation for Part 22 continues to read as follows:

Authority: Secs. 4; 303, 48 Stat., as amended 1066; 1082; 47 U.S.C. 154, 303.

PART 22—PUBLIC MOBILE SERVICE

Subpart B—Applications and Licenses

1. Sections 22.13(f), 22.43(b)(2) and 22.44(c) are removed.

Statement of Commissioner Henry M. Rivera Concurring in Part

Re: Preemption of State Entry Regulation in the Public Land Mobile Service.

I dissented from part of the *FM SCA Preemption* decision [1] (and related proceedings) [2] because the majority preempted state entry regulation of local radio common carrier paging services. I am steadfast in my belief that the Communications Act precludes this Commission from preempting such common carrier services. I concur here because, while my initial reaction to this *Notice* is that we do not have authority to preempt local public land mobile services, I am willing to explore the question of whether this *Notice* is dealing with a purely local service. Additionally, unlike the *FM SCA Preemption* decision, all interested parties, including the states, will have an adequate opportunity to participate

[1] *Memorandum Opinion and Order* on Reconsideration in BC Docket No. 82-536, (FCC 84-187) released May 2, 1984 (49 FR 19659) (Statement of Commissioner Henry M. Rivera Dissenting in Part) (50 FR 6177), *aff'd on recon.* FCC 84-531 (released January 25, 1985) (Rivera, C., dissenting), *appeal pending sub nom. People of the State of California, et. al. v. FCC & USA*, No. 85-1112 (D.C. Cir., filed February 19, 1985).

[2] See *Report and Order* in MM Docket No. 83-1322, (FCC 84-301) released August 14, 1984 (Rivera, C., dissenting) (AM carrier preemption); *Memorandum Opinion and Order* in BC Docket 81-741, (FCC 84-529) released January 24, 1985 (Rivera, C., dissenting) (Teletext preemption reconsideration); *Report and Order* in MM Docket No. 84-168, (FCC 84-530) released January 24, 1985 (Rivera, C., dissenting) (VBI preemption).

in the decisionmaking process. Their participation will help us to decide the preemption issue on an informed basis.

I hope the commenters address the following questions: To what extent will common carrier paging services operating on conventional mobile services frequencies (presently considered to be local exchange service) [3] become interstate or so inextricably intertwined [4] with interstate communications that they fall outside Sections 2(b) and 221(b)? Should we, and if so, on what authority may we, preempt the common carrier paging services which remain predominantly or wholly intrastate and local despite the existence of some *de facto* nationwide or regional systems as described in paragraph 13? Are the practical and administrative considerations noted at paragraph 13 sufficient to override the restrictions on our preemptive authority imposed by Sections 2(b) and 221(b)? Can the technological *capabilities* of the paging system justify preemptive action? [5]

[FR Doc. 85-12803 Filed 5-28-85; 8:45 am]

BILLING CODE 6712-01-M

[3] Historically, the Commission has consistently treated common carrier paying services as "telephone exchange service" within the meaning of Section 221(b). *See, e.g., Public Notice: FCC Announces New Policy Regarding Filing of Mobile Tariffs*, 1 FCC 2d 830 (1965); *FCC Policy Regarding Filing of Tariffs for Mobile Service*, 53 FCC 2d 579 (1975); and *MTS/WATS Market Structure, Phase I*, 97 FCC 2d 834 (1984), at para. 149. In addition, such services are provided by divested BOC's under the Modification of Final Judgement [*United States* v. *American Telephone and Telegraph Co.*, 552 F.Supp. 131 (D.D.C. 1982), *aff'd sub nom. Maryland* v. *United States*, 103 S.Ct. 1240 (1983)] and are specifically defined as "exchange telecommunications services" for that purpose. *United States* v. *American Telephone and Telegraph Co.*, Cir. No. 82-0192 (D.D.C. November 1, 1983) slip op. at 4-6. The statutory language and legislative history confirm the appropriateness of the above determinations. *See e.g.*, 47 U.S.C. Sections 3(n) and 331(c)(3); H.R. Rep. No. 765, 974 Cong., 2d Sess. at 56 (August 19, 1982).

[4] *See Ortho-O-Vision*, 69 FCC 2d 657 (1978), *aff'd sub nom. New York State Commission on Cable Television* v. *FCC*, 669 F.2d 58 (2d Cir. 1982); *Telerent Leasing Corp.*, 45 FCC 2d 204 (1974), *aff'd sub nom. North Carolina Utilities Commission* v. *FCC*, 537 F.2d 787 (4th Cir.), *cert. denied*, 429 U.S. 1027 (1976); *First Report and Order*, Docket 80-183, 89 FCC 2d 1337 (1982), *reconsideration denied in part*, 93 FCC 2d 908 (1983), *aff'd mem. sub nom. National Ass'n of Reg. Util. Commissioners* v. *FCC*, No. 83-1485 (D.C. Cir. 1984).

[5] *But cf. Memorandum Opinion and Order* in Chesapeake and Potomac Telephone Company of Virginia DTS Application File Nos. 10578-CDM-P-82 and 10579-CDM-P-82, (FCC 84-178) released May 11, 1984, para. 12 and n. 10 (decisional focus should be nature of service offered rather than technological capability).

47 CFR Parts 31, 33, 42, and 43

[CC Docket No. 78-196]

Revision of the Uniform System of Accounts and Financial Reporting Requirements for Class A and Class B Telephone Companies; Order Extending Time for Filing Reply Comments

AGENCY: Federal Communications Commission.

ACTION: Proposed rule; extension of reply comment period.

SUMMARY: This action extends the time for interested parties to file reply comments in response to the Further Notice of Proposed Rulemaking in CC Docket No. 78-196. In that proposal, the Commission proposed to revise the Uniform System of Accounts for Class A and Class B Telephone Companies. This action is being taken in response to a petition for extension of time filed by the People of the State of California and the Public Utilities Commission of the State of California (California). California states that it needs more time to obtain, read and analyze the comments which have been filed in this Docket.

DATE: The reply comment period is extended to July 3, 1985.

ADDRESS: Federal Communications Commission, Wasington, D.C. 20554.

FOR FURTHER INFORMATION CONTACT: John T. Curry or Ken Ackerman, Accounting and Audits Division, Common Carrier Bureau, (202) 634-1813.

Order

In the matter of revision of the Uniform System of Accounts and Financial Reporting Requirements for Class A and Class B Telephone Companies (Parts 31, 33, 42 and 43 of the FCC's Rules); CC Docket No. 78-196.

Adopted: May 20, 1985.
Released: May 21, 1985.

By the Chief, Common Carrier Bureau.

1. On January 3, 1985, the Commission released a Further Notice of Proposed Rulemaking in the above-captioned proceeding. We invited interested parties to file their comments by March 4, 1985, and their reply comments by April 3, 1985. Because we received several motions for an extension of the comment period we adopted an order extending the time for filing comments in CC Docket No. 78-196 to May 3, 1985, and the time for filing reply comments to June 3, 1985.

2. We have received a petition for an extension of the reply comment period from the People of the State of California and the Public Utilities Commission of the State of California (California). California requests that an additional 30 day period be granted for the filing of reply comments.[1] California is fearful that, because of the number of parties commenting, the complexity of the issues involved and the short 30 day reply period currently authorized by the FCC, it will not have a full opportunity to express its views.

3. The major reason for the extension of the reply comments period is the time needed to assemble, read, and analyze the numerous comments filed and then develop reply comments. We have received comments to our Further Notice of Proposed Rulemaking in Docket 78-196 from over one hundred-thirty parties with the actual comments amounting to almost two thousand pages.

4. We believe that good cause has been shown for an extension of the reply comment period. The Commission is aware of the large volume of comments and the need for additional time to prepare reply comments.

5. Accordingly, It Is Ordered That the time for filing reply comments in CC Docket No. 78-196 Is Extended to July 3, 1985.

Federal Communications Commission.

William F. Adler,

Deputy Bureau Chief, Common Carrier Bureau.

[FR Doc. 85-12799 Filed 5-28-85; 8:45 am]

BILLING CODE 6712-01-M

[1] This request was received as of May 10, 1985. We also received a request on May 13, 1985, from the National Association of Regulatory Utility Commissioners requesting a 30 day extension of time in which to file reply comments. We expect that other parties intend to file similar requests. However, we found that good cause for an extension of the reply comment period was sufficiently established by California, and in the interest of informing the public of our decision as soon as possible, we decided not to wait for the receipt of the other requests.

DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration

50 CFR Part 652

[Docket No. 50579-5079]

Atlantic Surf Clam and Ocean Quahog Fisheries

AGENCY: National Marine Fisheries Service (NMFS), NOAA, Commerce.

ACTION: Proposed rule.

SUMMARY: NOAA issues a proposed rule to implement conservation and management measures as prescribed in

the proposed Amendment 6 (Amendment) to the Fishery Management Plan for Atlantic Surf Clam and Ocean Quahog Fisheries (FMP). This rule: (1) Divides the current New England Area into a new Nantucket Shoals Area and Georges Bank Area; (2) establishes quota ranges and management measures for these areas; (3) adds a requirement in the Mid-Atlantic Area surf clam fishery that surf clams may be landed only one time during an authorized fishing period; (4) prohibits the NMFS Director, Northeast Region (Regional Director), from subdividing fishing periods when the allowed hours are set at twelve hours or less; (5) adds a requirement that surf clam vessel owners or operators must notify NMFS in advance if they intend to fish in a notification zone; and (6) clarifies the minimum size limit for surf clams to all areas of the fishery.

The intended effect is: (1) To revise the management measures for the New England Surf Clam Fishery based on new assessment information and on the formation of new fishing patterns for the Area, and (2) to reduce the probability of a lengthy closure of the surf clam fishery in the New England Area.

DATE: Comments on the proposed rule must be received on or before July 7, 1985.

ADDRESSES: Comments on the proposed rule, the Amendment, or supporting documents should be sent to Mr. Richard Schaefer, Acting Director, National Marine Fisheries Service, Northeast Regional Office, 14 Elm Street, Gloucester, MA 01930–3799. Mark the outside of the envelope "Comments on Surf Clam and Ocean Quahog Plan—Amendment 6."

Copies of the Amendment, the environmental assessment, and the draft regulatory impact review/initial regulatory flexibility analysis are available from Mr. John C. Bryson, Executive Director, Mid-Atlantic Fishery Management Council, Room 2115 Federal Building, 300 South New Street, Dover, DE 19901.

FOR FURTHER INFORMATION CONTACT: Monique Rutledge, Plan Coordinator, 617–281–3600, ext. 351.

SUPPLEMENTARY INFORMATION:

Background

The Amendment was prepared by the Mid-Atlantic Fishery Management Council (Council) in consultation with the New England Fishery Management Council. A notice of availability for the proposed Amendment was published in the **Federal Register** on April 25, 1985 (50 FR 16326). Copies of the Amendment are available from the Council upon request at the address given above.

The Amendment was proposed to respond to two major developments in the New England fishery. During 1983, the New England fishery was closed for half the year, after increased effort in that area resulted in the harvest of the annual quota in a matter of a few months. Amendment 4 to the FMP was prepared in response to this situation. In June 1984, significant beds of surf clams were discovered on Georges Bank by commercial operators. Subsequent research resulted in a stock assessment by the Northeast Fisheries Center supporting an optimum yield (OY) range of 25,000–300,000 bushels. Partitioning of the areas became necessary in order to prevent overfishing in the Nantucket Shoals Area. Amendment 6 was prepared in response to the discovery of the Georges Bank resource. The provisions of Amendment 4 were subsequently merged into Amendment 6 to combine the management systems for the New England Area in a single document.

The regulations implementing the FMP contain at § 652.21 provisions that establish surf clam quotas for the New England Area and at § 652.22 provisions for management of the surf clam fishery in the New England Area. The quota range for the New England Area is currently 25,000 to 100,000 bushels (bu) annually. The proposed rule will divide the New England Area into the Nantucket Shoals Area (west of 69° W. longitude) and the Georges Bank Area (east of 69° W. longitude). The quota range for the Nantucket Shoals Area is 25,000 to 200,000 bu. The quota range for the Georges Bank Area is 25,000 to 300,000 bu. The annual quotas are set following the procedures established in the proposed rule.

The proposed rule will divide the annual quota for the Nantucket Shoals Area into bimonthly harvest guidelines with trip or weekly landing limits imposed by the Regional Director after 50 percent of a bimonthly harvest guideline has been caught in order to minimize the chances of closures.

The annual quota for the Georges Bank Area is divided into quarterly quotas, with the first and fourth quarters (January–March and October–December) each allocated 10 percent of the annual quota, and the second and third quarters (April–June and July–September) each allocated 40 percent of the annual quota. The unused portion of any quarterly quota is transferred into the next quarter.

Management of the surf clam fishery in the Mid-Atlantic Area is based on the current FMP except that § 652.7 is revised by adding a new paragraph that provides that vessels may land surf clams only one time during an authorized fishing period. This provision will facilitate enforcement and provide uniform access to the quota throughout the Mid-Atlantic Area. Additionally, the Regional Director may not authorize fishing periods less than the allowed hours when the allowed hours are set at twelve hours or less.

The surf clam minimum size limit applies in all three areas of the fishery.

The permit eligibility requirements for the New England Area continue unchanged for both the Nantucket Shoals and Georges Bank Areas; specifically, vessels with permits issued under the moratorium on entry of vessels into the surf clam fishery and vessels with permits to fish only in the New England Area may fish in both the Nantucket Shoals and Georges Bank Areas. However, it is the Council's intent that vessels with permits to fish only in the New England Area accrue no rights to participate in any future vessel allocation system that may be developed to replace or supplement the moratorium on entry of vessels into the surf clam fishery as a consequence of such vessels fishing in the New England Area.

Vessel owners or operators must notify NMFS in advance if they intend to fish for surf clams in a notification zone. For vessels authorized to fish in both the Mid-Atlantic and New England Areas (i.e., with permits issued under the moratorium) with home ports in the Mid-Atlantic States the Nantucket Shoals or Georges Bank Areas are notification zones. For vessels authorized to fish in both the Mid-Atlantic and New England Areas (i.e., with permits issued under the moratorium) with home ports in the New England States, the Mid-Atlantic or Georges Bank Areas are notification zones. For vessels authorized to fish only in the New England Area, the Georges Bank Area is a notification zone. Home port is that specified on the vessel's permit application form. Vessels may not fish in more than one area on any day. If an operator intends to change the vessel's area of fishing, NMFS must be notified in advance. If a vessel fishes in a notification zone and leaves that notification zone to fish in another area (notification zone or not), the vessel may not return to the previous initial notification zone during that calendar month.

Classification

Section 304(a)(1)(C)(ii) of the Magnuson Act, as amended by Pub. L. 97–453, requires the Secretary of

Commerce (Secretary) to publish regulations proposed by a Council within 30 days of receipt of the FMP and proposed regulations. At this time the Secretary has not determined that the amendment these rules would implement is consistent with the national standards, other provisions of the Magnuson Act, and other applicable law. The Secretary, in making that determination, will take into account the information, views, and comments received during the comment period.

The Council prepared an environmental assessment (EA) for this Amendment which analyzes the consequences of this action. The Assistant Administrator concluded that there will be no significant impact on the human environment. A copy of the EA is available from the Council at the address listed above.

The NOAA Administrator determined that this proposed rule is not a "major rule" requiring a regulatory impact analysis under Executive Order 12291. This determination is based on the draft regulatory impact review (RIR) prepared by the Council which demonstrates net positive, short-term and long-term economic benefits to the fishery under the proposed management measures. A copy of this review may be obtained from the Council at the address listed above.

This proposed rule is exempt from the procedures of E.O. 12291 under section 8(a)(2) of that order. Deadlines imposed under the Magnuson Act, as amended by Pub. L. 97–453, require the Secretary to publish this proposed rule 30 days after its receipt. The proposed rule is being reported to the Director of the Office of Management and Budget with an explanation of why it is not possible to follow review procedures of the order.

The Council prepared an initial regulatory flexibility analysis as part of the regulatory impact review which concludes that this proposed rule, if adopted, would not have a significant effect on small entities. A copy of this analysis may be obtained from the Council at the address listed above.

This proposed rule does not contain a collection of information requirement subject to the Paperwork Reduction Act.

The Council determined that this rule will be implemented in a manner that is consistent to the maximum extent practicable with the approved coastal zone management programs of Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, and Maryland. This determination has been submitted for review by the responsible State agencies under section 307 for the Coastal Zone Management Act.

List of Subjects in 50 CFR Part 652

Fisheries, Reporting and recordkeeping requirements.

Dated: May 23, 1985.

Carmen J. Blondin,

Deputy Assistant Administrator for Fisheries Resources Management, National Marine Fisheries Service.

For the reasons set out in the preamble, NOAA proposes to amend 50 CFR Part 652 as set forth below:

PART 652—[AMENDED]

1. The authority citation for Part 652 continues to read as follows:

Authority: 16 U.S.C. 1801 *et seq.*)

2. In § 652.2, remove the alphabetical designations preceding all defined terms and replace current numerical designations with appropriate alphabetical letters and amend internal cross references accordingly; add the new definitions "*Georges Bank Area*", "*Home Port Area*", "*Home Port*", *Mid-Atlantic States*", "*Nantucket Shoals Area*", and "*New England States*", "*Notification Zone*" in alphabetical orders; and insert a new last sentence in the definition "*New England Area*" to read as follows:

§ 652.2 Definitions.

* * * * *

Georges Bank Area means that portion of the New England Area east of 69° W. longitude.

* * * * *

Home Port Area, for vessels whose home port is in one of the Mid-Atlantic States, means the Mid-Atlantic Area; for vessels whose home port is in one of the New England states, means the Nantucket Shoals Area.

Home Port means that port listed as home port on a vessel permit application on file with NMFS.

* * * * *

Mid-Atlantic States means the States of New York, New Jersey, Pennsylvania, Delaware, Maryland, or Virginia.

Natucket Shoals Area means that portion of the New England Area west of 69° W. longitude.

New England Area * * * This includes the fishing areas designated as the Nantucket Shoals Area and the Georges Bank Area.

New England States means the States of Connecticut, Rhode Island, Massachusetts, New Hampshire, or Maine.

Notification Zone means an area in which a vessel holds a permit to fish that is other than its home port area.

* * * * *

3. In § 652.5, a new paragraph (b)(7) is added to read as follows:

§ 652.5 Recordkeeping and reporting requirements.

* * * * *

(b) *Owners and operators.* * * *

7 *Notification of intention to fish.*

(i) Vessel owners or operators who intend to fish in a notification zone must inform the Regional Director of their intention, in writing, not less than 15 days before fishing is to begin. The Regional Director will issue a letter to the vessel owner or operator specifying the date, 15 days after receipt of notification, on which fishing in a notification zone may begin.

(ii) Vessel owners or operators who must give notice in order to fish in a notification zone include:

(A) Owners or opertors of vessels with permits to fish in both the Mid-Atlantic and New England Areas and with home ports in the Mid-Atlantic States who intend to fish in the Nantucket Shoals or Georges Bank Areas;

(B) Owners or operators of vessels with permits to fish in both the Mid-Atlantic and New England Areas and with home ports in the New England States who intend to fish in the Mid-Atlantic or Georges Bank Area; and

(C) Owners or operators of vessels with permits to fish only in the New England Area who intend to fish in the Georges Bank Area.

(iii) If the owner or operator intends to change the vessel's area of fishing from one notification zone to another notification zone, the Regional Director must be notified of such intention, in writing, not less than 15 days before fishing is to begin.

(iv) If a vessel owner or operator gives proper notice and intends to delay the date on which fishing is the notification zone was to begin, the Regional Director must be notified of the delay no less than 24 hours before fishing was originally scheduled to begin.

(v) If the vessel owner or operator gives proper notice and intends to leave the notification zone to return to the home port area. The Regional Director must be notified of such intention not less than 24 hours before fishing in the home port area is to resume.

4. Section 652.7 is amended by revising paragraph (a)(3) and adding new paragraphs (a)(4) and (a)(5), paragraph (1) is redesignated as (n), and

new paragraphs (l) and (m) are added to read as follows:

§ 652.7 Prohibitions.

(a) * * *

(3) On days of the week in which fishing for these species is not authorized; or

(4) In excess of applicable trip or weekly landing limits; or

(5) Without having provided the notice required by § 652.5(b)(7).

* * * * *

(l) No person or vessel may land surf clams more than one time during an authorized period in the Mid-Atlantic Area.

(m) A vessel may not fish for surf clams in a notification zone prior to the vessel's owner or operator notifying the Regional Director as specified by these regulations.

* * * * *

5. In § 652.21, paragraph (a)(3) is amended by adding the following sentence as the last sentence in the existing text, paragraph (b) is revised in its entirety, paragraph (c) is redesignated as (d), and a new paragraph (c) is added to read as follows:

§ 652.21 Catch quotas.

(a) *Surf Clams: Mid-Atlantic Area.* * * *

(3) * * * The last quarterly period would be carried over to the first quarterly period of the next year.

* * * * *

(b) *Surf Clams: Nantucket Shoals Area.* The amount of surf clams which may be harvested in the Nantucket Shoals Area by fishing vessels subject to these regulations will be specified annually within the range of 25,000 to 200,000 bushels. This annual quota will be divided into bimonthly harvest guidelines in the following percentages of the annual quota: January and February—8 percent; March and April—8 percent; May and June—28 percent; July and August—16 percent; September and October—28 percent; and November and December—12 percent.

(1) *Establishing quotas.* Prior to the beginning of each year, the Regional Director will prepare a written report, based on the latest available stock assessment report prepared by the National Marine Fisheries Service, data reported by harvesters and processors according to these regulations, and other relevant data. The report will include consideration of

(i) Exploitable biomass and spawning biomass relative to optimum yield;

(ii) Fishing mortality rates relative to optimum yield;

(iii) Magnitude of incoming recruitment;

(iv) Projected effort and corresponding catches;

(v) Status of areas closed to surf clam fishing that are likely to be closed to fishing during the year; and

(vi) Changes in seasonal distribution of harvest suggesting a need to revise the biomonthly harvest guidelines.

(2) *Public review.* Based on the information presented in the report, and in consultation with the Council, the Secretary will propose an annual surf clam quota and, if necessary, revised bimonthly guidelines and will publish them in the **Federal Register.** Comments on the proposal may be submitted to the Regional Director within 30 days after publication. The Secretary will consider all comments, determine an appropriate annual quota and bimonthly guidelines, and publish them in the **Federal Register.**

(3) *Adjustments.* If the actual catch of surf clams falls short of a bimonthly guideline, the Secretary will add the amount of the shortfall to the succeeding bimonthly guideline. If the actual catch of surf clams exceeds a bimonthly guideline, the Secretary will subtract the amount of the excess from the succeeding bimonthly guidelines. The last bimonthly period of one year would be carried over to the first bimonthly period of the next year.

(4) *Notice.* The Secretary will specify the status of a bimonthly guideline when adjustments to effort control measures are published in the **Federal Register** under § 652.22(b)(2). Interested parties may contact the Regional Director to determine the current status of a bimonthly guideline (see § 652.2 for address and telephone number of Regional Director).

(c) *Surf clams: Georges Bank Area.* The amount of surf clams which may be caught in the Georges Bank Area by fishing vessels subject to these regulations will be specified annually within the range of 25,000 and 300,000 bushels, using the procedures and criteria set forth in § 652.21(a). This annual quota will be divided into quarterly quotas, the quarters and proportion of the quota being January 1–March 31, 10 percent; April 1–June 30, 40 percent; July 1–September 30, 40 percent; and October 1–December 31, 10 percent. Each fishing quarter will begin on the first Sunday of the new calendar quarter.

* * * * *

6. In § 652.22 paragraph (a)(2) is amended by adding the following sentence between the first and second sentences in the existing text, and paragraphs (b), (d), and (e) are revised to read as follows:

§ 652.22 Effort restrictions.

(a) *Surf clams: Mid-Atlantic Area.*

* * * * *

(2) * * * The Regional Director will not subdivide fishing periods when the allowable fishing period time is twelve hours or less.* * *

* * * * *

(b) *Surf clams: Nantucket Shoals Area.*—(1) *The fishing week.* Fishing for surf clams will be allowed seven days per week. The fishing week begins at 0001 hours Sunday and ends at 2400 hours Saturday.

(2) *Management meausre adjustments.* The Regional Director will monitor the rate of harvest using logbook and other available information. If the Regional Director determines that harvests will remain within the bimonthly guidelines, no action will be taken. When harvest reaches 50 percent of any bimonthly guideline, the Secretary may implement the following measures, in succession, following consultation between the Regional Director and the Council or its designated Committee. During that consultation, the Regional Director will determine with the Council the range of trip or weekly landing limits to be used within each tier. The Secretary may then adjust the limits as required within the specified range to avoid exceeding the bimonthly guidelines.

(i) *First tier.* If the Regional Director determines that harvests will exceed the bimonthly guidelines, the Secretary may impose trip landing limits, provided those limits are not less than the following:

(A) Vessels between 0 and 50 gross registered tons (Class I), 224 bushels/trip.

(B) Vessels between 51 and 100 gross registered tons (Class II), 416 bushels/trip.

(C) Vessels greater than 101 gross registered tons (Class III), 768 bushels/trip.

(ii) *Second tier.* If the Regional Director determines that the first tier measures cannot effectively constrain harvests within the guidelines, the Secretary may impose weekly landing limits, provided those limits are not less than the following:

(A) Class I vessels, 352 bushels/week.

(B) Class II vessels, 640 bushels/week.

(C) Class III vessels, 1,184 bushels/week.

(iii) *Third tier.* The closure provisions specified in paragraph (d) of this section may be invoked by the Secretary, as required, without consulting the Council.

(iv) In the event that weekly limits are not sufficient to prevent bimonthly guidelines from being exceeded, the Regional Director may specify the number of trips allowed for the remainder of the bimonthly period, but only if this action is necessary to keep the fishery open until the end of the bimonthly period.

* * * * *

(d) *Closures.* If the Regional Director determines (based on logbook reports, processor's reports, vessel inspections, or other information) that the quota or harvest guidelines for surf clams or ocean quahogs for any time period will be exceeded, the Secretary will publish a notice in the **Federal Register** stating the determination and stating a date and time for closure of the fishery.

(e) *Notices.* The Secretary will publish a notice in the **Federal Register** of any change in allowable fishing times, trip or weekly landing limits. The Regional Director will send notice of any management action under this § 652.22 to each surf clam or ocean quohog processor, and to each vessel identified to be operating in the affected fishery or area.

* * * * *

§ 652.25 [Amended]

7. In § 652.25, the word "three" is inserted between "all" and "areas" in the third line of paragraph (a) to read "all three areas".

[FR Doc. 85-12833 Filed 5-23-85; 4:51 pm]
BILLING CODE 3510-22-M

Notices

Federal Register
Vol. 50, No. 103
Wednesday, May 29, 1985

This section of the FEDERAL REGISTER contains documents other than rules or proposed rules that are applicable to the public. Notices of hearings and investigations, committee meetings, agency decisions and rulings, delegations of authority, filing of petitions and applications and agency statements of organization and functions are examples of documents appearing in this section.

DEPARTMENT OF AGRICULTURE

Forest Service

Lincoln National Forest Grazing Advisory Board; Meeting

The Lincoln National Forest Grazing Advisory Board will meet at 8:30 a.m., June 26, 1985, at the Carlsbad Public Library, located at Halagueno Park, Carlsbad, New Mexico. The purpose of this meeting is to provide grazing permittees of the Lincoln National Forest means for offering advice and recommendations concerning the following:

1. Allotment Management Plans
2. Range Betterment Funds

Other topics to be discussed are permit requirements, grazing fees, Forest Service/BLM Interchange update, status of Grazing Advisory Boards, Sikes Act Proposals, and noxious plants.

The meeting will be open to the public. Persons who wish to attend should notify Don Cunico, Lincoln National Forest Supervisor's Office, Federal Building, 11th & New York, Alamogordo, New Mexico 88310. Telephone: (505) 437–6030. Written statements may be filed with the Board before or after the meeting.

Rules for public participation will be established at the meeting.

James R. Abbott,
Forest Supervisor.
May 17, 1985.

[FR Doc. 85–12816 Filed 5–28–85; 8:45 am]
BILLING CODE 3410–11–M

Soil Conservation Service

Fourteen Mile-Bakers Creek Watershed, MS

AGENCY: Soil Conservation Service, USDA.

ACTION: Notice of a Finding of No Significant Impact.

SUMMARY: Pursuant to section 102(2)(C) of the National Environmental Policy Act of 1969; the Council on Environmental Quality Guidelines (40 CFR Part 1500); and the Soil Conservation Service Guidelines (7 CFR Part 650); the Soil Conservation Service, U.S. Department of Agriculture, gives notice that an environmental impact statement is not being prepared for Fourteen Mile-Bakers Creek Watershed, Hinds County, Mississippi.

FOR FURTHER INFORMATION CONTACT: A.E. Sullivan, State Conservationist, Soil Conservation Service, Suite 1321, Federal Building, 100 West Capitol Street, Jackson, Mississippi 39269, telephone 601–960–5205.

SUPPLEMENTARY INFORMATION: The environmental assessment of this federally assisted action indicates that the project will not cause significant local, regional, or national impacts on the environment. As a result of these findings, A.E. Sullivan, State Conservationist, has determined that the preparation and review of an environmental impact statement are not needed for this project.

The project concerns a plan for watershed protection. The planned works of improvement include accelerated financial and technical assistance for land treatment.

The Notice of a Finding of No Significant Impact (FONSI) has been forwarded to the Environmental Protection Agency and to various Federal, State, and local agencies and interested parties. A limited number of copies of the FONSI are available to fill single copy requests at the above address. Basic data developed during the environmental assessment are on file and may be reviewed by contacting A.E. Sullivan.

Fourteen Mile-Bakers Creek Watershed, Mississippi
Notice of a Finding of No Significant Impact

No administrative action on implementation of the proposal will be taken until 30 days after the date of this publication in the **Federal Register.**

(Catalog of Federal Domestic Assistance Program No. 10.904, Watershed Protection and Flood Prevention Program. Office of Management and Budget Circular A–95 regarding State and local clearinghouse review of Federal and federally assisted programs and projects is applicable)

Dated: May 20, 1985.
A.E. Sullivan,
State Conservationist.
[FR Doc. 85–12863 Filed 5–28–85; 8:45 am]
BILLING CODE 3410–16–M

CIVIL RIGHTS COMMISSION

Arkansas Advisory Committee; Agenda and Public Meeting

Notice is hereby given, pursuant to the provisions of the Rules and Regulations of the U.S. Commission on Civil Rights, that a meeting of the Arkansas Advisory Committee to the Commission will convene at 2:00 p.m. and will adjourn at 5:00 p.m., on June 19, 1985, at the Chancellor's Office, Chancellor's Conference Room, Room 301, University of Arkansas at Pine Bluff, Pine Bluff, Arkansas. The purpose of the meeting is to hold an orientation session for new members and plan future projects.

Persons desiring additional information, or planning a presentation to the Committee, should contact Committee Chairperson Dr. Lloyd V. Hackley or J. Richard Avena, director of the Southwestern Regional Office, at (512) 229–5570.

The meeting will be conducted pursuant to the provisions of the Rules and Regulations of the Commission.

Dated at Washington, D.C., May 22, 1985.
Bert Silver,
Assistant Staff Director for Regional Programs.
[FR Doc. 12807 Filed 5–28–85; 8:45 am]
BILLING CODE 6335–01–M

Arkansas Advisory Committee; Agenda for Public Meeting

Notice is hereby given, pursuant to the provisions of the Rules and Regulations of the U.S. Commission on Civil Rights, that a meeting of the Arkansas Advisory Committee to the Commission will convene at 10:00 a.m. and will adjourn at 4:00 p.m. on June 20, 1985, at the University of Arkansas at Pine Bluff, Black and Gold Student Union, Pine Bluff, Arkansas. The purpose of the meeting is to conduct a community forum on Fair Housing in Arkansas.

Persons desiring additional information, or planning a presentation to the Committee, should contact Committee Chairperson Dr. Lloyd V.

Hackley or J. Richard Avena, Director of the Southwestern Regional Office at (512) 229–5570.

The meeting will be conducted pursuant to the provisions of the Rules and Regulations of the Commission.

Dated at Washington, D.C., May 22, 1985.

Bert Silver,

Assistant Staff Director for Regional Programs.

[FR Doc. 85–12808 Filed 5–28–85; 8:45 am]

BILLING CODE 6335–01–M

Maryland Advisory Committee; Agenda and Public Meeting

Notice is hereby given, pursuant to the provisions of the Rules and Regulations of the U.S. Commission on Civil Rights, that a meeting of the Maryland Advisory Committee to the Commission will convene at 10:30 a.m. and will end at 4:30 p.m. on June 17, 1985, at the Cumberland County Office Building, 3 Pershing Street, The Commissioners Room, Cumberland, Maryland. The purpose of the meeting is to hear from community representatives and government officials and discuss discrimination against handicapped and disabled persons and other civil rights issues in Maryland.

Persons desiring additional information, or planning a presentation to the Committee, should contact Committee Chairperson Lorretta Johnson or Edward Rutledge, director of the Mid-Atlantic Region Office at (202) 254–6717.

The meeting will be conducted pursuant to the provisions of the Rules and Regulations of the Commission.

Dated at Washington, D.C., May 22, 1985.

Bert Silver,

Assistant Staff Director for Regional Programs.

[FR Doc. 85–12809 Filed 5–28–85 8:45 am]

BILLING CODE 6335–01–M

Massachusetts Advisory Committee; Agenda and Public Meeting

Notice is hereby given, pursuant to the provisions of the Rules and Regulations of the U.S. Commission on Civil Rights, that a meeting of the Massachusetts Advisory Committee to the Commission will convene at 4:00 p.m. and will end at 6:00 p.m. on June 17, 1985, at the U.S. Commission on Civil Rights, 55 Summer Street, 8th Floor, Boston, Massachusetts. The purpose of the meeting is to discuss the status of pending projects and plans for future projects.

Persons desiring additional information, or planning a presentation to the Committee, should contact Committee Chairperson Philip Permutter or Jacob Schlitt, director of the New England Regional Office at (617) 223–4671.

The meeting will be conducted pursuant to the provisions of the Rules and Regulations of the Commission.

Dated at Washington, D.C., May 22, 1985.

Bert Silver,

Assistant Staff Director for Regional Programs.

[FR Doc. 85–12810 Filed 5–28–85 8:45 am]

BILLING CODE 6335–01–M

North Carolina Advisory Committee; Agenda and Public Meeting

Notice is hereby given, pursuant to the provisions of the Rules and Regulations of the U.S, Commission on Civil Rights, that a meeting of the North Carolina Advisory Committee to the Commission will convene at 3:00 p.m. and will end at 6:00 p.m. on June 21, 1985, at the Smokey Mountain Inn on the Plaza, One Thomas Wolfe Plaza, The Boardroom, Asheville, North Carolina. The Purpose of the meeting is to plan programs for fiscal year 1985–1986.

Persons desiring additional information, or planning a presentation to the Committee, should contact Committee Chairperson Donald L. Horowitz or Bobby D. Doctor, director of the Southern Regional Office at (404) 221–4391.

The meeting will be conducted pursuant to the provisions of the Rules and Regulations of the Commission.

Dated at Washington, D.C., May 22, 1985.

Bert Silver,

Assistant Staff Director for Regional Programs.

[FR Doc. 85–12811 Filed 5–28–85; 8:45 am]

BILLING CODE 6335–01–M

North Carolina Advisory Committee; Agenda and Public Meeting

Notice is hereby given, pursuant to the provisions of the Rules and Regulations of the U.S. Commission on Civil Rights, that a meeting of the North Carolina Advisory Committee to the Commission will convene at 9:00 a.m. and will ajourn at 2:00 p.m. on June 22, 1985, at the Smokey Mountain Inn on the Plaza, One Thomas Wolfe Plaza, the Boardroom, Asheville, North Carolina. The Purpose of the meeting is to plan programs for fiscal year 1985–1986.

Persons desiring additional information, or planning a presentation to the Committee, should contact Committee Chairperson Donald L. Horowitz or Bobby D. Doctor, director of the Southern Regional Office at (404) 221–4391.

The meeting will be conducted pursuant to the provisions of the Rules and Regulations of the Commission.

Dated at Washington, D.C., May 22, 1985.

Bert Silver,

Assistant Staff Director for Regional Programs.

[FR Doc. 85–12812 Filed 5–28–85; 8:45 am]

BILLING CODE 6335–01–M

Pennsylvania Advisory Committee; Agenda and Public Meeting

Notice is hereby given, pursuant to the provisions of the Rules and Regulations of the U.S. Commission on Civil Rights, that a meeting of the Pennsylvania Advisory Committee to the Commission will convene at 10:30 a.m. and will end at 4:30 p.m., on June 20, 1985, at the William J. Green Federal Building, 600 Arch Street, Room 6306, Philadelphia, Pennsylvania. The purpose of the meeting is to discuss violence and bigotry in Southeastern Pennsylvania and new strategies in civil rights.

Persons desiring additional information, or planning a presentation to the Committee, should contact Committee Chairperson Lorretta Johnson or Edward Rutledge, director of the Mid-Atlantic Regional Office, at (202) 254–6717.

The meeting will be conducted pursuant to the provisions of the Rules and Regulations of the Commission.

Dated at Washington, D.C., May 22, 1985.

Bert Silver,

Assistant Staff Director for Regional Programs.

[FR Doc. 85–12813 Filed 5–28–85; 8:45 am]

BILLING CODE 6335–01–M

Utah Advisory Committee; Agenda and Public Meeting

Notice is hereby given, pursuant to the provisions of the Rules and Regulations of the U.S. Commission on Civil Rights, that a meeting of the Utah Advisory Committee to the Commission will convene at 7:30 p.m. and will adjourn at 9:30 p.m. on June 20, 1985, at the Downtown Hilton Inn, 150 West Five South Street, Salt Lake City, Utah. The purpose of the meeting is to provide an orientation for new members and develop plans for future projects.

Persons desiring additional information, or planning a presentation to the Committee, should contact Committee Chairperson John Florez or William F. Muldrow, Acting Regional

Director of the Rocky Mountain Regional Office at (303) 844–2211.

The meeting will be conducted pursuant to the provisions of the Rules and Regulations of the Commission.

Dated at Washington, D.C., May 22, 1985.

Bert Silver,

Assistant Staff Director for Regional Programs.

[FR Doc. 85–12815 Filed 5–28–85; 8:45 am]

BILLING CODE 6335–01–M

West Virginia Advisory Committee; Amendment to Meeting

Notice is hereby given, pursuant to the provisions of the Rules and Regulations of the U.S. Commission on Civil Rights that a meeting of the West Virginia Advisory Committee to the Commission originally scheduled for June 10, 1985, in Fairmont, West Virginia has a new meeting date.

The meeting address and convening time will remain the same. (See 50 FR 20578; May 17, 1985.) The meeting date will change to June 11, 1985.

Dated at Washington, D.C., May 22, 1985.

Bert Silver,

Assistant Staff Director for Regional Programs.

[FR Doc. 85–12814 Filed 5–28–85; 8:45 am]

BILLING CODE 6335–01–M

DEPARTMENT OF COMMERCE

Agency Form Under Review by the Office of Management and Budget (OMB)

DOC has submitted to OMB for clearance the following proposal for collection of information under the provisions of the Paperwork Reduction Act (44 U.S.C. Chapter 35).

Agency: Minority Business Development Agency (MBDA)
Title: Application for Funding to Operate Minority Business Development Agency Technical Assistance Projects
Form Number: Agency—N/A; OMB—0640–0006
Type of Request: Extension of a currently approved collection
Burden: 738 respondents; 73,800 reporting hours
Needs and Uses: MBDA uses this information to evaluate applicant's experience and resources against uniform program standards.
Affected Public: Individuals or households, state or local governments, businesses or other for-profit institutions, non-profit institutions
Frequency: Annually
Respondent's Obligation: Required to obtain or retain a benefit
OMB Desk Officer: Timothy Sprehe, 395–4814.

Copies of the above information collection proposal can be obtained by calling or writing DOC Clearance Officer, Edward Michals (202) 377–4217, Department of Commerce, Room 6622, 14th and Constitution Avenue, N.W., Washington, D.C. 20230.

Written comments and recommendations for the proposed information collection should be sent to Timothy Sprehe, OMB Desk Officer, Room 3235, New Executive Office Building, Washington, D.C. 20503.

Dated: May 22, 1985.

Edward Michals,

Departmental Clearance Officer.

[FR Doc. 85–12882 Filed 5–28–85; 8:45 am]

BILLING CODE 3510–CW–M

Agency Form Under Review by the Office of Management and Budget (OMB)

DOC has submitted to OMB for clearance the following proposal for collection of information under the provisions of the Paperwork Reduction Act (44 U.S.C. Chapter 35).

Agency: Bureau of the Census
Title: 1986 Census Test—Structure Questionnaire
Form Number: Agency—DC–2800L; OMB—N/A
Type of Request: New
Burden: 1,800 respondents; 300 reporting hours
Needs and Uses: This questionnaire will be used to test new methods on how to gather information on multiunit buildings
Affected Public: Individuals or households
Frequency: One Time
Respondent's Obligation: Mandatory
OMB Desk Officer: Timothy Sprehe, 395–4814.

Copies of the above information collection proposal can be obtained by calling or writing DOC Clearance Officer, Edward Michals (202) 377–4217, Department of Commerce, Room 6622, 14th and Constitution Avenue, NW., Washington, DC 20230.

Written comments and recommendations for the proposed information collection should be sent to Timothy Sprehe, OMB Desk Officer, Room 3235, New Executive Office Building, Washington, DC 20503.

Dated: May 22, 1985.

Edward Michals,

Departmental Clearance Officer.

[FR Doc. 85–12883 Filed 5–28–85; 8:45 am]

BILLING CODE 3510–07–M

International Trade Administration

[A–583–402]

Tubular Steel Framed Stacking Chairs From Taiwan; Final Determination of Sales at Not Less Than Fair Value

AGENCY: International Trade Administration/Import Administration/Department of Commerce.

ACTION: Notice.

SUMMARY: We have determined that tubular steel framed stacking chairs (stacking chairs) from Taiwan are not being, nor are likely to be, sold in the United States at less than fair value. In addition, since we have determined that stacking chairs have not been sold at less than fair value, the issue of "critical circumstances" is moot in this determination. We have notified the U.S. International Trade Commission (ITC) of our determination.

EFFECTIVE DATE: May 29, 1985.

FOR FURTHER INFORMATION CONTACT: Steven Lim, Office of Investigations, International Trade Administration, U.S. Department of Commerce, 14th Street and Constitution Avenue, NW., Washington, D.C. 20230; telephone: (202) 377–1776.

SUPPLEMENTARY INFORMATION:

Final Determination

We have determined that stacking chairs from Taiwan are not being, nor are likely to be, sold in the United States at less than fair value, as provided in section 735 of the Tariff Act of 1930, as amended (the Act). We have found either no margins, or *de minimis* margins, on sales of stacking chairs for all companies investigated.

Case History

On August 10, 1984, we received a petition in proper from from counsel for Frazier Engineering, Inc., Greenfield, Indiana, on behalf of the U.S. industry producing stacking chairs. In accordance with the filing requirements of § 353.36 of the Commerce Regulations (19 CFR 353.36), the petition alleged that stacking chairs from Taiwan are being, or are likely to be, sold in the United States at less than fair value within the meaning of section 731 of the Act, and that these imports are materially injuring, or are threatening material

injury to, a U.S. industry. The petition also alleged that critical circumstances existed in the case.

After reviewing the petition, we determined it contained sufficient grounds upon which to initiate an antidumping investigation. We notified the ITC of our action and initiated such an investigation on September 6, 1984 (49 FR 35166). The ITC subsequently found, on September 24, 1984, that there is a reasonable indication that imports of stacking chairs from Taiwan are materially injuring a United States industry. On December 17, 1984, the petitioner requested the Department to extend the preliminary determination until not later than March 8, 1985. On December 21, 1984, we granted the request (50 FR 308). On October 16, 1984, we received a letter from counsel filed on behalf of the producers of stacking chairs, requesting additional time in which to respond to the questionnaires. We subsequently extended the due date for responses to November 9, 1984. On November 9, 1984, we received responses from the producers. Verification of all information submitted to the Department was conducted in Taiwan during the period January 11, 1985, through January 24, 1985. On March 14, 1985, we published our preliminary determination of sales at not less than fair value (50 FR 10295). The notice stated that, if requested, we would hold a public hearing to afford interested parties an opportunity to comment on the preliminary determination. Neither counsel for petitioners nor respondents requested a hearing. We received one written comment from repondents and it was subsequently withdrawn.

Scope of the Investigation

The products covered by this investigation are tubular steel framed stacking chairs, including stacking chairs with plastic slats or expanded metal mesh, as well as of wire grid, as currently classifiable in the *Tariff Schedules of the United States, Annotated* (TSUSA) under item number 727.7065. We investigated sales of these stacking chairs which were made by three Taiwanese producers and sold to the United States during the period of investigation, August 1, 1983, through July 31, 1984. The firms investigated were Taiwan Lounge Chair Industry Co., Ltd., Taiwan Hsin Yeh Enterprise Co., Ltd., and Lu Kuang Enterprise, Co., Ltd. Sales by the above firms accounted for approximately 63 percent of all stacking chairs sold to the United States during the period of investigation.

Fair Value Comparison

To determine whether sales of the subject merchandise in the United States were made at less than fair value, we compared the United States price with the foreign market value. In the case of Taiwan Lounge Chair Industry Co. and Lu Kuang Enterprise Co., we compared United States price based on purchase price with foreign market value based on the constructed value of the imported merchandise. For Taiwan Hsin Yeh Enterprise Co., we compared United States price based on purchase price with foreign market value based on the price to third countries.

United States Price

For Taiwan Lounge Chair, Taiwan Hsin Yeh and Lu Kuang, we used the purchase price of the subject merchandise to represent the United States price, as provided in section 772(b) of the act, because the merchandise is sold to unrelated purchasers prior to its importation into the United States. We calculated the purchase price on the f.o.b. or c. & f. price to unrelated purchasers in the United States or to unrelated trading companies where the manufacturers knew that the merchandise was destined for the U.S. market when it was old. We made deductions, where appropriate, for inland freight, ocean freight, brokerage charges, bank charges, export promotion fees and stamp tax. We made additions, where appropriate for import duties which were rebated, or not collected, by reason of the exportation of the merchandise to the United States, pursuant to sections 772(d)(1)(B) of the Act.

Foreign Market Value

In all cases, there were either no sales, or insufficient sales, in the home market to use as a basis for foreign market value. For Taiwan Hsin Yeh, we selected sales for export to a country other than the United States (third countries) as a basis for foreign market value pursuant to section 773(a)(1)(B) of the Act. We used third country sales to Australia because Australia was Taiwan Hsin Yeh's largest market for such or similar merchandise for comparison with U.S. sales. We calculated third country price on the basis of the f.o.b. or c. & f. price to unrelated trading companies for sale to Australia. We made deductions, where appropriate, for inland freight, brokerage charges, export bank charges and stamp tax. Where appropriate, we also made additions for import duties, which were rebated or not collected by reason of the exportation of the merchandise, equal to those amounts added to the United States price. An adjustment was also made, where appropriate, for the differences between commissions on sales to the United States and Australia in accordance with § 353.15(c) of the Commerce Regulations. We adjusted for differences in packing; and we also adjusted for physical differences in the merchandise in accordance with § 353.16 of the Commerce Regulations.

In accordance with section 773 of the Act, we calculated constructed value by adding the costs of materials, fabrication, general expenses, profit and packing. For materials and fabrication, we used the appropriate producer's actual cost figures. In the case of Lu Kuang, the amount added for general expenses was the statutory minimum of 10 percent of the sum of material and fabrication costs as prescriberd in section 773(e)(1)(B) of the Act. In the case of Taiwan Lounge Chair since the actual general expenses amounted to more than 10 percent of the total cost for materials and fabrication, we used actual general expenses. The amount added for profit was the statutory minimum of 8 percent of the sum of materials, fabrication costs, and general expenses because these companies had no home market sales of merchandise of the same class or kind, and we were unable to determine how much of the companies' overall profit was related to sales to countries other than the U.S.

In calculating foreign market value, we made currency conversions from Taiwan New Dollars to United States dollars in accordance with § 353.56(a)(1) of our regulations, using certified daily exchange rates as furnished by the Federal Reserve Bank of New York.

Negative Determination of "Critical Circumstances"

Petitioners alleged the existence of critical circumstances in this case, as defined by section 733(e), of the Act. Since we have determined that stacking chairs have not been sold in the United States at less than fair value, the issue of "critical circumstances" is moot in this determination.

Verification

We have verified the data used in reaching the final determination in this investigation, by using standard verification procedures, including on-site inspection of the manufacturers' operations and examination of accounting records and selected documents containing relevant information.

Summary of Final Results

The weighted-average margins for the companies investigated are as follows:

Manufacturer/seller/exporter	Weighted-average margin percentage
Taiwan Lounge Chair	0.00
Taiwan Hsin Yeh	0.39
Lu Kuang	0.00

ITC Notification

In accordance with section 735(d) of the Act, we will notify the ITC of our determinations.

This notice is being published pursuant to section 735(d) of the Act.

Alan F. Holmer,

Acting Assistant Secretary for Trade Administration.

May 21, 1985.

[FR Doc. 85-12884 Filed 5-28-85; 8:45 am]

BILLING CODE 3510-DS-M

[A-475-404]

Tubular Steel Framed Stacking Chairs From Italy; Final Determination of Sales at Less Than Fair Value

AGENCY: International Trade Administration/Import Administration, Commerce.

ACTION: Notice.

SUMMARY: We have determined that tubular steel framed stacking chairs (stacking chairs) from Italy are being, or are likely to be, sold in the United States at less than fair value. We have also determined that critical circumstances do not exist. We have notified the U.S. International Trade Commission (ITC) of our determination and have directed the U.S. Customs Service to continue with the suspension of liquidation of entries, with certain exceptions, as discussed under "Continuation of Suspension of Liquidation." The ITC will determine, within forty-five days of the date of this determination or 120 days after our affirmative preliminary determination, whichever is later, whether these imports are materially injuring, or are threatening to materially injure, a U.S. industry.

EFFECTIVE DATE: May 29, 1985.

FOR FURTHER INFORMATION CONTACT: Kenneth G. Shimabukuro, Office of Investigations, Import Administration, International Trade Administration, U.S. Department of Commerce, 14th Street and Constitution Avenue NW., Washington, D.C. 20230; telephone: (202) 377-5332.

Final Determination

We have determined that stacking chairs from Italy are being, or are likely to be, sold in the United States at less than fair value, as provided in section 735 of the Tariff Act of 1930, as amended (19 U.S.C. 1673d) (the Act). The margins range from zero percent to 20.56 percent, and the weighted-average margins for the four respondents are shown in the section under "Continuation of Suspension of Liquidation". Since we found no sales at less than fair value on sales by EMU, we excluded its sales from this determination.

Case History

On August 10, 1984, we received a petition from Frazier Engineering, Inc., on behalf of the domestic stacking chair industry. In compliance with the filing requirements of § 353.36 of the Commerce Regulations (19 CFR 353.36), the petitioner alleged that imports of stacking chairs from Italy are being, or are likely to be, sold in the United States at less than fair value within the meaning of section 731 of the Act, and that these imports are materially injuring, or are threatening to materially injure, a United States industry. The petitioner also alleged that "critical circumstances" exist. After reviewing the petition we determined that it contained sufficient grounds on which to initiate an antidumping duty investigation. We initiated such an investigation on August 30, 1984 (49 FR 174), and informed the ITC of our action. On September 24, 1984, the ITC preliminarily determined that there is reasonable indication that imports of stacking chairs from Italy are materially injuring a U.S. industry.

Based on available import information we presented questionnaires to Ellisse, Divisione della A & T europe S.p.A. (Ellisse), and EMU S.p.A. (EMU), in late September and early October of 1984. Two manufacturers, Omim Industriale, S.p.A. (Omim), and Stilgarden, S.p.A. (Stilgarden), indicated that they wished to respond to the questionnaire. Responses were received on the following dates:

Ellisse	December 3, 1984
EMU	November 16, 1984
Omim	November 27, 1984
Stilgarden	November 14, 1984

The response from Stilgarden was incomplete. Therefore, we based our preliminary determination on the best information available, which was determined to be the margin of the respondent with the highest margin.

On December 17, 1984, the petitioner requested that the Department postpone the preliminary determination until not later than March 8, 1985. The Department granted the request on December 21, 1984 (50 FR 308).

We published the preliminary determination of sales at less than fair value on March 14, 1985 (50 FR 10293). Written views, filed by two of the respondents, were considered for the final determination. A public hearing was not requested.

Scope of Investigation

The product covered by this investigation is the tubular steel framed stacking chairs, including stacking chairs with plastic slats or expanded metal mesh, as well as of wire grid, as currently classifiable in the *Tariff Schedules of the United States, Annotated* (TSUSA) under item number 727.7065.

This investigation covers sales made during the period from August 1, 1983, through July 31, 1984. The period was expanded from the normal period (March 1, 1984, through August 31, 1984) because of the seasonal nature of sales of the merchandise. The four respondents are the only known Italian producers of this merchandise who export to the United States.

Fair Value Comparison

To determine whether sales of the subject merchandise to the United States were made at less than fair value, we compared the United States price with the foreign market value.

United States Price

As provided for in section 772(b) of the Act, the purchase price of the subject merchandise was used to represent the United States price because the merchandise was sold to unrelated U.S. purchasers prior to its importation into the United States. EMU had some sales to a related importer but since they did not account for a significant portion of the total sales to the United States we did not include those sales in our calculations.

Calculations for purchase price were based on FOB, or ex-works, packed prices to the unrelated United States purchasers. Deductions were made, as appropriate, for inland freight and rebates, and additions were made to EMU prices for duty drawback received upon exportation of the merchandise.

Foreign Market Value

Sales of such or similar merchandise in the home market were used as a basis

for foreign market value, as provided for in section 773(a)(1)(A) of the Act.

Calculations for foreign market value were based on FOB, or ex-works, packed prices to unrelated purchasers in the home market. Deductions were made, as appropriate, for inland freight. Further adjustments for differences in commissions and credit expenses, as appropriate, were made.

For the preliminary determination EMU sales to only retailers in the home market were used, to compare to the United States price, since the sales to the U.S. were to retailers only. We did not have sufficient information to justify using sales to wholesalers, in the home market, in making our comparison. Subsequent submissions by EMU, supported by verification findings, showed that EMU made no price distinction between sales to retailers and sales to wholesalers. Any price differential was primarily a result of discounts based on quantities purchased. For the final determination, therefore, we used all sales in the home market to compare to the United States price.

A claim for advertising expenses made by EMU was denied in the preliminary determination because it was not clearly established that the expenses were directly related to sales of stacking chairs. Subsequent submissions by EMU and verification findings established that the claimed advertising was directed to the consumer and directly related to sales of stacking chairs. The claim for advertising was, therefore, allowed in the final determination.

Claims for adjustment for differences in circumstances of sale, made by Omim under § 353.15 of the Commerce regulations, were denied because they were not directly related to the sales in question. The claims were for differences in indirect selling expenses, level of trade, short production run and quality control. A claim by Omim for an adjustment to offset a "quantity" rebate given to its principal U.S. customer was not allowed because § 353.14 of the Commerce Regulations, under which the claim was made, does not permit such an adjustment. Omim also submitted corrected cost information, for adjustments for differences in merchandise, which was used for the final determination.

Packing costs were identical, for both markets, for all respondents.

In calculating foreign market value we made currency conversions from Italian lire to United States dollars in accordance with § 353.56(a)(1) of our regulations, using the daily exchange rate certified by the U.S. Federal Reserve.

Respondent's Comments

Comment 1: EMU stated that all sales in the home market should be included in calculating foreign market value.

DOC Response: For our response to this comment, see the Foreign Market Value section of this notice.

Comment 2: EMU stated that certain advertising expenses in the home market should be allowed because they were directly related to sales of stacking chairs, and directed to the consumer.

DOC Response: For our response to this comment, see the Foreign Market Value section of this notice.

Comment 3: Omim stated that an adjustment should be made to home market sales to offset a "quantity" rebate given to its principal customer in the United States.

DOC Response: For our response to this comment, see the Foreign Market Value section of this notice.

Petitioner's Comments: The petitioner submitted no comments.

Verification

In accordance with section 776(a) of the Act we verified the information provided by the respondents using standard verification procedures, which included on-site inspection of the merchandise and examination of relevant sales and financial records of the company.

Negative Determination of Critical Circumstances

The petitioner also alleged that imports of stacking chairs from Italy present "critical circumstances". Under section 733(e)(1) of the Act critical circumstances exist when the Department finds that:

(1) There have been massive imports of the merchandise under investigation over a relatively short period; and (2)(a) there is a history of dumping the United States or elsewhere of the class or kind of merchandise under investigation; or (b) the person by whom or for whose account the merchandise was imported knew or should have known that the exporter was selling the merchandise under investigation at less than its fair value.

In determining whether there have been massive imports over a relatively short period, we considered the following factors: (1) Recent import penetration levels; (2) changes in import penetration since the date of the ITC's preliminary affirmative determination of injury; (3) whether imports have surged recently; (4) whether recent imports are significantly above the average calculated over several years; and (5) whether the patterns of imports over the last several years may be explained by seasonal swings. Based on our analysis of the information, we have determined that imports of the products covered by this investigation were not massive over a relatively short period.

We, therefore, did not need to consider whether there is a history of dumping of stacking chairs, or whether the person by whom or for whose account these products were imported knew or should have known that the exporters were selling these products at less than fair value.

For the reasons described above, we have determined that "critical circumstances" do not exist with respect to stacking chairs from Italy.

Continuation of Suspension of Liquidation

We are directing the U.S. Customs Service to continue to suspend liquidation of all entries and withdrawals of stacking chairs from Italy, except entries and withdrawals of stacking chairs produced by EMU, which are entered or withdrawn form warehouse, for consumption on or after March 14, 1985, the date of publication of the preliminary determination in the **Federal Register.** The U.S. Customs Service shall continue to require a cash deposit or the posting of a bond equal to the estimated weighted-average amount by which the foreign market value of the merchandise subject to this investigation exceeds the United States price. The bond or cash deposit amounts established in the preliminary determination shall remain in effect with respect to entries or withdrawals (except entries or withdrawals of stacking chairs produced by EMU) made prior to the date of publication of this notice in the **Federal Register.** The bond or cash deposit amounts for entries or withdrawals made on or after the publication of this notice are shown below. EMU is excluded from this determination.

Manufacturer	Weighted-average margin (percent)
EMU	(1)
Ellisse	6.02
Omim	8.68
Stilgarden	8.68
All others	7.58

(1) No margin.

The suspension of liquidation under section 773(d)(1) of the Act, for entries and withdrawals of stacking chairs produced by EMU, is terminated pursuant to section 735(c)(2)(A) of the

Act. Further, any bond or other security required under section 733(d)(2) of the Act shall be released and any cash deposit refunded.

ITC Notification

In accordance with section 735(d) of the Act, we will notify the ITC of our determination. In addition, we are making available to the ITC all non-priviledged and non-confidential information relating to this investigation. We will allow the ITC access to all priviledged and confidential information in our files, provided the ITC confirms that it will not disclose such information, either publicly or under an administrative protective order, without the written consent of the Deputy Assistant Secretary for Import Administration. The ITC will determine whether these imports are materially injuring, or threaten to materially injure, a U.S. industry before the later of 120 days after our preliminary affirmative determination or 45 days after our affirmative final determination.

If the ITC determines that material injury, or threat of material injury, does not exist this proceeding will be terminated and all securities posted as a result of the suspension of liquidation will be refunded or cancelled. If the ITC, however, determines that such injury does exist we will issue an antidumping duty order directing the U.S. Customs Service to assess an antidumping duty on stacking chairs from Italy, except those from EMU, which were entered, or withdrawn from warehouse, for consumption on or after March 14, 1985, the publication date of the preliminary determination in the **Federal Register**, equal to the amount by which the foreign market value exceeds the United States price.

This determination is being published pursuant to section 735(d) of the Act (19 U.S.C. 1673(d)).

Walter J. Olson,

For William T. Archey, Acting Assistant Secretary for Trade Administration.

[FR Doc. 85-12886 Filed 5-28-85; 8:45 am]

BILLING CODE 3510-DS-M

National Oceanic and Atmospheric Administration

Marine Mammals; Issuance of Permit; Ms. Jo Guerrero

On March 28, 1985, notice was published in the **Federal Register** (50 FR 12355) that an application had been filed by Ms. Jo Guerrero, Moss Landing Marine Laboratories, P.O. Box 450, Moss Landing, California 90539 for a permit to take up to 36 gray whales for the purposes of scientific research.

Notice is hereby given that on May 22, 1985, as authorized by the provisions of the Marine Mammal Protection Act of 1972 (16 U.S.C. 1361–1407), and the Endangered Species Act of 1973 (16 U.S.C. 1531–1543), the National Marine Fisheries Service issued a Permit for the above taking, subject to certain conditions set forth therein.

Issuance of this Permit as required by the Endangered Species Act of 1973 is based on a finding that such Permit: (1) Was applied for in good faith; (2) will not operate to the disadvantage of the endangered species which are the subject of this Permit; (3) and will be consistent with the purposes and policies set forth in Section 2 of the Endangered Species Act of 1973. This Permit was also issued in accordance with and is subject to Parts 220–222 of Title 50 CFR, the National Marine Fisheries Service regulations governing endangered species permits.

Concurrent with the publication of this notice in the **Federal Register**, the Secretary of Commerce is forwarding copies of this application to the Marine Mammal Commission and the Committee of Scientific Advisors.

Written data or views, or requests for a public hearing on this application should be submitted to the Assistant Administrator for Fisheries, National Marine Fisheries Service, U.S. Department of Commerce, Washington, D.C. 20235, within 30 days of the publication of this notice. Those individuals requesting a hearing should set forth the specific reasons why a hearing on this particular application would be appropriate. The holding of such hearing is at the discretion of the Assistant Administrator for Fisheries.

All statements and opinions contained in this application are summaries of those of the Applicant and do not necessarily reflect the views of the National Marine Fisheries Service.

The Permit is available for review by interested persons in the following offices:

Assistant Administrator for Fisheries, National Marine Fisheries Service, 3300 Whitehaven Street NW., Washington, D.C.;

Regional Director, Alaska Region, National Marine Fisheries Service, P.O. Box 1668, Juneau, Alaska 99802; and

Regional Director, Southwest Region, National Marine Fisheries Service, 300 Ferry Street, Terminal Island, California 90731.

Dated: May 22, 1985.

Carmen J. Blondin,

Deputy Assistant Administrator for Fisheries Resource Management, National Marine Fisheries Service.

[FR Doc. 85-12878 Filed 5-28-85; 8:45 am]

BILLING CODE 3510-22-M

National Technical Information Service

Government-Owned Inventions; Availability for Licensing

The inventions listed below are owned by agencies of the U.S. Government and are available for licensing in the U.S. in accordance with 35 U.S.C. 207 to achieve expeditious commercialization of results of federally funded research and development. Foreign patents are filed on selected inventions to extend market coverage for U.S. companies and may also be available for licensing.

Technical and licensing information on specific inventions may be obtained by writing to: Office of Federal Patent Licensing, U.S. Department of Commerce, P.O. Box 1423, Springfield, Virginia 22151

Please cite the number and title of inventions of interest.

Douglas J. Campion,

Office of Federal Patent Licensing, National Technical Information Service, U.S. Department of Commerce.

Department of Agriculture

SN 6-385,674 (4,508,781)
Fluorination by Inorganic Fluorides in Glow Discharge

SN 6-423,404 (4,508,736)
Methods for Preparing Improved Quality Rice-Containing Baked Products

SN 6-676,147
A Portable, Self-Powered Adjustable Herbicide Dispensing System

SN 6-708,613
Monoclonal Antibodies to Epizootic Hemorrhagic Disease Virus Antigen

SN 6-713,733
Preparation of Pellets Containing Fungi for Control of Soilborne Diseases

SN 6-716,798
Synthetic Pheromone 5-Hydroxy-4-Methyl-3-Heptanone and Its Use in Controlling Grain Weevils

Department of Health and Human Services

SN 6-446,408 (4,501,151)
Ultrasonic Therapy Applicator that Measures Dosage

SN 6-582,862 (4,508,820)
Method for Simultaneously

Monitoring Turnover Rate in Multiple Proteins
SN 6-706,622
Use of Paramagnetic Metalloporphyrins as Contrast Agents for Tumors in NMR Imaging
SN 6-712,102
Non-Aqueous Dental Cements Based on Dimen and Trimer Acids
SN 6-712,236
Adeno-Associated Virus as Eukaryotic Expression Vector
SN 6-724,897
Soluble Interleukin-2 Receptor as a Disease Indicator and a Method of Assaying the Same.

Department of the Air Force

SN 6-256,880 (4,500,255)
Spacer Structure
SN 6-370,234 (4,499,468)
Range-Only Multistatic Radar System
SN 6-398,134 (4,505,582)
Self-Detecting Opitcal Sensors
SN 6-407,985 (4,507,602)
Measurement of Permitivity and Permeability of Microwave Materials
SN 6-434,671 (4,500,206)
Opitcal System for Measuring Shadowgraph Data
SN 6-442,494 (4,499,761)
Snow Scale/Rate Meter
SN 6-477,793 (4,499,156)
Titanium Metal-Matrix Composites
SN 6-484,327 (4,498,184)
Jinc-Trap Resonator
SN 6-484,390 (4,503,668)
Strutless Diffuser for Gas Turbine
SN 6-498,336 (4,499,395)
Cut Angles for Quartz Crystal Resonators
SN 6-564,547 (4,499,334)
Heat Resistant Sheathed Insulated Electrical Conductors
SN 6-566,444 (4,501,636)
Apparatus for Etching Vertical Junction Solar Cell Wafers
SN 6-578,304 (4,499,735)
Segmented Zoned Fuel Injection System for Use With a Combustor
SN 6-586,953 (4,501,929)
Multiconductor Flat Cable
SN 6-615,507 (4,499,258)
Polyaromatic Ether-Sulfone-Keytones with Fluoro-Substituted-P-Cyclophane Units as Cross-Linked Sites
SN 6-675,115
Corrosion Inhibitor Formulation for Molybdenum, Tungsten and Other Metals
SN 6-679,327
Parallel Programmable Charge Domain Device
SN 6-679,332
Pipelined Programmable Charge Domain
SN 6-688,944
Night Vision Compatible Illumination for Vehicle Crewmember Workspace
SN 6-690,541
Technique to Reduce Scattered Light in Optical Systems
SN 6-696,679
Generation and Display Apparatus
SN 6-696,680
Synthesis of Geminal Dinitro Compounds
SN 6-698,721
Mode Dependent, Optical Time Delay System for Electrical Signals
SN 6-698,725
ADCCP Communication Processor
SN 6-698,726
Printed Wiring Board Circuit Isolator Tool
SN 6-698,957
Heat Pipe and Method of Making Same
SN 6-698,963
Stabilizing Force Feedback in Bio-Actuated Control System
SN 6-698,977
Length Dependent, Optical Time Delay/Filter Device for Electrical Signals
SN 6-704,109
System of White-Light Density Pseudocolor Encoding with Three Primary Colors
SN 6-705,816
Telescoping Low Vibration Pulling Mechanism for Czochralski Crystal Growth
SN 6-705,827
Survivable Ground Base Sensor
SN 6-708,926
Spatial Light Modulator Having a Capacitively Coupled Photoconductor

Department of the Army

SN 6-047,456 (4,280,767)
Printing Apparatus
SN 6-086,504 (4,344,010)
Acceleration Resistant Combination of Opposite-Handed Piezoelectric Crystals
SN 6-196,508 (4,356,182)
Method of Fabricating Acceleration Resistant Crystal Resonators and Acceleration Resistant Crystal Resonators so Formed
SN 6-253,874 (4,395,148)
Positioning of A Multicolor Ribbon
SN 6-343,644 (4,453,141)
Suppression of Vibration Effects on Piezoelectric Crystal Resonators
SN 6-389,315 (4,410,822)
Acceleration-Resistant Crystal Resonator
SN 6-434,998 (4,451,755)
Acceleration Sensitivity Reduction Method
SN 6-467,337 (4,426,168)
Serial Impact Printer for Multicolor Printing
SN 6-631,936 (4,073,371)
Apparatus and Circuits for Two-Color Printing in Electronic Impact Printers
SN 6-699,282
A Nondestructive Noncontact Device to Characterize Semiconductor Materials
SN 6-702,114
Topical Prophylaxis Against Schistosomal Infections
SN 6-702,294
A Simple Power Meter for High Energy Pulsed Lasers
SN 6-712,943
Ground Slot Waveguide Laser
SN 6-714,602
A Method and Apparatus for the Pressing and Alignment of Radially Oriented Toroidal Magnets
SN 6-714,784
Dot Matrix Color Printer
SN 6-715,215
Method of Preparing Nonlaminating Anisotropic Boron Nitride
SN 6-715,808
Method of Pretreating Carbon Black Powder to Improve Cathode Performance and Lithium Sulfuryl Chloride Cell Including the Pretreated Carbon Black Powder
SN 6-715,862
Acceleration Insensitive Oscillator
SN 6-717,990
Multi-Track Optical Shaft Position and Timing Cylinder
SN 6-721,096
Optically Controlled Multi-Color Impact Printer

Department of the Interior

SN 6-455,187 (4,501,448)
Universal Ripper Miner

Tennessee Valley Authority

SN 6-584,285 (4,511,388)
Production of High-Analysis Ammonium Orthophosphate Suspension Fertilizers by a New Batch-Type Process
SN 6-605,345 (4,512,793)
Granulation of Urea Phosphate from Urea and Merchant-Grade Phosphoric Acid

[FR Doc. 85-12821 Filed 5-28-85; 8:45 am]
BILLING CODE 3510-04-M

Intent To Grant Exclusive Patent License

The National Technical Information Service (NTIS), U.S. Department of Commerce, intends to grant to Agracetus, a general partnership of the State of New York, a partial exclusive right to manufacture, use and sell

products embodied in the invention entitled "Preparation of an Entomopathogenic Fungal Insect Control Agent," U.S. Patent Application 419,637, filed September 17, 1982. The patent rights in this invention have been assigned to the United States of America, as represented by the Secretary of Commerce.

The proposed license will be royalty-bearing and will comply with the terms and conditions of 35 U.S.C. 209 and 41 CFR 101–4.1. The proposed license may be granted unless, within sixty days from the day of this published Notice, NTIS receives written evidence and argument which establishes that the grant of the proposed license would not serve the public interest.

Inquiries, comments and other materials relating to the proposed license must be submitted to the Office of Federal Patent Licensing, NTIS, Box 1423, Springfield, VA 22151.

Douglas J. Campion,

Office of Federal Patent Licensing, U.S. Department of Commerce, National Technical Information Service.

[FR Doc. 85–12817 Filed 5–28–85; 8:45 a]

BILLING CODE 3510–4–M

COMMITTEE FOR THE IMPLEMENTATION OF TEXTILE AGREEMENTS

Limits for Certain Cotton Textile Products Produced or Manufactured in the People's Republic of China

The Chairman of the Committee for the Implementation of Textile Agreements (CITA), under the authority contained in E.O. 11651 of March 3, 1972, as amended, has issued the directive published below to the Commissioner of Customs to be effective on May 29, 1985. For further information contact Diana Bass Solkoff, International Trade Specialist, Office of Textiles and Apparel, Department of Commerce, (202) 377–4212.

Background

On May 24, 1984, a notice was published in the **Federal Register** (49 FR 21974), which established, among other things, an import restraint limit of 6,251,330 square yards for cotton fabric in Category 320pt. (currently in TSUSA items 320.—, 321.—, 322.—, 326.—, 327.—, 328.—, with statiscal suffixes 21, 22, 24, 31, 38, 49, 57, 74, 80 and 98), produced or manufactured in China and exported during the twelve-month period which began on May 29, 1984 and extends through May 28, 1985. This limit is filled.

On December 24, 1984 a further notice was published in the **Federal Register** (49 FR 49879) announcing that, as of January 1, 1985, the Committee for the Implementation of Textile Agreements, in order to prevent market disruption, would direct the U.S. Customs Service, as appropriate, to permit entry into the United States for consumption, or withdrawal from warehouse for consumption, of such goods which were exported during a prior restraint period in excess of the restraint limit established for that period, at a prescribed rate per month during each of the first five months of the following period. CITA has decided, in the case of imports in Category 320pt., exported from China on and after February 29, 1984, through May 28, 1985 to direct Customs to permit entry in amounts not to exceed 1,250,266 square yards during each of the thirty-day periods beginning on May 29, 1985 and extending through October 25, 1985. The thirty-day periods are stipulated in the letter to the Commissioner of Customs which follows this notice.

A description of the textile categories in terms of T.S.U.S.A. numbers was published in the **Federal Register** on December 13, 1982 (47 FR 55709), as amended on April 7, 1983 (48 FR 15175), May 3, 1983 (48 FR 19924), December 14, 1983 (48 FR 55607), December 30, 1983 (48 FR 57584), April 4, 1984 (49 FR 13397), June 28, 1984 (49 FR 26622), July 16, 1984 (49 FR 28754), November 9, 1984 (49 FR 44782), and in Statistical Headnote 5, Schedule 3 of the Tariff Schedules of the United States Annotated (1985).

Walter C. Lenahan,

Chairman, Committee for the Implementation of Textile Agreements.

Commissioner of Customs,
Department of the Treasury, Washington, D.C.

Dear Mr. Commissioner: Under the terms of Section 204 of the Agricultural Act of 1956, as amended (7 U.S.C. 1854), pursuant to the Bilateral Cotton, Wool and Man-Made Fiber Textile Agreement of August 19, 1983, as amended, between the Governments of the United States and the People's Republic of China, and in accordance with the provisions of Executive Order 11651 of March 3, 1972, as amended, you are directed, effective on May 29, 1985, to permit entry into the United States for consumption and withdrawal from warehouse for consumption of cotton textile products in Category 320 pt.[1], produced or manufactured in the People's Republic of China and exported during the fifteen-month period which began on February 29, 1984 and extends through May 28, 1985 which were in excess of the restraint limit established for that period, the following amount per thirty-day period:

Category	Amount to be entered per thirty-day period
320 pt.[1]	1,250,266 square yards.

The thirty-day periods shall be as follows:

May 29, 1985 through June 27, 1985
June 28, 1985 through July 27, 1985
July 28, 1985 through August 26, 1985
August 27, 1985 through September 25, 1985
September 26, 1985 through October 25, 1985

A description of the textile categories in terms of T.S.U.S.A. numbers was published in the **Federal Register** on December 13, 1982 (47 FR 55709), as amended on April 7, 1983 (48 FR 15175), May 3, 1983 (48 FR 19924), December 14, 1983 (48 FR 55607), December 30, 1983 (48 FR 57584), April 4, 1984 (49 FR 13397), June 28, 1984 (49 FR 26622), July 16, 1984 (49 FR 28754), November 9, 1984 (49 FR 44782), and in Statistical Headnote 5, Schedule 3 of the Tariff Schedules of the United States Annotated (1985).

In carrying out the above directions, the Commissioner of Customs should construe entry into the United States for consumption to include entry for consumption into the Commonwealth of Puerto Rico.

The Committee for the Implementation of Textile Agreements has determined that this action falls within the foreign affairs exception to the rulemaking provisions of 5 U.S.C. 553.

Sincerely,

Walter C. Lenahan,

Chairman, Committee for the Implementation of Textile Agreements.

[FR Doc. 85–13006 Filed 5–28–85; 8:45 am]

BILLING CODE 3510–DR–M

Import Restraint Limits for Certain Cotton, Wool and Man-Made Fiber Apparel Products, Produced or Manufactured in Sri Lanka

The Chairman of the Committee for the Implementation of Textile Agreements (CITA), under the authority contained in E.O. 11651 of March 3, 1972, as amended, has issued the directive published below to the Commissioner of Customs to be effective on June 1, 1985. For further information contact Diana Solkoff, International Trade Specialist (202) 377–4212.

Background

The Bilateral Cotton, Wool and Man-Made Fiber Textile Agreement of May 10, 1983, between the Governments of the United States and Sri Lanka establishes specific restraint limits for cotton and man-made fiber gloves and mittens in Categories 331 and 631, men's other coats of cotton and man-made fibers in Categories 334 and 634, women's, girls' and infants' cotton and

[1] In Category 320, (only TSUSA numbers 320.—, 321.—, 322.—, 326.—, 327.—, 328.—, with statistical suffixed 21, 22, 24, 31, 38, 49, 57, 74, 80 and 98)

man-made fiber coats in Categories 335 and 635, women's, girls' and infants' cotton knit shirts in Category 339, woven shirts and blouses of cotton and man-made fibers in Cagetories 340, 341, 640 and 641, cotton trousers in Categories 347 and 348, wool and man-made fiber sweaters in Categories 445/446 and 645/646, and women's, girls, and infants' man-made fiber trousers in Category 648, produced or manufactured in Sri Lanka and exported to the United States during the twelve-month period beginning on June 1, 1985 and ending on May 31, 1986. The levels for Categories 341, 347, 348, 640 and 648 have beern reduced to account for carryforward used in the previous agreement year.

The agreement also provides a consultation mechanism for categories of textile products which are not subject to specific ceilings and for which levels may be established during the year upon agreement between the two governments.

In the letter published below the Chairman of the Committee for the Implementation of Textile Agreements directs the Commissioner of Customs, in accordance with the terms of the bilateral agreement, to prohibit entry into the United States for consumption, or withdrawal from warehouse for consumption, of textile products in the foregoing categories, produced or manufactured in Sri Lanka and exported during the twelve-month period beginning on June 1, 1985, in excess of the designated levels of restraint.

A description of the textile categories in terms of T.S.U.S.A. numbers was published in the **Federal Register** on December 13, 1982 (47 FR 55709), as amended on April 7, 1983 (48 FR 15175), May 3, 1983 (48 FR 19924), December 14, 1983 (48 FR 55607), December 30, 1983 (48 FR 57584), April 4, 1984 (49 FR 13397), June 28, 1984 (49 FR 26622), July 16, 1984 (49 FR 28754), November 9, 1984 (49 FR 44782), and in Statistical Headnote 5, Schedule 3 of the Tariff Schedules of the United States Annotated (1985).

This letter and the actions taken pursuant to it are not designed to implement all of the provisions of the bilateral agreement, but are designed to assist only in the implementation of certain of its provisions.

Walter C. Lenahan,

Chairman, Committee for the Implementation of Textile Agreements.

Commissioner of Customs,
Department of the Treasury, Washington, D.C.

Dear Mr. Commissioner: Under the terms of Section 204 of the Agricultural Act of 1956, as amended (7 U.S.C. 1854), and the Arrangement Regarding International Trade in Textiles done at Geneva on December 20, 1973, as extended on December 15, 1977 and December 22, 1981; pursuant to the Bilateral Cotton, Wool and Man-Made Fiber Textile Agreement of May 10, 1983 between the Governments of the United States and Sri Lanka; and in accordance with the provisions of Executive Order 11651 of March 3, 1972, as amended, you are directed to prohibit, effective on June 1, 1985, entry into the United States for consumption and withdrawal from warehouse of consumption of cotton, wool and man-made fiber textile products in the following categories produced or manufactured in Sri Lanka and exported during the twelve-month period beginning on June 1, 1985, and ending on May 31, 1986 in excess of the indicated restraint limits:

Category	Twelve-month limit
331	963,521 dozen pairs.
334	187,815 dozen.
335	173,645 dozen.
339	335,638 dozen.
340	495,268 dozen.
341	467,475 dozen.
347	350,261 dozen.
348	239,709 dozen.
445/446	92,151 dozen.
631	292,136 dozen.
634	112,360 dozen.
635	185,394 dozen.
640	91,141 dozen.
641	495,524 dozen.
645/646	101,124, dozen of which not more than 67,416 dozen shall be in Category 646.
648	159,000 dozen.

In carrying out this directive, entries of cotton, wool and man-made fiber textile products in the foregoing categoris, produced or manufactured in Sri Lanka, and exported during the period June 1, 1984 to May 31, 1985 shall to the extent of any unfilled blances, be charged to the levels of restraint established for such goods during that twelve-month period. In the event the levels of restraint established for that period have been exhausted by previous entries, such goods shall be subject to the levels set forth in this letter.

The limits set forth are subject to adjustment in the future according to the provisions of the bilateral agreement of May 10, 1983 between the Governments of the United States and Sri Lanka, which provide, in part, that (1) any specific limit and sublimit may be exceeded by designated percentages of the square yards equivalent total in any agreement period, provided that the amount of the increase is compensated for by an equivalent decrease in one or more other specific limits; (2) specific limits may be increased for carryover and carryforward up to 11 percent of the applicable category limit or sublimit; however, carryover will not be available in the agreement period during which the specific limit is first established; and (3) administrative arrangements or adjustments may be made to resolve minor problems arising in the implementation of the agreement, any of the adjustments referred to above, will be made to you by letter.

A description of the textile categories in terms of T.S.U.S.A. numbers was published in the **Federal Register** on December 13, 1982 (47 FR 55709), as amended on April 7, 1983 (48 FR 15175), May 3, 1983 (48 FR 19924), December 14, 1983 (48 FR 55607), December 30, 1983 (48 FR 57584), April 4, 1984 (49 FR 13397), June 28, 1984 (49 FR 26622), July 16, 1984 (49 FR 28754), November 9, 1984 (49 FR 44782), and in Statistical Headnotes 5, Schedule 3 of the Tariff Schedules of the United States Annotated (1985).

In carrying out the above directions, The Commission of Customs should construe entry into the United States for consumption to include entry for consumption into the Commonwealth of Puerto Rico.

The Committee for the Implementation of Textile Agreements has determined that these actions fall within the foreign affairs exception to the rulemaking provisions of 5 U.S.C. 553.

Sincerely

Walter C. Lenahan,

Chairman, Committee for the Implementation for Textile Agreements

[FR Doc. 85-13007 Filed 5-28-85; 8:45 am]

BILLING CODE 3510-DR-M

CONSUMER PRODUCT SAFETY COMMISSION

Chronic Hazard Advisory Panel on Di(2-Ethylhexyl)Phthalate; Meeting

AGENCY: Consumer Product Safety Commission.

ACTION: Notice of Meeting.

SUMMARY: A Chronic Hazard Advisory Panel, established by the Commission to provide advice about the potential chronic hazards presented by Di(2-ethylhexyl)phthalate (DEHP) in consumer products, has scheduled a two-day meeting to continue its review of draft working papers.

DATES: The Panel will meet in open session on June 10 and June 11, 1985; the meeting will start at 9:00 am and is expected to conclude by 5:00 pm on each day.

ADDRESS: The meeting will be at 5401 Westbard Avenue, Bethesda, Maryland, in room 456.

FOR FURTHER INFORMATION CONTACT: Colin B. Church, Directorate for Health Sciences, Consumer Product Safety Commission, Washington, D.C. 20207; (301) 492-6957.

SUPPLEMENTARY INFORMATION: The Chronic Hazard Advisory Panel on DEHP is a seven-member group which has been established to advise the Commission concerning the potential chronic hazard of cancer associated with the use of consumer products containing DEHP. The Panel, convened in January, 1985, is addressing the concern that the presence of DEHP as a plasticizer in children's products may result in a substantial exposure of

children to a substance that is known to cause cancer in animals.

At its meeting on June 10 and June 11 the Panel met in open session to continue its review of draft working papers.

Dated: May 23, 1985.

Sadye E. Dunn,

Secretary, Consumer Product Safety Commission.

[FR Doc. 85-12855 Filed 5-28-85; 8:45 am]

BILLING CODE 6355-01-M

Public Hearing Concerning Hazards Associated With All Terrain Vehicles

AGENCY: Consumer Product Safety Commission.

ACTION: Notice of public hearing.

SUMMARY: The Consumer Product Safety Commission will hold a public hearing in Dallas, Texas, on June 17, 1985, to obtain safety related information on all Terrain Vehicles (ATVs). This will be the second of five hearings on the hazards associated with ATVs the Commission plans to hold across the United States. The first hearing will be held in Jackson, Mississippi, on May 30, 1985. The Commission also plans to hold hearings in Concord, New Hampshire; Milwaukee, Wisconsin; and Los Angeles, California during the next several months.

The Commission is aware of at least 125 deaths associated with ATVs occurring between January, 1982 through December 1984. Estimates on the number of hospital emergency room treated injuries associated with ATVs in 1984 were 66,956. This is almost two and one half times the number of injuries in 1983 and more than seven times the number in 1982. The Commission is primarily concerned about accidents which result from: (1) Loss of control of the ATV; (2) the ATV overturning by flipping over backward, tipping over forward, or rolling over sideways; and (3) the rider being thrown from the vehicle.

The Commission requests members of the public to participate in this hearing. The Commission is particularly interested in participation from owners and users of ATVs; persons who have been involved in accidents or who have been injured while riding an ATV; state and local government officials or organizations involved with ATV safety and training or state legislation or local ordinances; persons or organizations involved in the testing and evaluation of ATVs; and manufacturers, distributors, importers and retailers of ATVs. The hearing will specifically focus on the hazards associated with ATVs and ways the industry, the Commission, state and local governments or voluntary standards organizations can address these hazards.

DATE AND ADDRESS: The hearing will be held on Monday, June 17, 1985, beginning at 9 a.m. at the Amfac Hotel and Resort, Skyline Room, West Tower, Dallas/Fort Worth Airport, Dallas, Texas. Requests from persons who wish to make presentations must be received by the Office of the Secretary no later than June 11, 1985. Persons who wish to testify must submit a written copy or summary of their testimony to the Office of the Secretary not later than June 13, 1985. Presentations at the hearing should be limited to approximately 5 minutes.

FOR FURTHER INFORMATION CONTACT: For information about the hearing or to request an opportunity to make a presentation at the hearing, contact Sheldon Butts, Deputy Secretary, Consumer Product Safety Commission, Washington, D.C. 20207; or call Mr. Butts on the Commission's toll free hotline number at 800-638-2772 or the Commission's commercial number at 301-492-6800.

SUPPLEMENTARY INFORMATION:

A. Background

The Commission is holding a series of five public hearings across the United States to assit it in obtaining safety-related information on ATVs and in deciding what, if any, regulatory or voluntary action is warranted. The Consumer Product Safety Commission is concerned about whether the performance characteristics of ATVs, including dynamic stability and handling, are adequately safe. To address this concern, the Commission has issued an advance notice of proposes rulemaking (ANPR), which formally commences a rulemaking proceeding. In the ANPR, the Commission discusses methods by which any unreasonable risks of injury associated with ATVs could be adequately reduced or eliminated. These methods include the promulgation of a performance standard, a labeling or warning standard, a ban of ATVs, the development of a voluntary standard, an administrative recall proceeding under section 15 of the CPSA, an imminent hazard action under section 12 of the CPSA or the dissemination of safety related information.

An ATV is a motorized machine intended to be ridden by one person and designed for off-road use. The majority of ATVs have three wheels in a tricyle configuration, although there has been a large increase in the available number of ATVs with four wheels. (The Commission's inquiry at this time is focused only on three and four wheel ATVs.) ATVs typically have gasoline-powered engines of between 50 and 250 cubic centimeters displacement. Currently, ATVs use large, soft, low pressure tires. Most ATVs have no rear axle differential and limited suspension systems.

Sales of all terrain vehicles have increased substantially since the mid-1970s. From 1980 to 1983 sales more than tripled with an average rate of growth over this period of 55% per year. While the number of sales increased sharply in 1984, the percentage rate of growth slowed somewhat to 24%.

The Commission staff estimates that by the end of 1985, 2,480,000 to 2,540,000 ATVs will be available for use, based on an average product life expectancy of 7 to 8 years and on a normally distributed rate of product survival.

The Commission's National Electronic Injury Surveillance System (NEISS) estimates that the number of hospital emergency room treated injuries associated with ATVs in 1984 was 66,956. This is almost two and one half times the number of injuries in the previous year and more than seven times the number in 1982. At least 125 ATV associated fatalities are known to the Commission to have occurred from January, 1982 through December 1984. Reports of deaths for 1983 and 1984 are still being received. The Commission staff review of these 125 reported deaths revealed that 53 victims were under 16 years of age and 27 were under 12 years of age. Almost three-fourths of the victims of ATV-related injuries were between the ages of 5 and 24 years.

The Commission staff believes that the basic configuration of ATVs and their unique performance characteristics including dynamic stability and handling, appear to play a major role in accidents involving ATVs. Many serious injuries and deaths reported in in-depth investigations conducted by the Commission staff resulted from loss of control of the ATV following an abrupt change in the equilibrium of the vehicle. A number of different factors, such as a change in terrain, or a sudden change in direction can contribute to the change in equilibrium. The subsequent loss of control follows a pattern in which the machine overturns or the rider is thrown off. In many of these accidents, other factors such as drinking, riding with passengers, or operating the vehicle illegally on paved roads, may obsure the pattern of loss of control as the critical element in the incident.

B. Request for Public Participation At Hearing

The Commission requests the public to provide it with information on ATVs and on what action, if any, it should take to adequately reduce or eliminate hazards associated with ATVs. The Commission is particularly interested in the views of persons who own or use ATVs in recreational and occupational applications and who have specific observations about ATV handling characteristics; persons who belong to ATV clubs and/or racing associations; persons who have been involved in accidents or who have been injured while riding an ATV; state and local government officials such as police officers, health and safety officials and legislators who are involved with ATV safety, training or legislation concerning ATVs; persons or organizations involved in the testing and evaluation of ATVs; and manufacturers, distributors, importers and retailers of ATVs.

The hearing will focus on the following areas:

(1) Information which identifies the degree, if any, to which the general design of ATVs as well as specific design and operational features of individual models of ATVs influence the performance characteristics of ATVs and contribute to the risk of injury;

(2) Information identifying any changes in general or specific design characteristics of ATVs, including the costs of these changes, that would reduce or eliminate the risks of injury;

(3) Information concerning the handling characteristics of ATVs and the ability of users at various ages and levels of experience to maintain control of ATVs under various conditions of terrain and speed;

(4) Information relating to techniques of evaluating and testing the performance of ATVs;

(5) Information on current activities to educate or train users of ATVs, including children, in the proper method of operation and ways these efforts could be improved;

(6) Information on any accidents involving ATVs, including information on specific injuries sustained in ATV accidents and the nature, degree, duration, treatment and outcome of such injuries. Copies of physicians' and hospital records are sought;

(7) Information identifying any voluntary standard applicable or adaptable to ATVs which could reduce or eliminate the risk of injury;

(8) Information concerning any state or local licensing requirement, restriction or legislation involving ATVs;

(9) Information concerning the development of the three and four wheel ATVs including information relating to design features which take into account the hazards of overturning, and loss of control and

(10) Information on the sale, marketing and distribution of ATVs, particularly for use by children.

Presentations should be limited to approximately 5 minutes. The Commission reserves the right to impose further time limitations on all presentations and to impose further restrictions to avoid duplication of presentations.

Persons unable to attend the hearing may submit their comments in writing, for the record. Written comments for the record must be received in the Office of the Secretary no later than June 17, 1985. Also, persons who cannot attend the hearing or make a presentation should be award that they will have an opportunity to submit written comments in response to the ANPR.

Dated: May 23, 1985.

Sadye E. Dunn,

Secretary, Office of the Secretary.

[FR Doc. 85-12856 Filed 5-28-85; 8:45 am]

BILLING CODE 6355-01-M

DEPARTMENT OF DEFENSE
Department of the Army

Intent To Prepare a Supplemental Environmental Impact Statement for Production of DC, a Compound Used To Manufacture the Nonlethal Binary Precursor, DF

AGENCY: Department of the Army, Department of Defense.

ACTION: Notice of Intent to prepare a Supplemental Environmental Impact Statement for the production of methyl phosphonic dichloride (DC). DC is to be used in the production of the nonlethal binary chemical precursor, methyl phosphonic difluoride (DF).

1. Summary: Congress has authorized the Army to begin building and equipping facilities designed to produce binary chemical munitions. The binary technique provides for the formation of a lethal chemical warfare agent from two nonlethal precursor chemicals, which will combine only during flight of the munition to its target. Notice is hereby given that the Department of the Army, pursuant to the National Environmental Policy Act (NEPA) and implementing regulations, intends to prepare a Supplemental Environmental Impact Statement (SEIS) analyzing alternatives, and their potential environmental impacts, for the production of DC, one of the chemical intermediates used in the production of DF, a nonlethal binary precursor chemical.

2. Background: On February 8, 1982, the Department of the Army announced its decision to establish an integrated binary production facility at Pine Bluff Arsenal (PBA), Jefferson County, Arkansas (47 FR 6318). Environmental impacts for this action were described in a Final Environmental Impact Statement (FEIS) for the binary program which was filed with the Environmental Protection Agency (EPA) on December 4, 1981 (46 FR 60230, 60643). The assumption made in these documents was that DC would be purchased commercially. Upon investigation, the Army has determined that a commercial source of DC, capable of meeting the Department of the Army's production needs, does not exist.

Therefore, the Department of the Army is presently considering four alternatives for the production of DC. These include renovating one of two inactive Army chemical production plants for the production of DC: (a) The Newport Army Ammunition Plant (NAAP), Indiana, (b) Phosphate Development Works (PDW), Muscle Shoals, Alabama, which produced DC in the past, or contracting this effort to either: (a) Crawford and Russell, Inc., and its subcontractor, Vertac Chemical Corporation, West Helena, Arkansas, or (b) Olin Corporation, Lake Charles, Louisiana, as possible commercial producers of DC. Consequently, a supplement to the existing FEIS will be prepared addressing these alternatives.

Two of these alternatives, NAAP and the West Helena site, are also being considered for production of QL (See 50 FR 2706 (January 18, 1985) and 50 FR 12853 (April 1, 1985).) The decision on QL production is unrelated to the decision on DC production.

3. The scoping process, as outlined by the Council on Environmental Quality Regulations (40 CFR 1500-1508) implementing NEPA, will be utilized to involve Federal, state, and local agencies and other interested persons. Identification of significant matters to be addressed in the Supplemental Environmental Impact Statement will be determined through the scoping process. The scoping process for this proposed action will consist of meetings with local civil leaders, state-appointed officials and representatives of the Regional EPA at each of the four sites during the May-July 1985 timeframe. In order to provide an opportunity for public input to the scoping process, interested individual and organizations are invited to submit information and comments for consideration by the

Army and possible incorporation into the Supplemental Environmental Impact Statement. Particularly solicited is information that would assist the Army in analyzing the potential environmental consequences of the proposed action. This includes information on issues and alternatives which the SEIS should consider; recommended mitigating measures; and major impacts associated with the proposed action. Concerned agencies and individuals' views will be obtained through personal, telephone, and mail contacts in addition to meeting with appropriate local civic leaders, state appointed officials, and representatives of the EPA at all proposed production site alternatives. The purpose of the Army's scoping process is: (1) To provide a description of the proposed project; (2) to identify potential impacts and issues that should be included in the environmental document; (3) to identify other environmental review coordination or permit requirements associated with the project; (4) to discuss the role of the environmental document and the proposed action. Schedule of scoping meetings with local civic leaders, state officials and Regional EPA representatives is:

Phosphate Development Works, Muscle Shoals, AL—6 & 7 June 1985
Newport Army Ammunition Plant, Newport, IN—12 & 13 June 1985
Olin Corp., Lake Charles, LA—19 & 20 June 1985
Vertac Chemical Corp., West Helena, AR—26 & 27 June 1985

Questions and comments regarding the scope of the analysis and/or specific issues which should be addressed in the analysis should be submitted to Mr. James M. Allingham, U.S. Army Chemical Research and Development Center, Attn: SMCCR-IN, Aberdeen Proving Ground, MD 21010-5423. Telephone (301) 671-4345. Comments and suggestions should be received by 10 July 1985, to be considered in the draft SEIS.

4. It is estimated that the draft SEIS will be available to the public in August 1985. When the draft SEIS is completed, a public notice of its availability for review will be announced in order that interested persons may comment on the document. Comments received will be considered in preparation of the final SEIS. Persons desiring to be placed on a mailing list to receive additional information regarding the public scoping process and copies of the draft and final SEISs may contact Mr. Allingham at the address indicated above.

Lewis D. Walker,

Deputy for Environment, Safety and Occupational Health OASA(I&L).

[FR Doc. 85-12849 Filed 5-28-85; 8:45 am]

BILLING CODE 3810-01-M

Department of the Navy

Naval Research Advisory Committee; Meetings; Correction

The notices on the second and third meetings of the Naval Research Advisory Committee Aircraft Modernization Requirements Panel scheduled to meet on June 4, 1985 and June 6, 1985, respectively, were published in the **Federal Register** on May 20, 1985 (50 FR 20825). This is to give notice that the second and third meetings will be combined and will be held on June 11, 12, and 13, 1985, at the Naval Ocean Systems Center, San Diego, California. All other portions of the May 20, 1985, Federal Register notices remain unchanged.

For further information concerning this meeting, contact: Commander T.C. Fritz, U.S. Navy, Office of Naval Research (Code 100N), 800 North Quincy Street, Arlington, VA 22217-5000, Telephone number: (202) 696-4870.

Dated: May 24, 1985.

William F. Roos, Jr.,

Lieutenant, JAGC, U.S. Naval Reserve, Federal Register Liaison Officer.

[FR Doc. 85-12952 Filed 5-28-85; 8:45 am]

BILLING CODE 3810-AE-M

DEPARTMENT OF ENERGY

Energy Information Administration

Changes to DOE Energy Information Reporting and Recordkeeping Requirements

AGENCY: Energy Information Administration, DOE.

ACTION: Notice of changes to the inventory of energy information reporting and recordkeeping requirements.

SUMMARY: The Energy Information Administration (EIA) of the Department of Energy (DOE) hereby gives notice to respondents and other interested parties of changes to the inventory of current information collections as defined in the Paperwork Reduction Act of 1980 (Pub. L. 96-511), for which EIA is responsible. DOE management and procurement assistance collections, which are the responsibility of the Office of Management and Administration, are no longer included in these notices.

The listing that follows this notice indicates changes made during the quarter from January 1, 1985, through March 30, 1985, to the October 1, 1984, inventory of DOE information collections originally published in the **Federal Register** on December 14, 1984, (49 FR 48792).

The listing includes new information collections approved by the Office of Management and Budget (OMB), collections extended, reinstated, discontinued or allowed to expire, and changes to continuing information collections. For each new requirement, requirement extension, or requirement reinstatement, the current DOE control or form number, the title, the OMB control number, and the OMB approval expiration date are listed by DOE sponsoring office. For the list of discontinued requirements, the discontinued date is shown instead of the expiration date. If applicable, the appropriate Code of Federal Regualtions citation is also listed. Information collections not utilizing structured forms are designated by an asterisk (*) placed to the right of the control or form number.

FOR FURTHER INFORMATION CONTACT: Jay Casselberry, EI-73, Energy Information Administration, Mail Stop 1H-023, Forrestal Building, 1000 Independence Avenue, SW., Washington, D.C. 20585, (202) 252-2171.

Information on the availability of single, blank information copies of those collections utilizing structured forms may be obtained by contacting the National Energy Information Center, EI-22, Forrestal Building, U.S. Department of Energy, Washington, D.C. 20585, (202) 252-8800.

Issued in Washington, D.C. May 23, 1985.

Dr. H.A. Merklein,

Administrator, Energy Information Administration.

NEW DOE ENERGY INFORMATION COLLECTIONS APPROVED BY OMB

DOE No.	Title	OMB control No.	Expiration date	CFR Citation
	Energy Information Administration			
EIA-714	Annual Electric Power System Report	19020140	Dec. 13, 1987	
EIA-825	Petroleum Facility Operator Identification Survey	19050121	July 31, 1985	
	Economic Regulatory Administration			
ERA-166	Public Utility Regulatory Policies Act (PURPA) Annual Report on Electric and Gas Utilities	19030060	June 30, 1985	10 CFR 463.3
ERA-750R*	Annual Compilation of Proposed and Final List of Utilities Covered by Public Utility Regulatory Policies Act and National Energy Conservation Policy Act.	19030070	Jan. 31, 1985	10 CFR 463
	Energy Information Administration			
EIA-176	Annual Report of Natural Gas and Supplemental Gas Supply Disposition	19050147	Mar. 31, 1988	
EIA-851	Domestic Uranium Mining Production Report	19050152	July 31, 1985	
	Federal Energy Regulatory Commission			
FERC-50	Alternate Fuel Demand Due to Natural Gas Curtailment	19020101	Mar. 31, 1985	18 CFR 260.15
FERC-73	Service life Data	19020019	Dec. 31, 1987	18 CFR 352
FERC-314A	Application for Small Producer Exemption	19020006	Feb. 29, 1988	18 CFR 250.10
FERC-500	Application for License for Water Power Projects With More Than 5MW Capacity	19020058	Mar. 31, 1988	18 CFR 4.40-.41, 4.50, 4.200-.202
FERC-505*	Application for Licenses for Water Power Projects: 5 Megawatts or Less	19020115	Nov. 31, 1987	18 CFR 4.61, 4.71, 4.92-.93, 4.107-.108, 4.112-.113, 4.201-.202
FERC-532*	Gas Producer Rate: Rate Filing	19020053	Mar. 31, 1988	18 CFR 2.56(a), 154.91-.102, 250.9
FERC-547*	Gas Pipeline Rates: Refund Obligation	19020084	Mar. 31, 1988	18 CFR 154.38, 270.010, 273.301-.302
FERC-566*	Report of Utility's Twenty Largest Purchasers	19020114	Dec. 31, 1987	18 CFR 46.3
FERC-569*	Refund Obligations (Producer)	19020111	Dec. 31, 1987	18 CFR 273
FERC-576*	Report By Certain Natural Gas Companies On Service Interruptions	19020004	Mar. 31, 1986	18 CFR 260.9
ICC-ACV-1	Statement of Property Changes Other Than Land and Rights-of-Way Pipelie Carriers	19020011	Dec. 31, 1987	18 CFR 361.100
ICC-ACV-2	Statement Of Land and Rights of Way Property Changes—Pipeline Carriers	19020018	Dec. 31, 1987	18 CFR 361.101
ICC-ACV-3	Summary of Changes In Original Cost and Total Original Cost At End Of Period—Pipeline Carriers	19020010	Dec. 31, 1987	18 CFR 361.102
ICC-ACV-4	Summary of Cost Reproduction New and Reproduction of New Less Depreciation—Pileline Carriers	19020009	Dec. 31, 1987	18 CFR 361.103
ICC-ACV-5	Inventory of Property Other Than Land and Rights-Off-Way	19020015	Dec. 31, 1987	18 CFR 360.100
ICC-ACV-6	Inventory of Land and Rights-Of-Way	19020016	Dec. 31, 1987	18 CFR 360.101
ICC-AVC-7	Summary of Original Cost of Inventory	19020017	Dec. 31, 1987	18 CFR 360.102
ICC-ACV-8	Cost Data for Equipment and Tanks	19030014	Dec. 31, 1987	18 CFR 360.103
ICC-ACV-9	Cost Data for Pipeline Construction	19020013	Dec. 31, 1987	18 CFR 360.104
	Federal Energy Regulatory Commission			
FERC-16A	Omnibus Report—Impact of Winter Gas Supply for Twenty-eight Pipeline Companies	19020105	Sept. 30, 1985	

CHANGES IN CONTINUING DOE ENERGY INFORMATION COLLECTIONS

DOE numbers as previously listed	Changes
EIA-254	Frequency changed from quarterly to semiannual.
EP-400	Form number changed to IE-400.
EP-417R	Form number changed to IE-417R.
FERC-537*	Revision to rule.

*Indicates that no structured form is used in this collection.

[FR Doc. 85-12877 Filed 5-28-85; 8:45 am]

BILLING CODE 6450-01-M

Federal Energy Regulatory Commission

[Docket Nos. QF85-488-000, et al.]

Small Power Production and Cogeneration Facilities; Qualifying Status; Certificate Applications, etc.; Amoco Production Co. et al

Comment date: Thirty days from publication in the **Federal Register**, in accordance with Standard Paragraph E at the end of this notice.

1. Amoco Production Company

[Docket No. QF85-488-000]

May 20, 1985.

On May 6, 1985, Amoco Production Company (Applicant), of P.O. Box 3092, Houston, Texas 77253 submitted for filing an application for certification of a facility as a qualifying cogeneration facility pursuant to § 292.207 of the Commission's regulations. No determination has been made that the submittal constitutes a complete filing.

The topping-cycle cogeneration facility will be located at the Slaughter Field Gas Turbine plant at Sundown, Hockely County, Texas. The facility will contain a combustion turbine-generator and heat recovery system. The thermal energy will be used in the general process heat system of Applicant's Mallet CO_2 Removal Plant. The primary energy source will be natural gas. The electric power production capacity of the facility will be 20,500 kW. The installation of the facility is scheduled to begin in September, 1985.

2. Hi-Value Processors, Inc.

[Docket No. QF85-490-000]

May 21, 1985.

On May 10, 1985, Hi-Value Processors, Inc. (Applicant) of 14550 Ice Plant Road, Blythe, California 92226, submitted for filing an application for certification of a facility as a qualifying cogeneration facility pursuant to § 292.207 of the Commission's regulations. No determination has been made that the submittal constitutes a complete filing.

The topping-cycle cogeneration facility will be located at Applicant's address in Blythe, California. The facility will contain three natural gas engine generators, one natural gas engine compressor, four exhaust heat exchangers and a cold water chiller. The heat from engines exhaust and jacket water will be utilized in the chiller to produce cold water for use in the melon and vegetable processing. The primary energy source will be natural gas. The electric power production capacity of the facility will be 750 kW.

3. Exeter Energy Company

[Docket No. QF85-364-000]

May 23, 1985.

On April 29, 1985, Exeter Energy Company (Applicant), of c/o Oxford Energy, Inc., 150 Fifty-Second Street, New York, New York 10022 submitted for filing an application for certification of a facility as a qualifying small power production facility pursuant to § 292.207 of the Commission's regulations. No determination has been made that the submittal constitutes a complete filing.

The facility will be located near Danville in Rockingham County, New Hampshire. The electric power production capacity will be 6 megawatts. The primary energy source will be non-recappable waste rubber tires, a by-product of transportation. There are no plans to use natural gas, coal or oil during operations.

4. Indiana University of Pennsylvania

[Docket No. QF85-497-000]

May 23, 1985.

On May 14, 1985, Mr. C. Edward Receski, Vice President of Administration, Room 235 John Smith Hall, Indiana University of Pennsylvania, (Applicant) of Indiana, Pennsylvania 15705 submitted for filing an application for certification of a facility as a qualifying cogeneration facility pursuant to § 292.207 of the Commission's regulations. No determination has been made that the submittal constitutes a complete filing.

The topping-cycle cogeneration facility will be located at Indiana University of Pennsylvania, Indiana, Pennsylvania. The facility will contain four dual fuel reciprocating engine generator sets, and heat recovery boilers (HRB). The low pressure steam from the HRB and heat from the water jacket heater, will be utilized in the University's steam distribution system for space and water heating and also in the absorption chillers for air conditioning. The primary energy source will be 94.5% natural gas (for combustion) and 5.5% No. 2 fuel oil (for ignition). The net electric power production capacity of the facility will be 20,000 kW. The installation of the facility is expected to begin in February 1986.

5. Charles Gay (Chancefield Plantation)

[Docket No. QF85-483-000]

May 23, 1985.

On May 3, 1985, Charles Gay (Applicant), of Chancefield Plantation, Camden, South Carolina 29020 submitted for filing an application for certification of a facility as a qualifying small power production facility pursuant to § 292.207 of the Commission's regulations. No determination has been made that the submittal constitutes a complete filing.

The 20 kilowatt hydroelectric facility is located on Sanders Creek, Vaughn Pond, in Kershaw County, South Carolina.

A separate application is required for a hydroelectric project license, preliminary permit or exemption from licensing. Comments on such applications are requested by separate public notice. Qualifying status serves only to establish eligibility for benefits provided by PURPA, as implemented by the Commission's regulations, 18 CFR Part 292. It does not relieve a facility of any other requirements of local, State or Federal law, including those regarding siting, construction, operation, licensing and pollution abatement.

Standard Paragraphs

E. Any person desiring to be heard or to protest said filing should file a motion to intervene or protest with the Federal Energy Regulatory Commission, 825 North Capitol Street, N.E., Washington, D.C. 20426, in accordance with Rules 211 and 214 of the Commission's Rules of Practice and Procedure (18 CFR 385.211 and 385.214). All such motions or protests should be filed on or before the comment date. Protests will be considered by the Commission in determining the appropriate action to be taken, but will not serve to make protestants parties to the proceeding. Any person wishing to become a party must file a motion to intervene. Copies of this filing are on file with the Commission and are available for public inspection.

Kenneth F. Plumb,

Secretary.

[FR Doc. 85-12827 Filed 5-28-85; 8:45 am]

BILLING CODE 6717-01-M

[Docket Nos. CP85-494-000, et al.]

Natural Gas Certificate Filings; ANR Pipeline Co. et al.

Take notice that the following filings have been made with the Commission:

1. ANR Pipeline Company

[Docket No. CP85-494-000]

May 21, 1985.

Take notice that on May 7, 1985, ANR Pipeline Company (ANR), 500 Renaissance Center, Detroit, Michigan 48243, filed in Docket No. CP85-494-000 a request pursuant to § 157.205 of the Regulations under the Natural Gas Act (18 CFR 157.205) for authorization to transport natural gas on behalf of Mead Paperboard Products, a Division of Mead Corporation (Mead) under its certificate issued in Docket No. CP82-480-000 pursuant to section 7 of the Natural Gas Act, as more fully set forth in the request on file with the Commission and open to public inspection.

Pursuant to a transportation agreement dated March 15, 1985, ANR proposes the transportation of up to 3,600 dt equivalent of natural gas per day for Mead. It is stated that Mead has entered into an agreement with ANR Gathering Company (Gathering) dated March 14, 1985, to acquire natural gas for use in its Otsego, Michigan, facility. It is further stated that ANR would receive the gas from Gathering at various points of interconnection in Oklahoma, Texas and Kansas, and would redeliver the gas, less 9.0 percent for fuel use and loss and unaccounted for gas, to Michigan Gas Utilities Company which would deliver the gas to Mead at its Otsego plant.

ANR states that the volume of gas to be transported on an average day would not exceed 2.5 billion Btu, on a peak day would not exceed 3 billion Btu and the maximum volumes to be transported would not exceed 900 billion Btu. ANR further states that it would charge Mead 36.0 cents per dt for all gas transported for Mead.

ANR also requests flexible authority to add or delete receipt/delivery points associated with the sources of gas acquired by the end-user. The flexible authority requested applies only to points related to sources of gas supply, not to delivery points in the market area. ANR would file a report providing certain information with regard to the addition or deletion of sources of gas as further detailed in the application and any additional sources of gas would only be obtained to constitute the transportation qualities herein and not to increase those quantities.

Comment date: July 5, 1985, in accordance with Standard Paragraph G at the end of this notice.

2. Colorado Interstate Gas Company

[Docket No. CP85-473-000]

May 21, 1985.

Take notice that on April 29, 1985, Colorado Interstate Gas Company (Applicant), Post Office Box 1087, Colorado Springs, Colorado 80944, filed in Docket No. CP85-473-000 an application pursuant to section 7(c) of the Natural Gas Act for a certificate of public convenience and necessity authorizing the transportation of natural gas for Mountain Industrial Gas

Company (MIG), on behalf of Cominco American Incorporated (Cominco), and the construction of redelivery facilities, all as more fully set forth in the application which is on file with the Commission and open to public inspection.

Applicant requests authority to transport up to 50,000 Mcf of gas per day on behalf of Cominco pursuant to a gas transportation agreement dated April 2, 1985. Applicant proposed to charge MIG 57.85 cents per Mcf for the transportation of the redelivered gas and states that the proposed rate is based on the settlement in Docket No. RP85–54. It is stated that the volumes that Applicant would transport are reserves that MIG has contracted to sell to Cominco. It is averred that MIG would make volumes available to MIG, Inc., for further transportation to Applicant which would redeliver the gas to El Paso Natural Gas Company (El Paso) for eventual delivery to Cominco.

To effectuate the proposed transportation, Applicant requests authority to construct redelivery facilities between its main line and a main line of El Paso, in Moore County, Texas. It is stated that the facilities would be used for redelivery of the gas to El Paso for further transportation to Cominco. Applicant states that the cost of the proposed facilities is estimated to be $307,500 and that the capital required for construction of the facilities would be obtained from current funds on hand, funds from operations or short-term borrowing.

Applicant further requests authority to add and delete the delivery points with MIG to and from its system and to file on or about January 31 of each year, tariff revisions as necessary to keep the Commission informed of any delivery point changes.

Comment date: June 11, 1985, in accordance with Standard Paragraph F at the end of this notice.

3. International Paper Company

[Docket No. CP85–490–000]

May 21, 1985.

Take notice that on May 7, 1985, International Paper Company (IPCo), International Paper Plaza, 77 West 45th Street, New York, New York 10036, filed in Docket No. CP85–490–000 an application pursuant to section 7 of the Natural Gas Act and Subpart F of Part 157 of the Commission's Regulations for a blanket certificate of public convenience and necessity authorizing the construction, acquisition and operation of certain facilities and the transportation and sale of natural gas and for permission and approval to abandon certain facilities and service, all as more fully set forth in the application on file with the Commission and open to public inspection.

IPCo states that it owns and operates two short interstate pipelines that transports gas for its use in a paper mill in Natchez, Mississippi, and a paper mill and chemical plant in Springhill, Louisiana. It is explained that because all of the gas is owned by IPCo and transported solely for its own benefit and that neither the gas is sold directly to any customer nor is it for resale, IPCo has no transportation or sale rates on file with the Commission. Accordingly, IPCo requests the Commission waive the requirements of § 157.204 of its Regulations that is a prerequisite to the issuance of a blanket certificate requiring a pipeline to have rates on file that have been accepted by the Commission.

IPCo alleges that grant of a blanket certificate would expedite minor transactions and alterations to the pipelines, reduce paper work and conserve the resources of IPCo and the Commission.

Comment date: June 11, 1985, in accordance with Standard Paragraph F at the end of this notice.

Standard Paragraphs

F. Any person desiring to be heard or make any protest with reference to said filing should on or before the comment date file with the Federal Energy Regulatory Commission, 825 North Capitol Street, NE., Washington, D.C. 20426, a motion to intervene or a protest in accordance with the requirements of the Commission's Rules of Practice and Procedure (18 CFR 385.211 and 385.214) and the Regulations under the Natural Gas Act (18 CFR 157.10). All protests filed with the Commission will be considered by it in determining the appropriate action to be taken but will not serve to make the protestants parties to the proceeding. Any person wishing to become a party to a proceeding or to participate as a party in any hearing therein must file a motion to intervene in accordance with the Commission's Rules.

Take further notice that, pursuant to the authority contained in and subject to jurisdiction conferred upon the Federal Energy Regulatory Commission by sections 7 and 15 of the Natural Gas Act and the Commission's Rules of Practice and Procedure, a hearing will be held without further notice before the Commission or its designee on this filing if no motion to intervene is filed within the time required herein, if the Commission on its own review of the matter finds that a grant of the certificate is required by the public convenience and necessity. If a motion for leave to intervene is timely filed, or if the Commission on its own motion believes that a formal hearing is required, further notice of such hearing will be duly given.

Under the procedure herein provided for, unless otherwise advised, it will be unnecessary for the applicant to appear or be represented at the hearing.

G. Any person or the Commission's staff may, within 45 days after the issuance of the instant notice by the Commission, file pursuant to Rule 214 of the Commission's Procedural Rules (18 CFR 385.214) a motion to intervene or notice of intervention and pursuant to § 157.205 of the Regulations under the Natural Gas Act (18 CFR 157.205) a protest to the request. If no protest is filed within the time allowed therefor, the proposed activity shall be deemed to be authorized effective the day after the time allowed for filing a protest. If a protest is filed and not withdrawn within 30 days after the time allowed for filing a protest, the instant request shall be treated as an application for authorization pursuant to section 7 of the Natural Gas Act.

Kenneth F. Plumb,

Secretary.

[FR Doc. 85–12828 Filed 5–28–85; 8:45 am]

BILLING CODE 6717–01–M

[Docket Nos. ER85–484–000 et al]

Electric Rate and Corporate Regulation Filings; Pacific Gas and Electric Co. et al.

Take notice that the following filings have been made with the commission:

1. Pacific Gas and Electric Company

[Docket No. ER85–484–000]

May 21, 1985.

Take notice that Pacific Gas and Electric Company ("PGandE") on May 3, 1985 tendered for filing changes to the rate schedule under the Interconnection Agreement between Pacific Gas and Electric and the Northern California Power Agency ("NCPA Agreement").

PGandE states that the Agreement provides for firm transmission service between points of receipt and delivery as shown in Exhibit A–4 of the Agreement. NCPA has requested an additional Point of Delivery at Santa Clara. As an accommodation to NCPA's request, PGandE hereby files a revised Exhibit A–4 containing the new Point of Delivery.

NCPA requests the additional point to allow NCPA to make third party sales of

capacity and energy to the City of Santa Clara on a real-time basis. If the requested delivery point is approved, NCPA could wheel up to 100 MW to Santa Clara to meet Santa Clara's retail load. PGandE cannot forecast the level of these transactions or the revenues which would result. The Parties request an effective date for the service of June 30, 1985.

This change will not change the level of any rates under the Agreement.

Comment date: May 31, 1985, in accordance with Standard Paragraph E at the end of this notice.

2. Florida Power Company

[Docket Nos. ER84-379-005 and EL83-24-006]

May 21, 1985.

Take notice that on May 2, 1985, Florida Power & Light Company [FPL] submitted for filing a refund report pursuant to the Commission's letter order dated March 19, 1985.

Comment date: May 31, 1985, in accordance with Standard Paragraph H at the end of this notice.

3. Wisconsin Power and Light Company

[Docket No. ER85-489-000]

May 21, 1985.

Take notice that on May 6, 1985, Wisconsin Power & Light Company (WPL) tendered for filing a Service Schedule A (Revision dated June 1, 1985) to the Power Pool Agreement dated July 26, 1973, between Wisconsin Power & Light Company (WPL), Wisconsin Public Service Corporation (WPSC) and Madison Gas & Electric Company (MGE). Also included in this filing is a Service Schedule A (Revision dated June 1, 1985) to the Master Interconnection Agreement dated January 5, 1966, between Wisconsin Power & Light Company and Wisconsin Public Service Corporation, and a Service Schedule A (Revision dated June 1, 1985) to the Interconnection Agreement dated April 1, 1976 between Wisconsin Power & Light Company and Madison Gas & Electric Company.

The provisions of these revised Service Schedules are to become effective with the Wisconsin Power & Light Company Share of the new Edgewater Generating Unit 5 becoming accredited capacity within the Wisconsin Power Pool, effective on June 1, 1985.

WPL requests an effective date of June 1, 1985, and therefore requests waiver of the Commission's notice requirements.

The Service Schedules set the Participation Capacity Rate at $4.15 per kW per month in accordance with the procedures set forth in the basic Agreements between the parties which are on file with the Federal Energy Regulatory Commission.

WPL states that this filing and signed copies of each Service Schedule have been provided to the respective parties.

Comment date: May 31, 1985, in accordance with Standard Paragraph E at the end of this notice.

4. Wisconsin Power & Light Company

[Docket No. ER84-576-009]

May 21, 1985.

Take notice that on April 29, 1985, Wisconsin Power & Light Company submitted for filing a compliance report pursuant to a notice of compliance filing dated April 10, 1985.

included in this report was a summary of the amounts billed, and corrected billings of its wholesale billing customers that arose because of a clerical error in the fuel clause computations for the months of January and February 1985.

Comment date: May 31, 1985, in accordance with Standard Paragraph H at the end of this notice.

5. Cliffs Electric Service Company

[Docket No. ER85-499-000]

May 21, 1985.

Take notice that on May 10, 1985, Cliffs Electric Service Company (Cliffs) filed an amendment to its existing short term power sale agreement with Upper Peninsula Power Company (Power Company). The amendment reduces for both parties the existing weekly capacity rate from $.77/kw to $.70/kw and the existing daily capacity rate from $.19/kw to $.17/kw. Both Cliffs and Power Company have executed the amendment.

Cliffs requests waiver of the Commission's notice requirements so that the amendment can become effective as of May 1, 1985.

Comment date: June 3, 1985, in accordance with standard Paragraph E at the end of this notice.

6. Public Service Company of Colorado

[Docket No. ER85-494-000]

May 22, 1985.

Take notice that on May 9, 1985, Public Service Company of Colorado (Company) tendered for filing a Notice of Cancellation of its FERC Rate Schedule No. 3 relative to electric power and energy purchases between Company and the City of Aspen, Colorado.

Company proposes an effective date of December 16, 1984, and therefore requests waiver of the Commission's notice requirements.

Comment date: June 3, 1985, in accordance with Standard Paragraph E at the end of this notice.

7. Consumers Power Company

[Docket No. ER85-502-000]

May 22, 1985.

Take notice that on May 13, 1985, Consumers Power Company (Consumers) tendered for filing Consumer's Supplemental Agreement No. 1 to the Service Agreement Wholesale for Resale Electric Service with the City of Harbor Springs, Michigan, dated as of June 1, 1982.

Supplemental Agreement No. 1 reduces the capacity reservation in the Service Agreement by 164 kW in 1985 and by an additional 118 kW in 1986 and thereafter, since Harbor Springs is increasing its participation by those amounts in the Michigan Public Power Agency's ownership in the J.H. Campbell Unit No. 3. In addition, for purposes of determining the capacity charges for the month of January 1985 and the next succeeding ten months, the Customer's historical demands for each month of the eleven-month period preceding the month of January 1985 shall be reduced by 164 kW. Also, for purposes of determining the capacity charges for the month of January 1986 and the next succeeding ten months, the Customer's historical demands for each month of the eleven-month period preceding the month of January 1986 shall be reduced by 118 kW.

Consumers requests an effective date of January 1, 1985, and therefore requests waiver of the Commission's notice requirements.

Copies of this filing were served on the City of Harbor Springs and on the Michigan Public Service Commission.

Comment date: June 4, 1985, in accordance with Standard Paragraph E at the end of this notice.

8. Puget Sound Power & Light Company

[Docket No. ER85-501-000]

May 22, 1985.

Take notice that on May 10, 1985, Puget Sound Power & Light Company (Puget) tendered for filing a Notice of Termination of Puget's Rate Schedule FPC No. 53, such schedule having terminated by its own terms.

Puget states that the Agreement has expired by its own terms as of April 1, 1975.

Copies of this filing were served upon the Washington Water Power Company.

Comment date: June 4, 1985, in accordance with Standard Paragraph E at the end of this notice.

9. West Texas Utilities Company

[Docket No. ER85-500-000]

May 22, 1985.

Take notice that on May 10, 1985, West Texas Utilities Company (WTU) tendered for filing a Transmission Service Agreement, dated April 29, 1985 (the "Agreement"), between WTU and the Oklahoma Municipal Power Authority (OMPA). The Agreement provides that WTU will furnish OMPA with transmission service with respect to power and energy from Oklaunion Unit No. 1, in which OMPA will have an undivided ownership interest of approximately 75 megawatts. WTU requests that the Agreement and rates determined thereunder be made effective as of its entitlement in Oklaunion Unit No. 1, now estimated to be January 1, 1987, and, accordingly, WTU requests waiver of the notice requirements under the Federal Power Act.

Copies of the filing have been served on OMPA, the Oklahoma Corporation Commission and the Public Utility Commission of Texas.

Comment date: June 4, 1985, in accordance with Standard Paragraph E at the end of this notice.

10. Northwestern Public Service Company

[Docket No. ER85-514-000]

May 23, 1985.

Take notice that on May 13, 1985, Northwestern Public Service Company (Northwestern) tendered for filing its compliance report on refunds.

Included in this report was a listing of all affected customers together with applicable refunds showing principal and computed interest separately.

Comment date: June 7, 1985, in accordance with Standard Paragraph E at the end of this notice.

11. Kansas Power and Light Company

[Docket No. ER85-507-000]

May 23, 1985.

Take notice that on May 13, 1985, Kansas Power and Light Company (KG&E) tendered for filing proposed changes in its Federl Energy Regulatory Commission Electric Service Tariff No. 123.

KG&E states that Schedule H—participation Power Service provides for the purchase of the Participation Power by Midwest Energy, Inc. for the period June 1, 1985 through September 30, 1985.

Copies of the filing were served upon the Kansas Corporation Commission.

Comment date: June 7, 1985, in accordance with Standard Paragraph E at the end of this notice.

12. American Electric Power Service Corporation

[Docket No. ER85-511-000]

May 23, 1985.

Take notice that on May 13, 1985, American Electric Power Service Corporation (AEP) tendered for filing on behalf of its affiliate Ohio Power Company (OPCO), which is an AEP operating subsidiary, Supplement No. 2 dated March 1, 1985 to the Agreement dated September 1, 1980 among the City of Hamilton, Ohio (Hamilton), American Municipal Power-Ohio, Inc. (AMPCO) and OPCO. The Commission has previously designated this Agreement as OPCO Rate Schedule FERC No. 75.

AEP states that Supplement No. 2 increases the transmission demand rate for Transmission Service from $1.50 per kilowatt per month to $2.00 per kilowatt per month when OPCO is the supplying party.

AEP requests an effective date of April 15, 1985, and therefore requests waiver of the Commission's notice requirements.

Comment date: June 7, 1985, in accordance with Standard Paragraph E at the end of this notice.

13. Arkansas Power & Light Company

[Docket No. ER85-512-000]

May 23, 1985.

Take notice that on May 15, 1985, Arkansas Power & Light Company (AP&L) tendered for filing a Letter Agreement dated April 17, 1985 between AP&L and the City of Ruston, Louisiana (Ruston) for transmission services through the system of AP&L to the system of Louisiana Power & Light Company to permit a sale by Arkansas Electric Cooperative Corporation to Ruston of 27 MW of capacity and associated energy.

AP&L requests an effective date of July 1, 1985, and therefore requests waiver of the Commission's notice requirements.

Comment date: June 7, 1985, in accordance with Standard Paragraph E at the end of this notice.

14. Consolidated Edison Company of New York, Inc.

[Docket No. ER85-508-000]

May 23, 1985.

Take notice that on May 14, 1985, Consolidated Edison Company of New York, Inc. (Con Edison) tendered for filing a supplement (the "Supplement") to its Rate Schedule FERC No. 57, an agreement to provide transmission service to the Connecticut Light and Power Company and Western Massachusetts Electric Company, the companies of the Northeast Utilities system (the "NU Companies"). The Supplement amends the Rate Schedule by adding Niagara Mohawk Corporation as an additional source of power and energy to be transmitted. No change has been made in rates.

Con Edison requests wavier of the Commission's notice requirements to allow the Supplement to become effective as of May 7, 1985.

Con Edison states that a copy of this filing has been served upon the NU Companies.

Comment date: June 7, 1985, in accordance with Standard Paragraph E at the end of this notice.

15. Pennsylvania Electric Company

[Docket No. ER85-509-000]

May 23, 1985.

Take notice that on May 7, 1985, Pennsylvania Electric Company tendered for filing copies of First Amended Exhibit A to the Transmission Service Agreement between Pennsylvania Electric Company and American Municipal Power—Ohio, Inc. (For the Account of City of Cleveland) made April 30, 1980, Pennsylvania Electric Company Rate Schedule FERC No. 74, Supplement No. 5.

First Amended Exhibit A provides for extension of the original 5-year reservation by the two years of June 30, 1987.

Comment date: June 7, 1985, in accordance with Standard Paragraph E at the end of this notice.

16. Duke Power Company

[ER85-510-000]

May 23, 1985.

Take notice that on May 13, 1985, Duke Power Company (Duke) tendered for filing a revision in Service Schedule C Sales of Power and Energy to its Interconnection Agreement dated October 17, 1983 with Yadkin, Inc., which Agreement was accepted for filing by the Commission on February 24, 1984. Service Schedule C provides for interruptible rates with no demand charge for off-peak sales. Based on the 12-month period ending March 31, 1985, Duke estimates that the proposed change in rates will increase annual revenues to Duke from Yadkin by approximately $128,777.

Duke requests an effective date of July 1, 1985, and therefore requests waiver of the Commission's notice requirements.

Copies of this filing were served on the North Carolina Utilities Commission and the South Carolina Public Service Commission.

Comment date: June 7, 1985, in accordance with Standard Paragraph E at the end of this notice.

17. Consumers Power Company

[ER85-516-000]

May 23, 1985.

Take notice that on May 16, 1985, Consumers Power Company (Consumers) tendered for filing one revision to the annual charge rate for charges due Consumers from Northern Indiana Public Service Company (Northern), under the terms of the Barton Lake-Batavia Interconnection Facilities Agreement (designated Consumers Power Company Electric Rate Schedule FERC No. 44).

Consumers states that Article 1.042 of the Barton Lake-Batavia Interconnection Facilities Agreement states that Northern shall pay to Consumers an annual charge derived by multiplying the capital costs of certain facilities built by Consumers by an annual fixed charge factor. Article 1.043 provides that the annual charge rate may be redetermined from time to time by Consumers. The annual fixed charge factor has been redetermined for the 12-month period beginning May 1985. The net effect of this change is an increase in the monthly fixed charge from $21,872 to $22,007 effective May 1, 1985.

Consumers requests an effective date of May 1, 1985, and therefore requests waiver of the Commission's notice requirements.

Comment date: June 7, 1985, in accordance with Standard Paragraph E at the end of this notice.

18. Consumers Power Company

[Docket No. ER85-506-000]

May 23, 1985.

Take notice that on May 13, 1985, Consumers Power Company (Consumers) tendered for filing Consumer's Supplemental Agreement No. 4 to the Service Agreement Wholesale for Resale Electric Service with the City of Bay City, Michigan, dated as of February 7, 1980.

Supplemental Agreement No. 4 reduces the capacity reservation in the Service Agreement by 1,668 kW in 1985 and by an additional 1,187 kW in 1986 since Bay City is increasing its participation by those amounts in the Michigan Public Power Agency's ownership in the J. H. Campbell Unit 3. In addition, for purposes of determining the capacity charges for the month of January 1985 and the next succeeding ten months, the Customer's historical demands for each month of the eleven-month period preceding the month of January 1985 shall be reduced by 1,668 kW. Also, for purposes of determining the capacity charges for the month of January 1986 and the next succeeding ten months, the Customer's historical demands for each month of the eleven-month period preceding the month of January 1986 shall be reduced by 1,187 kW.

Consumers requests an effective date of January 1, 1985, and therefore requests waiver of the Commission's notice requirements.

Copies of this filing were served upon the City of Bay City and on the Michigan Public Service Commission.

Comment date: June 7, 1985, in accordance with Standard Paragraph E at the end of this notice.

19. Consumers Power Company

[ER85-503-000]

May 23, 1985.

Take notice that on May 13, 1985, Consumers Power Company, (Consumers) tendered for filing Consumers' Supplemental Agreement No. 1 to the Service Agreement Wholesale for Resale Electric Service with the City of Charlevoix, Michigan, dated as of August 8, 1979.

Supplemental Agreement No. 1 reduces the capacity reservation in the Service Agreement by 941 kW in 1985 and by an additional 944 kW in 1986 and thereafter, since Charlevoix is increasing its participation by those amounts in the Michigan Public Power Agency's ownership in the J.H. Campbell Unit 3. In addition, for purposes of determining the capacity charges for the month of January 1985 and the next succeeding ten months, the Customer's historical demands for each month of the eleven-month period preceding the month of January 1985 shall be reduced by 941 kW. Also, for purposes of determining the capacity charges for the month of January 1986 and the next succeeding ten months, the Customer's historical demands for each month of the eleven-month period preceding the month of January 1986 shall be reducted by 944 kW.

Consumers requests an effective date of January 1, 1985, and therefore requests waiver of the Commission's notice requirements.

Consumers states that copies of the filing were served on the City of Charlevoix and on the Michigan Public Service Commission.

Comment date: June 7, 1985, in accordance with Standard Paragraph E at the end of this notice.

Standard Paragraphs

E. Any person desiring to be heard or to protest said filing should file a motion to intervene or protest with the Federal Energy Regulatory Commission, 825 North Capitol Street, N.E., Washington, D.C. 20426, in accordance with Rules 211 and 214 of the Commission's Rules of Practice and Procedure (18 CFR 385.211 and 385.214). All such motions or protests should be filed on or before the comment date. Protests will be considered by the Commission in determining the appropriate action to be taken, but will not serve to make protestants parties to the proceedings. Any person wishing to become a party must file a motion to intervene. Copies of this filing are on file with the Commission and are available for public inspection.

H. Any person desiring to be heard or to protest this filing should file comments with the Federal Regulatory Commission, 825 North Capital Street, N.E., Washington, D.C. 20426, on or before the comment date. Comments will be considered by the Commission in determining the appropriate action to be taken. Copies of this filing are on file with the Commission and are available for public inspection.

Kenneth F. Plumb,

Secretary.

[FR Doc. 85-12826 Filed 5-28-85; 8:45 am]

BILLING CODE 6717-01-M

Southwestern Power Administration

Order Confirming, Approving and Placing Rate Schedule P-4B Into Effect on an Interim Basis

AGENCY: Southwestern Power Administration, Department of Energy.

ACTION: Notice of Power Rate Order.

SUMMARY: The Deputy Secretary of Energy under Delegation Order No. 0204-108 (48 FR 55664, December 14, 1983), has confirmed, approved and placed into effect on an interim basis, Rate Schedule P-4B, developed by the Administrator of the Southwestern Power Administration (SWPA).

EFFECTIVE DATE: Rate Schedule P-4B is effective on July 1, 1985.

FOR FURTHER INFORMATION CONTACT: Francis R. Gajan, Director, Power Marketing, Southwestern Power Administration, Department of Energy,

P.O. Box 1619, Tulsa, Oklahoma 74101, (918) 581-7529.

SUPPLEMENTARY INFORMATION: The new Rate Schedule P-4B is a modified version of existing Rate Schedule F-4B to recognize the change in service arrangements desired by a certain group of SWPA customers now served through the Public Service Company of Oklahoma and Oklahoma Gas & Electric Company under Rate Schedule F-4B. The Administrator has determined that Rate Schedule P-4B, is consistent with Section 5 of the Flood Control Act of 1944 and Department of Energy Order No. RA6120.2. In this regard, it has been determined that the rate is the lowest possible rate to customers consistent with sound business principles.

Issued in Washington, D.C., this 21st day of May, 1985.

Danny J. Boggs,

Deputy Secretary.

The text of Rate Order No. SWPA-17 follows:

Southwestern Power Administration—Rate Schedule P-4B

[Rate Order No. SWPA-17]

May 21, 1985.

Pursuant to Sections 302(a) and 301(b) of the Department of Energy Organization Act, Pub. L. 95-91, the functions of the Secretary of the Interior and Federal Power Commission under Section 5 of the Flood Control Act of 1944, 16 U.S.C. 825s, for the Southwestern Power Administration (SWPA) were transferred to and vested in the Secretary of Energy. By Delegation Order No. 0204-33, effective January 1, 1979, 43 FR 60636 (December 28, 1978), the Secretary of Energy delegated to the Assistant Secretary for Resource Applications the authority to develop power and transmission rates, acting by and through the Administrator, and to confirm, approve and place into effect such rates on an interim basis, and delegated to the Federal Energy Regulatory Commission (FERC) the authority to confirm and approve on a final basis or to disapprove rates developed by the Assistant Secretary under the Delegation. Due to a Department of Energy organizational realignment, Delegation Order No. 0204-33 was amended, effective March 19, 1981, to transfer the authority of the Assistant Secretary for Resource Applications to the Assistant Secretary for Conservation and Renewable Energy. By Delegation Order No. 0204-108, effective December 14, 1983 (48 FR 55664 December 14, 1983), the Secretary of Energy delegated to the Deputy Secretary of Energy on a non-exclusive basis the authority to confirm, approve and place into effect on an interim basis power and transmission rates, and delegated to the FERC on an exclusive basis the authority to confirm, approve and place in effect power and transmission rates on a final basis. This rate order is issued pursuant to the delegation to the Deputy Secretary of Energy.

Background

In 1977, contractual arrangements were concluded between Southwestern Power Administration (SWPA) and two Oklahoma Utility Companies, Public Service Company (PSO) and Oklahoma Gas and Electric Company (OG&E), which provided for borderline firm service to various municipal customers in Oklahoma and part of Arkansas. Under these arrangements and existing Rate Schedule F-4B, SWPA provides these customers a firm service arrangement composed of a limited quantity of Federal power and energy, together with a quantity of non-Federal energy (contractually called Company Thermal Energy or CTE) as required to bring the Federal power up to normal load factor. In addition as a borderline arrangement, these customers are served from transmission facilities owned by the Oklahoma Utility Companies. SWPA provides for the transmission of the above power and energy from the system of SWPA through the transmission systems of the companies to each customer, i.e., load center service. SWPA has separate contracts with each company. These contracts, along with SWPA's contracts with each of its customers served under these arrangements, provide for SWPA to pay the companies transmission service charges for service to these customers and to pay the companies for the non-Federal energy provided to these customers that is required to bring the Federal power up to normal load factor. SWPA is compensated for the Federal power and associated Federal energy through its F-4B rates. SWPA recovers the cost for the non-Federal transmission service charges through its system rates, including those under Rate Schedule F-4B. The F-4B rates are the same for all customers under these arrangements since they all receive the same load center service from SWPA. SWPA is reimbursed for the non-Federal energy by directly passing the cost of such energy to each customer according to their individual use (purchase-cost-pass-through element in the contractual arrangements associated with Rate Schedule F-4B).

Recently, a number of SWPA customers express their desire to change from the existing firm service arrangement with load center delivery described above. These SWPA customers now desire a peaking service arrangement with load center delivery from SWPA pursuant to other contractual arrangements between SWPA, PSO, OG&E and/or the Oklahoma Municipal Power Authority (OMPA). In essence, these new arrangements eliminate SWPA's firm service obligation to these customers and, thus, the purchase-cost-pass-through element associated with the purchase of non-Federal energy by SWPA under the existing arrangement. Since existing Rate Schedule F-4B is structured to recognize SWPA's firm service obligation to SWPA customers under the existing firm service arrangement, a new rate schedule is needed to recognize the peaking service arrangement now desired by these SWPA customers.

Discussion

The proposed Rate Schedule P-4B will apply only to those customers presently served under Rate Schedule F-4B. The proposed Rate Schedule P-4B will recognize the desires of those SWPA customers who, currently served under the existing arrangements and Rate Schedule F-4B, now desire peaking service arrangements with SWPA rather than a firm service arrangement. The proposed Rate Schedule P-4B, under the new arrangements, would be identical to Rate Schedule F-4B under the existing arrangements except that the SWPA customers would purchase the non-Federal energy discussed above directly from a non-Federal supplier rather than through SWPA. The purchase-cost-pass-through element would be eliminated. SWPA will still be obligated to provide for the transmission of Federal power and energy through a non-Federal transmission system from the system of SWPA to each participating customer and, therefore, the charges under Rate Schedule P-4B for Federal power and energy will be identical to the charges for Federal power and energy under existing Rate Schedule F-4B.

In summary, the only difference between proposed Rate Schedule P-4B and existing Rate Schedule F-4B is that proposed Rate Schedule P-4B is structured to recognize the elimination of the purchase-cost-pass-through element in the new peaking arrangements desired by the customers. Elimination of the purchase-cost-pass-through element will not affect the net repayment results of the SWPA 1983 Integrated System Power Repayment Study. This is supported by the April 1985 Rate Analysis of Rate Schedule P-4B which illustrates that an equal reduction in both the revenue and expense quantities of said study (elimination of purchase-cost-pass-through element) does not affect the results of the said study. However, the amount that SWPA must budget and receive by Congressional Appropriation for purchased power each year will be reduced, thereby reducing the overall annual Federal Budget.

On April 18, 1985, SWPA published notice in the **Federal Register** (50 FR 15485) that provided for a 15-day comment period on the proposed Rate Schedule P-4B. Since implementation of the proposed Rate Schedule P-4B did not affect the net repayment results of the 1983 Power Repayment Study (upon which present rate levels were based) and customer participation is purely voluntary, a shortened comment period (15 days versus 30 days) was deemed reasonable. In addition to the publication of the Notice in the Federal Register, SWPA mailed a preliminary copy of the **Federal Register** Notice and a copy of the proposed Rate Schedule P-4B to all SWPA customers. In the Notice, SWPA solicited written comments from all interested parties through May 3, 1985. Only one comment concerning the proposed Rate Schedule P-4B was received. This comment supported the proposal and suggested an increase in the amount of energy available in the peaking service. Both the comment and response are contained in the Comment Section of this Order.

Comments

The only comment received concerning proposed Rate Schedule P–4B was supportive of the proposal, but expressed a desire for SWPA to pursue an increase in the amount of energy furnished with peaking capacity above 1200 kilowatt-hours per kilowatt of contract demand per year. SWPA will continue to look for ways to improve service to its customers, such as the new contractual arrangements developed with the Oklahoma Municpal Power Authority which should provide greater access to SWPA's potential supplemental energy. However, present marketing policy, as expressed in the 1980 Final Power Allocations, convert all firms sales to peaking sales by FY 1988 and limit the quantity of energy guaranteed under peaking contracts to 1200 kilowatthours per kilowatt of contract demand per year.

Environment

The environmental impact of the present rates based on the 1982 Power Repayment Study was analyzed in consideration of the Department of Energy "Environmental Compliance Guide" prior to implementation August 1, 1983. The amount of the proposed increase did not warrant an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) in accordance with these regulations. The subsequent extension of present rates to September 30, 1986, also required no EA or EIS. This new rate schedule produces no new revenues or increase in rate levels beyond these previously reviewed; thus, no EA or EIS is required.

Availability of Information

Information regarding Rate Schedule P–4B, including comments, is available for public review in the offices of the Southwestern Power Administration, 333 W. 4th, Tulsa, Oklahoma 74101.

Administrator's Certification

The Administrator has determined that the proposed Rate Schedule P–4B is consistent with applicable law and with sound business principles in accordance with Section 1 of Delegation Order No. 0204–108.

Order

In view of the foregoing and pursuant to the authority delegated to me by the Secretary of Energy, I hereby confirm, approve, and place Rate Schedule P–4B in effect on an interim basis, effective on July 1, 1985. Rate Schedule P–4B shall remain in effect on an interim basis through September 30, 1986, or until the FERC confirms and approves it, or a subsitute rate, on a final basis.

Issued at Washington, D.C., this 21st day of May, 1985.

Danny J. Boggs,

Deputy Secretary.

[FR Doc. 85–12832 Filed 5–28–85; 8:45 am]

BILLING CODE 6450–01–M

ENVIRONMENTAL PROTECTION AGENCY

[PF–411; PH–FRL 2839–6]

Certain Companies; Pesticide Tolerance Petitions

AGENCY: Environmental Protection Agency (EPA).

ACTION: Notice.

SUMMARY: EPA has received pesticide and feed additive petitions relating to the establishment of tolerances for certain pesticide chemicals in or on certain agricultural commodities.

ADDRESS: By mail, submit comments identified by the document control number [PF–411] and the petition number, attention Product Manager (PM–21), at the following address:

Information Services Section (TS–757C), Program Management and Support Division, Office of Pesticide Programs, Environmental Protection Agency, 401 M St., SW., Washington, D.C. 20460.

In person, bring comments to: Information Services Section (TS–757C), Environmental Protection Agency, Rm. 236, CM#2, 1921 Jefferson Davis Highway, Arlington, VA 22202.

Information submitted as a comment concerning this notice may be claimed confidential by marking any part or all of that information as "Confidential Business Information" (CBI). Information so marked will not be disclosed except in accordance with procedures set forth in 40 CFR Part 2. A copy of the comment that does not contain CBI must be submitted for inclusion in the public record. Information not marked confidential may be disclosed publicly by EPA without prior notice. All written comments filed in response to this notice will be available for public inspection in the Information Services Section office at the address given above, from 8 a.m., to 4 p.m., Monday through Friday, except legal holidays.

FOR FURTHER INFORMATION CONTACT:

By mail: Henry Jacoby, (PM–21), Registration Division (TS–767C), Environmental Protection Agency, Office of Pesticide Programs, 401 M St., SW., Washington, D.C. 20460.

Office location and telephone number: Room 229, CM#2, 1921 Jefferson Davis Hwy., Arlington, VA 22202, (703–557–1900).

SUPPLEMENTARY INFORMATION: EPA has received pesticide (PP) and feed additive petitions (FAP), relating to the establishment of tolerances for certain pesticide chemicals in or on certain agricultural commodities.

Initial Filings

1. *PP 5F3237.* BASF Wyandotte Corp., Agricultural Chemical Group, 100 Cherry Hill Road, Parsippany, NJ 07054. Proposes amending 40 CFR 180.380 by establishing tolerances for residues of the fungicide 3-(3,5-dichlorophenyl)-5-ethenyl-5-methyl 2,4-oxazolidinedione and its metabolites containing the 3,5-dichloroaniline moiety (calculated as the fungicide) in or on the commodities as follows:

Commodities	Parts per million (ppm)
Beans, dry and succulent	5.0
Cattle, fat	0.10
Cattle, kidney	0.30
Cattle, liver	0.70
Cattle, meat	0.05
Eggs	0.10
Milk	0.05
Peanuts	3.0
Peanut hulls	15.0
Poultry, fat	0.05
Poultry, kidney	0.20
Poultry, liver	0.10
Poultry, meat	0.05
Poultry, skin	0.10

The proposed analytical method for determining residues is gas chromatography using a ^{63}Ni electron-capture detector.

2. *FAP 5H5465.* BASF Wyandotte Corp. Proposes amending 21 CFR Part 561 by establishing a regulation permitting residues of the above fungicide in or on the commodities peanut meal at 12.0 and peanut soapstock at 24.0 ppm.

3. *PP 5F3241.* Rhone-Poulenc Inc., Agrochemical Division, P.O. Box 125, Monmouth Junction, NJ 08852. Proposes amending 40 CFR 180.399 by establishing a tolerance for the combined residues of fungicide iprodione [3-(3,5-dichlorophenyl)-*N*-(1-methylethyl)-2,4-dioxo-1-imidazolidinecarboxamide], its isomer [3-(1-methylethyl)-*N*-(3,5-dichlorophenyl)-2,4-dioxo-1-imidazolidinecarboxamide], and its metabolite [3-(3,5-dichlorophenyl)-2,4-dioxo-1-imidazolidinecarboxamide] in or on the commodity almond hulls at 2.0 ppm. The proposed analytical method for determining residues is gas liquid chromatography using a ^{63}Ni electron capture detector.

Authority: 21 U.S.C. 346a and 348.

Dated: May 14, 1985.

Robert V. Brown,

Director, Registration Division, Office of Pesticide Programs.

[FR Doc. 85–12420 Filed 5–28–85; 8:45 am]

BILLING CODE 6560–50–M

[OPTS-51566; FRL-2816-7]

Certain Chemicals; Premanufacture Notices

Correction

In FR Doc 85-8827 beginning on page 14439 in the issue of Friday, April 12, 1985, make the following corrections.

1. On page 14441, in the second column, the fourth line should read: "methylbutyl) phenylbenzoate."

2. In the second column, the fourth line from the bottom should read: "*Chemical.* (S) 4-n-octyloxyl 4'-(2-"

BILLING CODE 1505-01-M

[OPP-180673; FRL-2816-4]

Minnesota Department of Agriculture; Receipt of Application for Specific Exemption To Use 1-[[2-(2,4-Dichlorophenyl)-4-Propyl-1,3-Dioxolan-2-YL[Methyl]-1H-1,2,4-Triazole; Solicitation of Public Comment

Correction

In FR Doc 85-8830 beginning on page 1447 in the issue of Friday, April 12, 1985, make the following corrections: On page 14447, in the third column under **SUPPLEMENTARY INFORMATION,** the thirteenth line should read "dichlorophenyl)-4-propyl-1,3-dioxolan-" and in the sixteenth line, "cause" should read "caused".

BILLING CODE 1505-01

[SAB-FRL-2843-4]

Science Advisory Board, Environmental Engineering Committee; Open Meeting

Under Pub. L. 92-463, notice is hereby given that a two-day meeting of the Environmental Engineering Committee (EEC) of the Science Advisory Board will be held in Conference Room 3906/3908, U.S. Environmental Protection Agency, 401 M Street, S.W., Washington, DC, on June 13-14, 1985. The meeting will begin at 10:00 a.m. and last until approximately 5:00 p.m. on June 13, and will begin at 9:00 a.m. and last until 2:00 p.m. on June 14.

The purpose of the meeting is to continue the Committee's review of Agency criteria for the banning of certain wastes from land disposal, and of a probabilistic methodology for analyzing the impacts of urban runoff on water quality. The Committee will also begin review of Agency guidance for the establishment of Alternate Concentrate Limits for releases from hazardous waste disposal facilities.

The meeting is open to the public. Any member of the public wishing to participate or obtain further information about the meeting should contact Harry C. Torno, Executive Secretary, at (202) 382-2552, or Terry F. Yosie, Staff Director, Science Advisory Board, at (202) 382-4126. Public comment will be accepted at the meeting. Written comments will be accepted in any form, and there will be opportunity for brief oral statements. Anyone wishing to make such comments must contact Mr. Torno prior to June 10, 1985, in order to be placed on the agenda.

In order to minimize any inconvenience due to EPA visitor control procedures, persons wishing to attend the meeting are requested to call Mrs. Brenda Browne at (202) 382-2552, so that they may be included on a roster that will be prepared for the building security guards.

Dated: May 25, 1985.

Harry C. Torno,

Acting Director, Science Advisory Board.

[FR Doc. 85-12834 Filed 5-28-85; 8:45 am]

BILLING CODE 6560-50-M

[OW-2-FRL-2842-1]

Violation of Bacteriological Standards for Drinking Water; Virgin Islands Housing Authority

AGENCY: Environmental Protection Agency (EPA).

ACTION: Notice of non-compliance by the Virgin Islands Housing Authority.

SUMMARY: The U.S. Environmental Protection Agency (EPA) hereby notifies the users of water from the housing projects identified below which are owned and operated by the Virgin Islands Housing Authority (VIHA), that the public water in these projects are persistent violators of the bacteriological standard for drinking water.

Donoe Housing Project
Tutu High Rise Project
Aureo Diaz Heights

DATE: Notice is given as of this date.

FOR FURTHER INFORMATION CONTACT: William J. Muszynski, P.E., Director, Water Management Division, Environmental Protection Agency, Region II, 26 Federal Plaza, New York, New York, 10278, (212) 264-2513 or Weems Clevenger, Director, Caribbean Field Office, Environmental Protection Agency, P.O. Box 792, San Juan, Puerto Rico, 00902-0792, (809) 725-7825.

SUPPLEMENTARY INFORMATION: As authorized under the Safe Drinking Water Act (SDWA), EPA established standards for bacteriological quality in the National Interim Primary Drinking Water Regulations.

The SDWA requires that EPA give public notice when there is a violation of an applicable Federal drinking water standard. Public notice is given if the violation still exists 30 days after the agency responsible for the Public Water System Supervision Program is notified of the violation. The Virgin Islands Department of Conservation and Cultural Affairs was officially given notice of the above violation by letter dated January 17, 1985. The VIHA projects of Oswald E. Harris Court, Lucinda A. Millen Home, and Warren E. Brown Apartments were also cited in the notice of violation but have not shown any additional bacteriological violations.

Bacteriological sampling is required to be performed on a monthly basis. The coliform organism is used as an indicator of microbiological quality. While coliform organisms themselves pose no threat to health, their presence does indicate that a source of contamination might exist somewhere in the water system. If the VIHA does not take adequate steps to provide water of acceptable quality to residents of these housing projects, EPA will consider bringing a civil action against the VIHA in the appropriate United States district court.

Dated: May 15, 1985.

Christopher J. Daggett,

Regional Administrator.

[FR Doc. 85-12835, Filed 5-28-85; 8:45 am]

BILLING CODE 6560-50-M

FEDERAL COMMUNICATIONS COMMISSION

Michigan Bell Telephone Co. et al.; Memorandum Opinion and Order Designating Applications for Hearing

In re Applications of:

Michigan Bell Telephone Co., for a construction permit to establish additional air-ground facilities for Station KQD306 on frequency 454.775 MHz in the Public Land Mobile Service at Detroit, Michigan.	CC Docket 85-133—File No. 21182-CG-P-2-79 (granted).
Michigan Bell Telephone Co., for renewal of air-ground Radio Station License for Station KQD306 in the Public Land Mobile Service at Detroit, Michigan.	File No. 22828-CG-R-79.
RAM Communications of Michigan Inc.[1].	File No. 22313-CG-P-3-79.

[1] The application was originally filed by Mobilfone, Inc., but RAM Communications of Michigan, Inc. is being substituted as the applicant. See paragraphs 3 and 4.

For a construction permit to establish new air-ground facilities on frequencies 454.675 MHz, 454.775 MHz, and 454.900 MHz in the Public Land Mobile Service at Detroit, Michigan.

Adopted April 24, 1985.

Released May 20, 1985.

By the Common Carrier Bureau.

1. Presently before the Chief, Mobile Services Division, under delegated authority, are the captioned applications of Michigan Bell Telephone Company (MBTC) and RAM Communications of Michigan, Inc. (RAM), formerly the application of Mobilfone, Inc. (Mobilfone). MBTC filed a Petition to Dismiss or Deny RAM's application. Responsive pleadings have also been filed. Since the MBTC applications are for license renewal and for an additional facility, the captioned applications are not subject to selection by lottery.

Background

2. On March 8, 1972, MBTC was granted a license to operate air-ground facilities for Station KQD306 on frequencies 454.675 MHz and 454.900 MHz at Detroit, Michigan (File No. 4437-CZ-ML-72). MBTC was issued a certificate of renewal on September 1, 1974 which bore an expiration date of September 1, 1979, (File No. 20141-CD-R-75). On January 22, 1979, Mobilfone filed an application for a construction permit to establish a new air-ground facility in Detroit on base station frequency 454.775, a frequency which 47 C.F.R. § 22.521 set aside for air-ground service in Detroit but for which MBTC had never sought authorization. The Mobilfone application was assigned File No. 20860-CD-P-79 and appeared on public notice on February 20, 1979. MBTC filed a Petition to Deny the Mobilfone application, noting that Mobilfone proposed to use frequency 454.675 MHz as its signalling channel while that signalling frequency was licensed to MBTC and was, therefore, "protected". Mobilfone's application was rejected as defective on July 13, 1979.[2]

3. On March 22, 1979, while Mobilfone's application was still pending, MBTC filed the captioned application to add frequency 454.775 MHz to its existing operation of Station KQD306 at Detroit. This MBTC application appeared on public notice on April 2, 1979. On July 19, 1979, MBTC filed the captioned application for renewal of its license for Station KQD306 at Detroit. The renewal application specifically incorporated MBTC's pending application to add frequency 454.775 to its existing operation of Station KQD306. The renewal application appeared on public notice on July 30, 1979. On August 21, 1979, Mobilfone timely filed, on top of MBTC's renewal application, the captioned application to construct new air-ground facilities operating on frequencies 454.675 MHz, 454.775 MHz, and 454.900 MHz at Detroit, Michigan. Finally, on March 1, 1985 RAM filed an amendment reflecting the assignment of the application from Mobilfone to RAM pursuant to the transfer of control approved in File No. 21167-CD-TC-01-82, public notice dated March 3, 1982.

Discussion

4. Initially, the March 1, 1985 amendment indicates that Mobilfone's application has been assigned to RAM. Accordingly, RAM is substituted for Mobilfone as the applicant in File No. 22313-CG-P-3-79. This amendment is considered minor under Section 22.23(c)(4) of the Rules.

5. MBTC's application to establish additional air-ground facilities for Station KQD306 on frequency 454.775 MHz has justified the granting of an additional frequency and is in compliance with the Commission's rules and regulations. We find that MBTC is legally, technically, and otherwise qualified to construct and operate its proposed additional facility, and that a grant of MBTC's application for frequency 454.775 MHz would serve the public interest, convenience and necessity.

6. MBTC's Petition seeks denial of RAM's application because: (1) Mobilfone failed to demonstrate that it is financially qualified to provide the proposed service; (2) Mobilfone failed to demonstrate that the grant of its application would serve the public interest, convenience and necessity; and (3) Mobilfone's application contains several other alleged deficiencies. After careful review of MBTC's allegations we conclude that the MBTC Petition is without merit and must be denied.

7. The requirement that air-ground applicants demonstrate their financial ability to provide the proposed service was eliminated in 1980. *Elimination of Financial Qualifications—PMRS*, CC Docket No. 80-55, 82 FCC 2d 152 (1980). The Commission also specifically provided that the amended rules would be applicable for all pending PMRS applications. *Id.* at 154. Accordingly, MBTC's financial qualifications arguments are rejected.

8. MBTC's remaining arguments likewise fail to warrant denial of RAM's application. The issues raised respecting continued site availability, management of the proposed facility, and the expertise of employees, as well as the question of whether a grant of the application would serve the public interest, are all questions that may be raised in a comparative hearing.

9. Since MBTC's captioned renewal application and RAM's construction permit application, both seek authority to be the air-ground licensee at Detroit, a comparative hearing must be held to determine which applicant would best serve the public interest. In this regard, we find both of the applicants to be legally, technically, and otherwise qualified to be Commission licensees and to construct and operate the proposed facilities.

10. Accordingly, IT IS ORDERED, that the Petition to Dismiss or Deny filed by Michigan Bell Telephone Company is denied.

11. It is further ordered, That the application of Michigan Bell Telephone Company, File No. 21182-CG-P-2-79, Is Granted.[3]

12. It is further ordered, pursuant to Section 309(e) of the Communications Act of 1934, as amended, that the application of Michigan Bell Telephone Company, File No. 22828-CG-R-79, and the application of RAM Communications of Michigan, Inc., File No. 22313-CG-P-3-79, are designated for hearing in a consolidated proceeding upon the following issues:

(a) To determine on a comparative basis, the nature and extent of service proposed by each applicant, including the maintenance, personnel, and facilities pertaining thereto; and

(b) To determine, in light of the evidence adduced pursuant to the foregoing issues, what disposition of the above-referenced applications would best serve the public interest, convenience and necessity.

13. It is further ordered, That the hearing shall be held at a time and place before an Administrative Law Judge to be specified in a subsequent Order.

14. It is further ordered, That the Chief, Common Carrier Bureau, is made a party to the proceeding.

15. It is further ordered, That the applicants may avail themselves of an

[2] In Docket No. 16073, the Commission decided that no more than one air-ground licensee may be authorized to operate at any given air-ground city. 22 FCC 2d at 720. Since MBTC was the air-ground licensee for Detroit, the Mobilfone application should have been returned as defective, rather than being placed on public notice as accepted for filing.

[3] This grant is subject to subsequent action concerning the renewal application as a result of comparative hearing. The renewal application specifically incorporates the facilities granted in the application.

opportunity to be heard by filing with the Commission pursuant to § 1.221 of the Commission's rules within 20 days of the release date hereof a written notice stating an intention to appear on the date for a hearing and present evidence on the issues specified in the Memorandum Opinion and Order.

16. This order is issued under § 0.291 of the Commission's rules and is effective on its release date. Applications for review will be entertained under § 1.115(e)(3) of the rules. (*See* § 1.4(b)(2)).

17. The Secretary shall cause a copy of this order to be published in the **Federal Register.**

Federal Communication Commission.

Michael Deuel Sullivan,

Chief, Mobile Services Division, Common Carrier Bureau.

[FR Doc. 85–12801 Filed 5–28–85; 8:45 am]

BILLING CODE 6712–01–M

Vela Broadcasting Co. et al.; Hearing Designation Order

In re Applications of:

Vela Broadcasting Co	MM Docket No. 85–132—File No. BPCT–841127KH.
San Antonio Video Corp	File No. BPCT–841129KG.
TV 60 Limited Partnership	File No. BPCT–841129KH.
Lesvia Guerra-Cox and Cynthia (Fitrah) Muhammad d/b/a Amistad Communications of the Southwest.	File No. BPCT–841129KJ.
Fiesta Communications, Ltd	File No. BPCT–841129KM.
Thomas TV Associates	File No. BPCT–841129KX.
Spanish American Broadcasting, Inc.	File No. BPCT–841129KY.
Pro 60 Communications, Inc	File No. BPCT–841129KZ.
San Antonio Broadcasting, Inc.	File No. BPCT–841129LA.
David A. Davila, et al..d/b/a Neuva Vista Productions.	File No. BPCT–841129LD.
Salinas-Oatman Corporation	File No. BPCT–841129LF.
Hispanic Broadcasters of San Antonio, Inc.	File No. BPCT–841129LL.
Televista Corporation	File No. BPCT–841129LO.

For Construction Permit for New Television Station San Antonio, Texas

Adopted: April 30, 1985.

Released: May 20, 1985.

By the Chief, Video Services Division.

1. The Commission, by the Chief, Video Services Division, acting pursuant to delegated authority, has before it the above-captioned mutually exclusive applications for authority to construct a new commercial television station on Channel 60, San Antonio, Texas.

2. Except with respect to TV 60 Limited Partnership, Amistad Communications of the Southwest, Pro 60 Communications, Inc. and San Antonio Broadcasting Inc., no determination has been reached that the tower height and location proposed by each of the applicants would not constitute a hazard to air navigation. Accordingly, an issue regarding this matter will be specified.

3. The effective radiated visual power, antenna height above average terrain and other technical data submitted by the applicants indicate that there would be a signficant difference in the size of the area and population that each proposes to serve. Consequently, the areas and populations which would be within the predicated 64 dBu (Grade B) contour, together with the availability of other television service of Grade B or greater intensity, will be considered under the standard comparative issue, for the purpose of determining whether a comparative preference should accrue to any of the applicants.

Vela Broadcasting Co. (Vela)

4. Applicants for new broadcasting stations are required by § 73.3580(f) of the Commission's Rules to give local notice of the filing of their applications. They must then file with the Commission the statement described in § 73.3580(h) of the Rules. We have no evidence that Vela has published the required local notice. To remedy this deficiency, Vela will be required to file a certification that it has or will comply with § 73.3580 of the Commission's rules with the presiding Administrative Law Judge within 20 days of the release of this Order.

San Antonio Video Corp. (Video)

5. Video proposes to mount its antenna on an existing tower owned by Republic Communications Corp. (Republic). On March 11, 1985, Neuva Vista Productions (Neuva) filed a letter with the Commission enclosing a copy of a memorandum dated March 8, 1985, to all of the applicants in this proceeding from Republic. In essence, the memorandum states that Republic has given no applicant any assurance that its tower would be available. Since Video is the only applicant which specifies the use of Republic's tower, a question is raised as to whether Video has a site available to it. Video has responded to the Neuva letter, indicating that the site is still under negotiation. Accordingly, an appropriate site availability issue will be specified.[1]

[1] Video's application contains statements by two of its nonvoting shareholders, Mr. Macom and Mr. Heard, that each of them would divest themselves of small common stock ownership interests in another broadcast entity "should my media interests comparatively disadvantage the San Antonio Video corporation application . . . ." All broadcast interests might be weighed in the comparative process. The decision to divest, until the period when amendments can be made as a matter of right, is for the applicant to make, not the Commission. The shareholders here did not make an unconditional pledge to divest, and they may not now upgrade their comparative posture.

Fiesta Communications, Ltd. (Fiesta)

6. Ronald Campbell and Hal Widsten are each 25% limited partners of Fiesta. Each is a 45% shareholder and officer of C & W Wireless, Inc., the licensee of KSAQ(FM), San Antonio, Texas. Section 73.3555(b)(1) of the Commission's Rules provides that no license for a television station shall be granted to any party if such party directly or indirectly owns, operates, or controls one or more FM broadcast stations and the grant of such license will result in the Grade A contour of the proposed television station encompassing the entire community to which the FM station is licensed. Note 4 to this rule provides, *inter alia*, that applications for UHF television facilities ". . . . will be handled on a case-by-case basis in order to determine whether common ownership, operation or control of the stations in question would be in the public interest." We have recently held, however, that limited partnership interests are nonattributable where the limited partnership agreement comports with the Uniform Limited Partnership Act (ULPA) and where the limited partner would not be involved in any material respect in the mamagement or operation of the broadcast station. *Attribution of Ownership Interests*, 97 FCC 2d 997 (1984). Fiesta has not certified that the partnership agreement complies in all material respects with the ULPA nor has it indicated that Mr. Campbell and Mr. Widsten will not be involved in any material respect in the management or operation of the proposed station. In the absence of this information regarding the limited partnership agreement, we conclude that the interests are attributable. Accordingly, an appropriate multiple ownership/cross interest issue will be designated.

7. Fiesta proposes to mount its antenna on a tower to be constructed by the licensee of Station KSAQ(FM), San Antonio. The application (BPH–841025AA) of KSAQ(FM) for authority to build the new tower, however, was dismissed on December 28, 1984, after Fiesta filed its application.The Commission's records do not indicate that any other application has been filed to make changes in KSAQ(FM).

Consequently, it appears that Fiesta proposes to use a non-existent tower and a question is raised, therefore, as to whether the site specified by Fiesta is available to it. A site availability issue will be specified.

Spanish American Broadcasting, Inc. (Spanish American)

8. Section II, Item 10, FCC Form 301, inquires whether documents, instruments, agreements or understandings for the pledge of stock of a corporate applicant, as security for loans or contractual performance, provide that: (a) Voting rights will remain with the applicant, even in the event of default on the obligation; (b) in the event of default, there will be either a private or pubic sale of the stock; and (c) prior to the exercise of stockholder rights by the purchaser at such sale, the prior consent of the Commission (pursuant to 47 U.S.C. 310(d)) will be obtained. Spanish American has failed to answer the question. Spanish American will be required to submit its response in the form of an amendment to the presiding Administrative law Judge within 20 days of the release of this Order.

San Antonio Broadcating, Inc. (SAB)[2]

9. In Section III, Items 1 and 2, FCC Form 301, SAB indicated that it "will provide financial certification." However, no such certification has been filled as of this date. Accordingly, the applicant will be given 20 days from the release date of this Order to review its financial proposal in light of the Commission requirements, to make any changes that may be necessary and, if appropriate, to submit a certification to the presiding Administrative Law Judge in the manner called for in Section III, Form 301, as to its financial qualifications. If the applicant cannot make the certification, it shall so advise the Administrative Law Judge who shall then specify an appropriate issue. *Minority Broadcasters of East St. Louis, Inc.*, BC Docket No. 82–378 (released July 15, 1982).

Salinas-Oatman Corporation (Salinas)

10. In Section III, Items 1 and 2, FCC Form 301, Salinas indicated that at some future date it would certify as to its financial qualifications. It has not done so as of this date. Accordingly, the applicant will be given 20 days from the release date of this Order to review its financial proposal in light of the Commission requirements, to make any changes that may be necessary, and, if appropriate, to submit a certification to the presiding Administrative Law Judge in the manner called for in Section III, FCC Form 301, as to its financial qualifications. If the applicant cannot make the certification, it shall so advise the Administrative Law Judge who shall then specify an appropriate issue. *Minority Broadcasters of East St. Louis, Inc., Supra.*

11. Salinas stated, in its environmental narrative statement, that it believes that its proposed site is available to it, but it has not yet completed arrangements which would constitute reasonable assurance that the site is available. Under those circumstances, an issue will be required to determine whether the applicant has reasonable assurance that its proposed site will be available.

12. Salinas states in Exhibit II–1 to its application that it intends to sell an 80% nonvoting interest in its corporation to Dorothy Ozan. However, Salinas has provide none of the information required by FCC From 301 with respect to Ms. Ozan's qualifications. Accordingly, Salinas will be given 20 days after the release date of this Order to provide the required information.

13. Section V–C, Item 10, FCC Form 301, requires an applicant to submit the area and population within its predicted Grade B contour. Salinas has not done so. Salinas, therefore, will be required to submit an amendment showing the required information, within 20 days of the release of this Order, to the presiding Administrative Law Judge.

14. Except as indicated by the issues specified below, the applicants are qualified to construct and operate as proposed. Since these applications are mutually exclusive, the Commission is unable to make the statutory finding that their grant would serve the public interest, convenience, and necessity. Therefore, the applications must be designated for a hearing in a consolidated proceeding on the issues specified below.

15. Accordingly, it is ordered, That pursuant to Section 309(e) of the Communications Act of 1934, as amended, the applications are designated for hearing in a consolidated proceeding, to be held before an Administrative Law Judge at a time and place to be specified in a subsequent Order, upon the following issues:

1. To determine with respect to each of the applicants, except TV 60 Limited Partnership, Amistad Communications of the Southwest, Pro 60 Communications, Inc. and San Antonio Broadcasting, Inc., whether there is a reasonable possibility that the tower height and location proposed by each would constitute a hazard to air navigation.

2. To determine with respect to San Antonio Video Corp., whether the applicant has reasonable assurance that its proposed transmitter site will be available.

3. To determine with respect to Fiesta Communications, Ltd., whether the interests of Mr. Ronald Campbell and Hal Widsten in KSAQ(FM), San Antonio, Texas and their interests in the applicant, are inconsistent with Section 73.3555 of the Commission's Rules or the Commission's cross interest policy and, if so, whether common ownership, operation or control of KSAQ(FM), San Antonio, Texas, and the proposed television station would be consistent with the public interest.

4. To determine with respect to Fiesta Communications, Ltd., whether the applicant has reasonable assurance that its proposed transmitter site will be available.

5. To determine with respect to Salinas-Oatman Corporation, whether the applicant has reasonable assurance that its proposed transmitter site will be available.

6. To determine which of the proposals would, on a comparative basis, best serve the public interest.

7. To determine, in light of the evidence adduced pursuant to the foregoing issues, which of the applications should be granted.

16. It is further ordered, That Vela Broadcasting Co. shall file a certification with the presiding Administrative Law Judge within 20 days after this Order is released that it has or will comply with § 73.3580 of the Commission's Rules.

17. It is further ordered, That San Antonio Video Corp. shall submit an amendment showing the ownership interest with respect to its voting stock to the presiding Administrative Law Judge within 20 days of the release of this Order.

18. It is further ordered, That spanish American Broadcasting, Inc. shall submit its response to Section II, Item 10, FCC Form 301, to the presiding Administrative Law Judge within 20 days of the release of this Order.

19. It is further ordered, That San Antonio Broadcasting, Inc. shall within 20 days of the release of this Order, submit a financial certification in the form required by Section III, FCC Form 301, or advise the Administrative Law

[2] San Antonio Broadcasting, Inc. filed an amendment on March 7, 1985, after the "B" cut-off date, supplying information required to be reported pursuant to Section 1.65 of the Commission's Rules. Accordingly, the amendment will be accepted for Section 1.65 purposes only and no comparative advantage will accrue to San Antonio Broadcasting, Inc.

Judge that the certification cannot be made, as may be appropriate.

20. It is further ordered, That the petition for leave to amend filed by San Antonio Broadcasting, Inc., on March 7, 1985, is granted and the amendment filed on the same date is accepted for filing for Section 1.65 purposes only.

21. It is further ordered, That Fiesta Communications, Ltd., shall submit the certification, statement and/or information required by paragraph 7, *supra*, to the presiding Administrative Law Judge, within 20 days after this Order is released.

22. It is further ordered, That Salinas-Oatman Corporation shall submit an amendment stating the area and population within its predicted Grade B contour, to the presiding Administrative Law Judge, within 20 days of the release of this Order.

23. It is further ordered, That Salinas-Oatman Corporation shall, within 20 days of the release of this Order, submit a financial certification in the form required by Section III, FCC Form 301, or advise the Administrative Law Judge that the certification cannot be made, as may be appropriate.

24. It is further ordered, That Salinas-Oatman Corporation shall submit such appropriate information as may be required as outlined in paragraph 12, *supra*, to the presiding Administrative Law Judge, within 20 days of the release of this Order.

25. It is further ordered, That the Federal Aviation Administration is made a party respondent to this proceeding with respect to issue 1.

26. It is further ordered, That to avail themselves of the opportunity to be heard, the applicants and the party respondent herein shall, pursuant to § 1.221(c) of the Commission's Rules, in person or by attorney, within 30 days of the mailing of this Order, file with the Commission, in triplicate, a written appearance stating an intention to appear on the date fixed for the hearing and present evidence on the issues specified in this Order.

27. It is further ordered, That the applicants herein shall, pursuant to Section 311(a)(2) of the Communications act of 1934, as amended, and § 73.3594 of the commission's Rules, give notice of the hearing within the time and in the manner prescribed in such Rule, and shall advise the Commission of the publication of such notice as required by § 73.3594(g) of the Rules.

Federal Communications Commission.

Roy J. Stewart,

Chief, Video Services Division, Mass Media Bureau.

[FR Doc. 85-12802 Filed 5-28-85; 8:45 am]

BILLING CODE 6712-01-M

Universal Window Filing Period Announcement

AGENCY: Federal Communications Commission.

ACTION: Public notice.

SUMMARY: The Commission issued a Public Notice on May 15, 1985 listing 152 vacant FM channels for the purpose of announcing the window filing period for applications on these channels. However, because certain information contained therein needed to be corrected, that Notice was not published in the **Federal Register.** This Public Notice contains the same information issued on May 15, 1985 except for the following corrections:

—The listings for Lajas, Puerto Rico (Channel 279B) and Elk City, Oklahoma (Channel 253C) are deleted.

—The listing for Gulf Breeze, Florida (Channel 237A) and Grifton, North Carolina (Channel 257A) has been added.

—The window closing date has been corrected to July 12, 1985.

—This window filing period also includes applications from existing stations desiring to modify their facilities.

—Petitions for reconsideration are pending at San Clemente, California (Channel 285A), Gulf Breeze, Florida (Channel 237A) and Bay Shore, New York (Channel 276A). These channels are available for application.

ADDRESS: Federal Communications Commission, Washington, DC 20554.

FOR FURTHER INFORMATION CONTACT: Mark Lipp, Allocations Branch 634-6530, FM Branch 632-6908

"Universal" Window Filing Period Announcement; Corrected

In the *Report and Order*, MM Docket No. 84-750, 50 FR 19936, published May 13, 1985, at footnote 4, we indicated that we would publish a list of the vacant FM commercial channel allotments. The Commission issued a Public Notice on May 15, 1985, listing 152 vacant FM channels for the purpose of announcing the window filing period for applications on these channels. However, because certain information contained therein needed to be corrected, that Notice was not published in the Federal Register.

The attached corrected list of 152 vacant channels will be available for application during the first filing window. The window period for filing applications on these channels will open on June 13, 1985, and close on July 12, 1985.

In addition, this window applies to existing stations desiring to modify their facilities.

This Public Notice contains the same information issued on May 15, 1985, except for the following corrections:

—The listings for Lajas, Puerto Rico (Channel 279B) and Elk City, Oklahoma (Channel 253C) are deleted.

—The listing for Gulf Breeze, Florida (Channel 237A) and Grifton, North Carolina (Channel 257A) has been added.

—The window closing date has been corrected to July 12, 1985.

—This window filing period also includes applications from existing stations desiring to modify their facilities.

—Petitions for reconsideration are pending at San Clemente, California (Channel 285A), Gulf Breeze, Florida (Channel 237A) and Bay Shore, New York (Channel 276A). These channels are available for application.

For additional information, contact the Allocations Branch, Mass Media Bureau, at (202) 634-6530, or the FM Branch at (202) 632-6908.

William J. Tricarico,

Secretary, Federal Communications Commission.

VACANT FM CHANNELS AVAILABLE FOR APPLICATION

City	Channel	Reference coordinates
Alabama: Citronelle	270A	N Lat 31 8 2 W Lon 88 12 43 R
Alaska: Cordova	265A	N Lat 60 32 42 W Lon 145 45 18
Arizona:		
Ajo	252A	N Lat 32 22 27 W Lon 112 51 49
Comobabi	276A	N Lat 32 3 24 W Lon 111 48 6
Pinetop	294C	N Lat 34 7 30 W Lon 109 56 12
Winslow	236C	N Lat 35 1 30 W Lon 110 41 54
Winslow	286C	N Lat 35 1 30 W Lon 110 41 54

VACANT FM CHANNELS AVAILABLE FOR APPLICATION—Continued

City	Channel	Reference coordinates
Arkansas:		
Humnoke	269A	N Lat 34 33 28 W Lon 91 45 9 R
Texarkana	292A	N Lat 33 21 56 W Lon 93 57 20 R
California:		
Central Valley	257A	N Lat 40 41 0 W Lon 122 22 24
Coalinga	261A	N Lat 36 8 30 W Lon 120 21 18
Corcoran	272A	N Lat 36 5 54 W Lon 119 33 24
Ellwood	233B	N Lat 34 25 48 W Lon 119 53 3
Ferndale	257A	N Lat 40 34 42 W Lon 124 15 36
Fort Bragg	249A	N Lat 39 26 24 W Lon 123 47 54
Greenfield	300B	N Lat 36 19 24 W Lon 121 14 30
Johannesburg	280A	N Lat 35 22 24 W Lon 117 38 3
Julian	261A	N Lat 33 4 42 W Lon 116 36 0
Kerman	232A	N Lat 36 43 24 W Lon 120 3 42
San Clemente	%285A	N Lat 33 22 35 W Lon 117 35 6 R
Sutter Creek	269A	N Lat 38 19 30 W Lon 120 44 8 R
Woodlake	281B	N Lat 36 24 37 W Lon 119 3 41 R
Colorado:		
Aspen	296A	N Lat 39 11 24 W Lon 106 49 6
Grand Junction	282C	N Lat 39 4 6 W Lon 108 33 0
Grand Junction	300C	N Lat 39 4 6 W Lon 108 33 0
Silverton	257A	N Lat 37 48 42 W Lon 107 40 0
Silverton	297C	N Lat 37 48 42 W Lon 107 40 0
Florida:		
Gulf Breeze	%237A	N Lat 30 23 0 W Lon 87 4 0 R
Marco	224A	N Lat 25 58 18 W Lon 81 43 48
Mexico Beach	257A	N Lat 29 56 54 W Lon 85 25 6
Port Saint Joe	288A	N Lat 29 48 54 W Lon 85 17 48
Hawaii:		
Kaneohe	282C	N Lat 21 25 18 W Lon 157 48 6
Waimea	256C	N Lat 20 1 24 W Lon 155 40 12
Idaho:		
Blackfoot	268C	N Lat 43 11 24 W Lon 112 20 48
Preston	244A	N Lat 42 5 48 W Lon 111 52 36
Sun Valley	237A	N Lat 43 41 44 W Lon 114 21 12
Wallace	264C	N Lat 47 28 27 W Lon 115 55 25
Wallace	@282C	N Lat 47 28 27 W Lon 115 55 25
Indiana:		
Kentland	269A	N Lat 40 46 18 W Lon 87 26 42
Van Buren	257A	N Lat 40 38 0 W Lon 85 30 0 R
Kansas:		
Downs	231C	N Lat 39 31 37 W Lon 98 34 13 R
Eureka	228A	N Lat 37 49 24 W Lon 96 17 24
Kingman	257A	N Lat 37 38 48 W Lon 98 6 54
Salina	285A	N Lat 38 50 6 W Lon 97 36 30
Seneca	221A	N Lat 39 47 0 W Lon 96 4 0
Kentucky:		
Somerset	272A	N Lat 37 3 38 W Lon 84 38 57 R
Maine:		
Caribou	249A	N Lat 46 53 12 W Lon 68 2 44
Kennebunk	257A	N Lat 43 23 16 W Lon 70 25 48 R
Michigan:		
Baraga	282C	N Lat 46 46 54 W Lon 88 29 30
Crystal Falls	264A	N Lat 45 57 16 W Lon 88 6 45 R
Glen Arbor	240A	N Lat 44 53 54 W Lon 85 59 18
Harbor Springs	280A	N Lat 45 26 6 W Lon 84 59 30
Houghton	242C	N Lat 47 7 6 W Lon 88 34 6
Houghton	272A	N Lat 47 7 6 W Lon 88 34 6
Leland	232A	N Lat 45 1 24 W Lon 85 45 24
Mackinaw City	232A	N Lat 45 47 4 W Lon 84 43 55
Mio	280A	N Lat 44 39 6 W Lon 84 7 42
Norway	232A	N Lat 45 47 18 W Lon 87 54 36
Oscoda	261A	N Lat 44 25 48 W Lon 83 19 36
Pentwater	276A	N Lat 43 42 57 W Lon 86 30 12
Sault Ste Marie	252A	N Lat 46 29 36 W Lon 84 21 6
Sebewaing	280A	N Lat 43 48 2 W Lon 83 23 40 R
Stephenson	257A	N Lat 45 24 54 W Lon 87 36 24
Tuscola	269A	N Lat 43 20 0 W Lon 83 37 17 R
Minnesota:		
Duluth	269A	N Lat 46 49 52 W Lon 92 8 8 R
Ely	221A	N Lat 47 54 6 W Lon 91 51 48
Slayton	276A	N Lat 43 59 24 W Lon 95 45 18
Worthington	228A	N Lat 43 37 6 W Lon 95 30 19 R
Mississippi:		
Bruce	233A	N Lat 34 1 17 W Lon 89 20 6 R
Calhoun City	272A	N Lat 33 51 18 W Lon 89 18 41
Missouri:		
California	232A	N Lat 38 37 54 W Lon 92 33 54
Clinton	241C	N Lat 38 26 6 W Lon 93 34 43 R
De Soto	261A	N Lat 38 8 24 W Lon 90 33 30
Macon	260A	N Lat 39 44 12 W Lon 92 28 18
Moberly	288A	N Lat 39 25 24 W Lon 92 26 0
Mountain View	244A	N Lat 36 59 42 W Lon 91 41 48
Potosi	249A	N Lat 37 51 20 W Lon 90 51 30 R
Montana:		
Deer Lodge	244A	N Lat 46 23 48 W Lon 112 44 12
Great Falls	262C	N Lat 47 30 6 W Lon 111 17 6
Great Falls	297C	N Lat 47 30 6 W Lon 111 17 6
Red Lodge	257A	N Lat 45 11 15 W Lon 109 14 43
Shelby	250C	N Lat 48 30 22 W Lon 111 51 30
Nebraska:		
Bridgeport	267C	N Lat 41 40 6 W Lon 103 6 0

VACANT FM CHANNELS AVAILABLE FOR APPLICATION—Continued

City	Channel	Reference coordinates
Chadron	234C	N Lat 42 49 54 W Lon 103 0 0
Nevada:		
Ely	269A	N Lat 39 14 48 W Lon 114 53 30
New Mexico:		
Bloomfield	283C	N Lat 36 42 36 W Lon 107 59 6
Clayton	228A	N Lat 36 27 1 W Lon 103 10 42
Hatch	266C	N Lat 32 41 0 W Lon 107 10 40 R
Hobbs	275C	N Lat 32 42 0 W Lon 103 7 54
Jal	296A	N Lat 32 6 48 W Lon 103 11 41
Los Alamos	296A	N Lat 35 53 0 W Lon 106 19 24
Maljamar	286C	N Lat 32 51 24 W Lon 103 45 54
Roswell	263C	N Lat 33 23 42 W Lon 104 31 36
Roswell	293C	N Lat 33 23 42 W Lon 104 31 36
Santa Rosa	240A	N Lat 34 56 32 W Lon 104 41 8
Thoreau	260C	N Lat 35 24 6 W Lon 108 13 18
New York:		
Bay Shore	%276A	N Lat 40 37 56 W Lon 73 13 8 R
Little Falls	268A	N Lat 43 2 36 W Lon 74 51 36
Salamanca	@261A	N Lat 42 9 34 W Lon 78 43 2
North Carolina: Grifton	257A	N Lat 35 22 30 W Lon 77 26 12
North Dakota:		
Devils Lake	244A	N Lat 48 6 36 W Lon 98 51 48
Fargo	300C	N Lat 46 52 30 W Lon 96 47 48
Hettinger	228A	N Lat 46 0 0 W Lon 102 38 12
Tioga	280A	N Lat 48 23 54 W Lon 102 56 3
Wishek	262C	N Lat 46 15 30 W Lon 99 33 24
Ohio: Caldwell	285A	N Lat 39 44 48 W Lon 81 31 12
Oklahoma:		
Elk City	232A	N Lat 35 24 48 W Lon 99 24 36
Pawhuska	285A	N Lat 36 44 0 W Lon 96 23 0 R
Watonga	228A	N Lat 35 50 48 W Lon 98 24 36
Woodward	240A	N Lat 36 26 12 W Lon 99 22 36
Oregon:		
Baker	284C	N Lat 44 46 42 W Lon 117 50 0
Bend	252A	N Lat 44 3 30 W Lon 121 18 30
La Grande	261A	N Lat 45 19 48 W Lon 118 5 6
Lakeview	228A	N Lat 42 11 21 W Lon 120 20 46
Pennsylvania: Smethport	292A	N Lat 41 48 30 W Lon 78 38 12
South Dakota: Redfield	279C	N Lat 44 52 30 W Lon 98 31 6
Texas:		
Abilene	292A	N Lat 32 27 54 W Lon 99 42 48
Big Lake	252A	N Lat 31 10 30 W Lon 101 21 30 R
Comanche	232A	N Lat 31 53 56 W Lon 98 36 23
Crane	265A	N Lat 31 23 46 W Lon 102 21 6
Denver City	296A	N Lat 33 1 12 W Lon 102 49 54
Dimmit	240A	N Lat 34 33 0 W Lon 102 18 54
Kerrville	221A	N Lat 30 4 0 W Lon 99 8 24
McCamey	237A	N Lat 31 8 15 W Lon 102 13 40
Pearsall	237A	N Lat 28 53 30 W Lon 99 5 48
South Padre Island	224A	N Lat 26 5 0 W Lon 97 8 0
South Padre Island	237A	N Lat 26 4 50 W Lon 97 9 45
Winfield	249A	N Lat 33 10 6 W Lon 95 6 42
Utah:		
Blanding	221A	N Lat 37 37 32 W Lon 109 28 42
Brian Head	251C	N Lat 37 41 0 W Lon 112 49 30
Brigham City	264C	N Lat 41 33 3 W Lon 111 47 52 R
Virgin Islands: Christiansted	232A	N Lat 17 44 54 W Lon 64 42 18
Virginia:		
Appomattox	274B	N Lat 37 30 6 W Lon 78 41 20
Buffalo Gap	288A	N Lat 38 11 13 W Lon 79 14 23
Washington:		
Colfax	272A	N Lat 46 49 45 W Lon 117 22 5 R
Goldendale	272A	N Lat 45 46 48 W Lon 120 49 50 R
Grandview	265A	N Lat 46 15 28 W Lon 119 54 24
Othello	@249A	N Lat 46 49 30 W Lon 119 10 21
West Virginia:		
Buckhannon	267B	N Lat 38 58 20 W Lon 80 13 48 R
Keyser	296A	N Lat 39 26 24 W Lon 78 58 42
Petersburg	269A	N Lat 38 59 58 W Lon 79 5 13 R
Ravenswood	272A	N Lat 38 56 54 W Lon 81 45 48
Vienna	261A	N Lat 39 21 20 W Lon 81 32 1 R
Wisconsin:		
Crandon	244A	N Lat 45 34 18 W Lon 88 53 54
Stevens Point	285A	N Lat 44 29 2 W Lon 89 35 34 R
Sturgeon Bay	249A	N Lat 44 50 18 W Lon 87 22 48
Wyoming:		
Jackson	239C	N Lat 43 28 42 W Lon 110 48 42
Laramie	288A	N Lat 41 18 42 W Lon 105 35 6
Lost Cabin	256C	N Lat 43 17 12 W Lon 107 38 0
Powell	261C	N Lat 44 45 12 W Lon 108 45 36
Sundance	276A	N Lat 44 24 6 W Lon 104 22 42
Thermopolis	269A	N Lat 43 38 49 W Lon 108 12 30

Total Vacant FM Channels Available for Application: 152.
R to the right of the Reference Coordinates indicates that the coordinates are not center-of-city coordinates because the location of the antenna site is restricted.
% to the left of the channel indicates that there exists a petition for reconsideration of the addition of the channel to the Table of Allotments.
@ to the left of the channel indicates that there is an ongoing rulemaking proceeding to change the channel and/or city in the Table of Allotments.

FEDERAL RESERVE SYSTEM

Gulf First Holding Corp. et al.; Formations of, Acquisitions by, and Mergers of Bank Holding Companies

The companies listed in this notice have applied for the Board's approval under section 3 of the Bank Holding Company Act (12 U.S.C. 1842) and § 225.14 of the Board's Regulation Y (12 CFR 225.14) to become a bank holding company or to acquire a bank or bank holding company. The factors that are considered in acting on the applications are set forth in section 3(c) of the Act (12 U.S.C. 1842(c)).

Each application is available for immediate inspection at the Federal Reserve Bank indicated. Once the application has been accepted for processing, it will also be available for inspection at the offices of the Board of Governors. Interested persons may express their views in writing to the Reserve Bank or to the offices of the Board of Governors. Any comment on an application that requests a hearing must include a statement of why a written presentation would not suffice in lieu of a hearing, identifying specifically any questions of fact that are in dispute and summarizing the evidence that would be presented at a hearing.

Unless otherwise noted, comments regarding each of these applications must be received not later than June 19, 1985.

A. **Federal Reserve Bank of Atlanta** (Robert E. Heck, Vice President) 104 Marietta Street, N.W., Atlanta, Georgia 30303:

1. *Gulf First Holding Corporation*, Panama City, Florida; to become a bank holding company by acquiring 90.7 percent of the voting shares of Gulf Coast Holding Corporation, Panama City, Florida.

2. *SSL Financial Corporation*, Roswell, Georgia; to become a bank holding company by acquiring 100 percent of the voting shares of Sentry Savings & Loan, Roswell, Georgia.

3. *WGNB Corporation*, Carrollton, Georgia; to become a bank holding company by acquiring 80 percent of the voting shares of West Georgia National Bank in Carrollton, Carrollton, Georgia.

B. **Federal Reserve Bank of Chicago** (Franklin D. Dreyer, Vice President) 230 South LaSalle Street, Chicago, Illinois 60690:

1. *American National Bancshares, Inc.*, Noblesville, Indiana; to become a bank holding company by acquiring 100 percent of the voting shares of The American National Bank of Noblesville, Noblesville, Indiana.

2. *Carroll Financial Corporation*, Burlington, Indiana; to become a bank holding company by acquiring 100 percent of the voting shares of First Bank of Carroll County, Burlington, Indiana.

3. *First Winthrop BanCorporation, Inc.*, Winthrop, Iowa; to become a bank holding company by acquiring 80 percent or more of the voting shares of Peoples State Bank, Winthrop, Iowa.

4. *PSB Bancshares, Ltd.*, Postville, Iowa; to become a bank holding company by acquiring 60 percent or more of the voting shares of Postville State Bank, Postville, Iowa.

Board of Governors of the Federal Reserve System, May 22, 1985.

James McAfee,

Associate Secretary of the Board.

[FR Doc. 85-12859 Filed 5-28-85; 8:45 am]

BILLING CODE 6210-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

[Docket No. 85F-0202]

American Enka Co.; Filing of Food Additive Petition

AGENCY: Food and Drug Administration.

ACTION: Notice.

SUMMARY: The Food and Drug Administration (FDA) is announcing that Americanf Enka Co. has filed a petition proposing to amend the food additive regulations to provide for the safe use of tris(triethylene glycol) phosphate as a stabilizer in ethylene terephthalate polymers intended for use in contact with food.

FOR FURTHER INFORMATION CONTACT: Vir Anand, Center for Food Safety and Applied Nutrition (HFF-334), Food and Drug Administration, 200 C St. SW., Washington, DC 20204, 202-472-5690.

SUPPLEMENTARY INFORMATION: Under the Federal Food, Drug, and Cosmetic Act (sec. 409(b)(5), 72 Stat. 1786 (21 U.S.C. 348(b)(5))), notice is given that a petition (FAP 5B3864) has been filed by American Enka Co., Enka, NC 28728, proposing to amend the food additive regulations to provide for the safe use of tris(triethylene glycol) phosphate as a stabilizer in ethylene terephthalate polymers intended for use in contact with food.

The potential environmental impact of this action is being reviewed. If the agency finds that an environmental impact statement is not required and this petition results in a regulation, the notice of availability of the agency's finding of no significant impact and the evidence supporting that finding will be published with the regulation in the **Federal Register** in accordance with 21 CFR 25.40(c) (April 26, 1985; 50 FR 16636).

Dated: May 20, 1985.

John M. Taylor,

Acting Director, Center for Food Safety and Applied Nutrition.

[FR Doc. 85-12795 Filed 5-28-85; 8:45 am]

BILLING CODE 4160-01-M

[Docket No. 84F-0095]

Miles Laboratories, Inc.; Filing of Food Additive Petition; Correction

AGENCY: Food and Drug Administration.

ACTION: Notice; correction.

SUMMARY: The Food and Drug Administration (FDA) is correcting a document that announced that Miles Laboratories, Inc., had filed a petition proposing that the food additive regulations be amended to provide for the safe use of a polyamine-epichlorohydrin resin. This document corrects the docket number.

FOR FURTHER INFORMATION CONTACT: Leonard C. Gosule, Center for Food Safety and Applied Nutrition (HFF-335), Food and Drug Administration, 200 C St. SW., Washington, DC 20204, 202-426-9463.

SUPPLEMENTARY INFORMATION: In FR Doc. 85-10088 appearing on page 16558 in the issue of Friday, April 26, 1985, the docket number is corrected to read as set forth in the heading of this document.

Dated: May 20, 1985.

John M. Taylor,

Acting Director, Center for Food Safety and Applied Nutrition.

[FR Doc. 85-12794 Filed 5-28-85; 8:45 am]

BILLING CODE 4160-01-M

[Docket No. 85E-0157]

Determination of Regulatory Review Period for Purposes of Patent Extension; Sectral Capsules

AGENCY: Food and Drug Administration.

ACTION: Notice.

SUMMARY: The Food and Drug Administration (FDA) has determined the regulatory review period for the human drug product Sectral Capsules

and is publishing this notice of that determination as required by law. FDA has made the determination because of the submission of an application to the Commissioner of Patents and Trademarks, Department of Commerce, for the extension of a patent which claims that human drug product.

ADDRESS: Written comments and petitions should be directed to the Dockets Management Branch (HFA–305), Food and Drug Administration, Rm. 4–62, 5600 Fishers Lane, Rockville, MD 20857.

FOR FURTHER INFORMATION CONTACT: Frank Sasinowski, Office of Health Affairs (HFY–20), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20857, 301–443–1382.

SUPPLEMENTARY INFORMATION: The "Drug Price Competition and Patent Term Restoration Act of 1984" (Pub. L. 98–417) generally provides that a patent may be extended for a period of up to 5 years so long as the patented item (human drug product, medical device, food additive, or color additive) was subject to regulatory review by FDA before the item was marketed. Under that act, a product's regulatory review period forms the basis for determining the amount of extension an applicant may receive.

A regulatory review period consists of two periods of time: A testing phase and an approval phase. For human drug products, the testing phase begins when the exemption to permit the clinical investigation of the drug becomes effective and runs until the approval phase begins. The approval phase starts with the initial submission of an application to market the human drug product and continues until permission to market the drug product is granted. Although only a portion of a regulatory review period may count toward the actual amount of extension that the Commissioner of Patents and Trademarks may award (half the testing phase must be subtracted as well as any time that may have occurred before the patent was issued), FDA's determination of the length of a regulatory review period for a human drug product will include all of the testing phase and approval phase as specified in 35 U.S.C. 156(g)(1)(B).

FDA has determined that the applicable regulatory review period for Sectral (acebutolol hydrochloride) Capsules is 4,813 days. Of this time 4,069 days occurred during the testing phase of the regulatory review period and 744 days occurred during the approval phase. These periods of time were derived from the following dates:

1. *The date an exemption under section 505(i) of the Federal Food, Drug, and Cosmetic Act involving this drug became effective: October 27, 1971.* The applicant claimed September 24, 1971 as the date that commenced the testing phase; however, FDA did not receive the exemption until September 28, 1971. Moreover, under FDA regulations (21 CFR 312.1(b)(4)), the exemption did not become effective until 30 days after the notice of claimed investigational exemption for the drug was received by FDA.

2. *The date an application was initially submitted with respect to the human drug product under section 505(b) of the Federal Food, Drug, and Cosmetic Act: December 16, 1982.* The applicant claimed that the new drug application for the drug (NDA 18–917) was initially submitted on December 15, 1982; however, FDA did not receive the application until December 16, 1982.

3. *The date the application was approved: December 28, 1984.* FDA has verified that the application (NDA 18–917) was approved on December 28, 1984, as stated by the applicant.

This determination of the regulatory review period establishes the maximum potential amount of patent extension. However, the U.S. Patent and Trademark Office applies several statutory limitations in its calculation of the actual period of patent extension. In its application for patent extension, this applicant seeks 730 days of patent extension.

Anyone with knowledge that any of the dates as published is in error may, on or before July 29, 1985, submit to the Dockets Management Branch (address above) written comments and ask for a redetermination. Furthermore, any interested person may petition FDA, on or before November 25, 1985, for a determination regarding whether the applicant for extension acted with due diligence during the regulatory review period. To meet its burden, the petition must contain sufficient facts to merit an FDA investigation (See H. Rept. No. 98–857, Part 1, 98 Cong., 2d Sess., pp. 41–42, 1984.) The petition should be in the format described in 21 CFR 10.30.

Comments and petitions should be submitted to the Dockets Management Branch (address above) in three copies (except that individuals may submit single copies) and identified with the docket number found in brackets in the heading of this document. Received comments and petitions may be seen in the Dockets Management Branch between 9 a.m. and 4 p.m., Monday through Friday.

Dated: May 17, 1985.

Stuart L. Nightingale,

Associate Commissioner for Health Affairs.

[FR Doc. 85–12806 Filed 5–28–85; 8:45 am]

BILLING CODE 4160–01–M

Health Resources and Services Administration

Advisory Committee; Meeting

In accordance with section 10(a)(2) of the Federal Advisory Committee Act (Pub. L. 92–463), announcement is made of the following National Advisory Body scheduled to meet during the month of June 1985:

Name: National Advisory Council on the National Health Service Corps.

Date and Time: June 10–11, 1985, 8:30 a.m.–4:30 p.m.

Place: Conference Room H, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857.

The entire meeting is open to the public.

Purpose: The Council will advise and make appropriate recommendations on the National Health Service Corps (NHSC) program as mandated by legislation. It will also review and comment on proposed regulations promulgated by the Secretary under provisions of the legislation.

Agenda: The agenda will include: A general orientation on the National Health Service Corps program for the new Council members; and reports and discussions of the National Health Service Corps operations and procedures.

Anyone wishing to obtain a roster of members, minutes of meetings, or other relevant information should write to or contact Dr. Kenneth P. Moritsugu, Director, National Health Service Corps, Bureau of Health Care Delivery and Assistance, Health Resources and Services Administration, Room 6–40, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857, telephone: 301 443–2900.

Note.—Due to committee members conflicting plans, we missed the 15 day notification period.

Agenda items are subject to change as priorities dictate.

Dated: May 24, 1985.

Jackie E. Baum,

Advisory Committee Management Officer, HRSA.

[FR Doc. 85–12944 Filed 5–28–85; 8:45 am]

BILLING CODE 4160–15–M

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

[C-0124534]

Proposed Withdrawal Opportunity for Public Hearing; Colorado

AGENCY: Bureau of Land Management, Interior.

ACTION: Notice.

SUMMARY: At the request of the U.S. Army Corps of Engineers, the Department of the Interior has filed application for a protective withdrawal of those public lands and public minerals presently included in the Fort Carson—Pinon Canyon military withdrawal application which requires Congressional consideration. This withdrawal is requested for a period of 5 years to protect the reservation while Congress is making a final determination on the military withdrawal.

DATE: Comments or requests for hearing should be received within 90 days of the date of this publication.

ADDRESS: Correspondence should be addressed to the State Director, BLM Colorado State Office, 2020 Arapahoe Street, Denver, Colorado 80205.

FOR FURTHER INFORMATION CONTACT: Doris E. Chelius, BLM Colorado State Office, 303–294–7635.

The U.S. Army Corps of Engineers proposes that the Secretary of the Interior make a withdrawal for a period of 5 years to protect the Fort Carson—Pinon Canyon Military Reservation pending Congressional determination on whether to approve the military withdrawal. This protective withdrawal will affect those lands described in the following listed **Federal Register** publications: 48 FR 23713 (May 26, 1983); 48 FR 28343–28344 (June 21, 1983); 48 FR 39703–39704 (September 1, 1983), as corrected by 48 FR 45158 (October 3, 1983), and 48 FR 45612 (October 6, 1983).

The areas described aggregate 2,517 acres of public lands and 141,554.6 acres of public minerals in El Paso, Fremont, Pueblo, and Las Animas Counties in Colorado.

Effective on the date of publication, the lands will be segregated from all forms of appropriation under the public land laws, including the mining laws. The lands remain open to mineral leasing subject to concurrence by the Department of the Army. The segregative effect of this application will terminate 2 years from the date of this publication unless final withdrawal action is taken or the application is terminated prior to that date. Notice of any action will be published in the **Federal Register.**

For a period of 90 days from the date of publication of this notice, all persons who wish to submit comments in connection with the proposed withdrawal may present their views in writing to the Colorado State Director.

Pursuant to section 204(h) of the Federal Land Policy and Management Act of 1976, notice is hereby given that an opportunity for a public hearing is afforded in connection with the proposed withdrawal. A public hearing was held on this proposed action on April 25, 1985. If it is determined that a second public hearing should be held, notice of the time and place of the hearing will be published in the **Federal Register** at least 30 days prior to the hearing. Interested persons who desire to be heard on this proposed action must submit a written request for a hearing to the Colorado State Director within 90 days of the date of this publication. A hearing would be scheduled and conducted in accordance with Bureau of Land Management Manual, Section 2351.16B.

The Department of the Interior's regulations provide that the authorized officer of the Bureau of Land Management will undertake such investigations as are necessary to determine the existing and potential demands for the land and its resources; undertake negotiations with the applicant agency to assure that the area sought is the minimum essential to meet the applicant's needs, provide for the maximum concurrent utilization of the land for purposes other than the applicant's, and reach an agreement on the concurrent management of the land and its resources. A report will be prepared for consideration by the Secretary of the Interior who will determine whether or not the land will be withdrawn and reserved as requested. The determination of the Secretary on this application will be published in the **Federal Register.**

Robert D. Dinsmore,

Chief, Branch of Lands and Minerals Operations.

May 24, 1985.

[FR Doc. 85–12993 Filed 5–28–85; 8:45 am]

BILLING CODE 4310–JB–M

Minerals Management Service

Development Operations Coordination Document

AGENCY: Minerals Management Service, Department of Interior.

ACTION: Notice of the Receipt of a Proposed Development Operations Coordination Document (DOCD).

SUMMARY: Notice is hereby given that Conoco Inc. has submitted a DOCD describing the activities it proposes to conduct on Lease OCS–G 5051, Block 75, South Pass Area, offshore Louisiana. Proposed plans for the above area provide for the development and production of hydrocarbons with support activities to be conducted from an onshore base located at Venice, Louisiana.

DATE: The subject DOCD was deemed submitted on May 16, 1985. Comments must be received within 15 days of the date of this Notice or 15 days after the Coastal Management Section receives a copy of the DOCD from the Minerals Management Service.

ADDRESSES: A copy of the subject DOCD is available for public review at the Office of the Regional Director, Gulf of Mexico OCS Region, Minerals Management Service, 3301 North Causeway Blvd., Room 147, Metairie, Louisiana (Office Hours: 9 a.m. to 3:30 p.m., Monday through Friday). A copy of the DOCD and the accompanying Consistency Certification are also available for public review at the Coastal Management Section Office located on the 10th Floor of the State Lands and Natural Resources Building, 625 North 4th Street, Baton Rouge, Louisiana (Office Hours: 8 a.m. to 4:30 p.m., Monday through Friday). The public may submit comments to the Coastal Management Section, *Attention OCS Plans,* Post Office Box 44396, Baton Rouge, Louisiana 70805.

FOR FURTHER INFORMATION CONTACT: Michael J. Tolbert; Minerals Management Service; Gulf of Mexico OCS Region; Rules and Production; Plans, Platform and Pipeline Section; Exploration/Development Plans Unit; Phone (504) 838–0875.

SUPPLEMENTARY INFORMATION: The purpose of this Notice is to inform the public, pursuant to Sec. 25 of the OCS Lands Act Amendments of 1978, that the Minerals Management Service is considering approval of the DOCD and that it is available for public review. Additionally, this Notice is to inform the public, pursuant to § 930.61 of Title 15 of the CFR, that the Coastal Management Section/Louisiana Department of Natural Resources is reviewing the DOCD for consistency with the Louisiana Coastal Resources Program.

Revised rules governing practices and procedures under which the Minerals Management Service makes information

contained in DOCDs available to affected states, executives of affected local governments, and other interested parties became effective December 13, 1979, (44 FR 53685). Those practices and procedures are set out in revised § 250.34 of Title 30 of the CFR.

Dated: May 17, 1985.

John L. Rankin,

Regional Director, Gulf of Mexico OCS Region.

[FR Doc. 85-12819 Filed 5-28-85; 8:45 am]

BILLING CODE 4310-MR-M

Development Operations Coordination Document

AGENCY: Minerals Management Service, Department of the Interior.

ACTION: Notice of the Receipt of a Proposed Development Operations Coordination Document (DOCD).

SUMMARY: Notice is hereby given that Conoco Inc. has submitted a DOCD describing the activities it proposes to conduct on Lease OCS 0593, Block 198, Ship Shoal Area, offshore Louisiana. Proposed plans for the above area provide for the development and production of hydrocarbons with support activities to be conducted from onshore bases located at Cameron and Morgan City, Louisiana.

DATE: The subject DOCD was deemed submitted on May 16, 1985. Comments must be received within 15 days of the date of this Notice or 15 days after the Coastal Management Section receives a copy of the DOCD from the Minerals Management Service.

ADDRESSES: A copy of the subject DOCD is available for public review at the Office of the Regional Director, Gulf of Mexico OCS Region, Minerals Management Service, 3301 North Causeway Blvd., Room 147, Metairie, Louisiana (Office Hours: 9 a.m. to 3:30 p.m., Monday through Friday). A copy of the DOCD and the accompanying Consistency Certification are also available for public review at the Coastal Management Section Office located on the 10th Floor of the State Lands and Natural Resources Building, 625 North 4th Street, Baton Rouge, Louisiana (Office Hours: 8 a.m. to 4:30 p.m., Monday through Friday). The public may submit comments to the Coastal Management Section, *Attention OCS Plans*, Post Office Box 44396, Baton Rouge, Louisiana 70805.

FOR FURTHER INFORMATION CONTACT: Ms. Angie D. Gobert; Minerals Management Service; Gulf of Mexico OCS Region; Rules and Production; Plans, Platform and Pipeline Section; Exploration/Development Plans Unit; Phone (504) 838-0876.

SUPPLEMENTARY INFORMATION: The purpose of this Notice is to inform the public, pursuant to Sec. 25 of the OCS Lands Act Amendments of 1978, that the Minerals Management Service is considering approval of the DOCD and that it is available for public review. Additionally, this Notice is to inform the public, pursuant to § 930.61 of Title 15 of the CFR, that the Coastal Management Section/Louisiana Department of Natural Resources is reviewing the DOCD for consistency with the Louisiana Coastal Resources Program.

Revised rules governing practices and procedures under which the Minerals Management Service makes information contained in DOCDs available to affected states, executives of affected local governments, and other interested parties became effective December 13, 1979, (44 FR 53685). Those practices and procedures are set out in revised § 250.34 of Title 30 of the CFR.

Dated: May 17, 1985.

John L. Rankin,

Regional Director, Gulf of Mexico OCS Region.

[FR Doc. 85-12820 Filed 5-28-85; 8:45 am]

BILLING CODE 4310-MR-M

Development Operations Coordination Document

AGENCY: Minerals Management Service, Department of the Interior.

ACTION: Notice of the Receipt of a Proposed Development Operations Coordination Document (DOCD).

SUMMARY: Notice is hereby given that TXP Operating Company has submitted a DOCD describing the activities it proposes to conduct on Leases OCS-G 4742 and 4743, Blocks A-476 and A-487, respectively, High Island Area, offshore Louisiana. Proposed plans for the above area provide for the development and production of hydrocarbons with support activities to be conducted from an onshore base located at Cameron, Louisiana.

DATE: The subject DOCD was deemed submitted on May 16, 1985. Comments must be received within 15 days of the date of this Notice or 15 days after the Coastal Management Section receives a copy of the DOCD from the Minerals Management Service.

ADDRESSES: A copy of the subject DOCD is available for public review at the Office of the Regional Director, Gulf of Mexico OCS Region, Minerals Management Service, 3301 North Causeway Blvd., Room 147, Metairie, Louisiana (Office Hours: 9 a.m. to 3:30 p.m., Monday through Friday). A copy of the DOCD and the accompanying Consistency Certification are also available for public review at the Coastal Management Section Office located on the 10th Floor of the State Lands and Natural Resources Building, 625 North 4th Street, Baton Rouge, Louisiana (Office Hours: 8 a.m. to 4:30 p.m., Monday through Friday). The public may submit comments to the Coastal Management Section, *Attention OCS Plans*, Post Office Box 44396, Baton Rouge, Louisiana 70805.

FOR FURTHER INFORMATION CONTACT: Michael J. Tolbert; Minerals Management Service; Gulf of Mexico OCS Region; Rules and Production; Plans, Platform and Pipeline Section; Exploration/Development Plans Unit; Phone (504) 838-0875.

SUPPLEMENTARY INFORMATION: The purpose of this Notice is to inform the public, pursuant to Sec. 25 of the OCS Lands Act Amendments of 1978, that the Minerals Management Service is considering approval of the DOCD and that it is available for public review. Additionally, this Notice is to inform the public, pursuant to § 930.61 of Title 15 of the CFR, that the Coastal Management Section/Louisiana Department of Natural Resources is reviewing the DOCD for consistency with the Louisiana Coastal Resources Program.

Revised rules governing practices and procedures under which the Minerals Management Service makes information contained in DOCDs available to affected states, executives of affected local governments, and other interested parties became effective December 13, 1979, (44 FR 53685). Those practices and procedures are set out in revised § 250.34 of Title 30 of the CFR.

Dated May 17, 1985.

John L. Rankin,

Regional Director, Gulf of Mexico OCS Region.

[FR Doc. 85-12822 Filed 5-28-85; 8:45 am]

BILLING CODE 4310-MR-M

National Park Service

National Register of Historic Places; Notification of Pending Nominations

Nominations for the following properties being considered for listing in the National Register were received by the National Park Service before May 17, 1985. Pursuant to § 60.13 of 36 CFR Part 60 written comments concerning the significance of these properties under the National Register criteria for evaluation may be forwarded to the

National Register, National Park Service, U.S. Department of the Interior, Washington, DC 20243. Written comments should be submitted by June 13, 1985.

Carol D. Shull,

Chief of Registration, National Register.

CALIFORNIA

Alameda County

Sunol, *Elliston*, 463 and 341 Kilkare Rd.

COLORADO

Las Animas County

Ludlow, *Ludlow Tent Colony Site*, Del Aqua Canyon Rd.

Pueblo County

Pueblo, *Edison School*, 900 West Mesa
Pueblo, *Frazier, R.T., House*, 2121 N. Elizabeth St.

Teller County

Victor, *Victor Downtown Historic District*, Roughly bounded by Diamond Ave, Second, Portland and 5th Sts.

MARYLAND

Allegany County

Barton, *Shaw Mansion*, Laurel Run Rd.

Carroll County

Silver Run vicinity, *Erb, Christopher, House*, 3333 Flickinger Rd.
Union Bridge vicinity, *Wilson's Inheritance*, 4400 Green Valley Rd.

MISSOURI

Jackson County

Kansas, *Temple Block Building*, 531 Walnut

MONTANA

Fergus County

Lewistown, *Armory Civic Center Bldg. (Lewistown MRA)*, 309 5th Ave. S.
Lewistown, *Ayers House (Lewistown MRA)*, 316 8th Ave. S.
Lewistown, *Clark-Cardwell House (Lewistown MRA)*, 523 W. Watson
Lewistown, *Fergus County High School (Lewistown MRA)*, 412 6th Ave. S.
Lewistown, *First Presbyterian Church (Lewistown MRA)*, 215 5th Ave. S.
Lewistown, *Heating Plant (Lewistown MRA)*, E. Watson
Lewistown, *House at 301 7th Ave. South (Lewistown MRA)*, 301 7th Ave. South
Lewistown, *House at 301 8th Ave. South (Lewistown MRA)*, 301 8th Ave. South
Lewistown, *House at 618 W. Janeaux (Lewistown MRA)*, 618 W. Janeaux
Lewistown, *Huntoon Residence (Lewistown MRA)*, 722 W. Water
Lewistown, *Lewistown Central Business Historic District (Lewistown MRA)*, Roughly bounded by Washington St., 1st Ave., Janeaux St. and 8th Ave.
Lewistown, *Lewistown Courthouse Historic District (Lewistown MRA)*, Roughly bounded by Washington St., 6th Ave., Main and Broadway Sts.
Lewistown, *Lewistown Merchantile Company (Lewistown MRA)*, 220 E. Main
Lewistown, *Lewistown Silk Stocking District (Lewistown MRA)*, Roughly bounded by 2nd Ave., Boulevard and Washington Sts. and 3rd Ave.

Missoula County

Missoula, *Fort Missoula Historic District*, Reserve St. and South Ave.

RHODE ISLAND

Providence County

Scituate, *Andrews-Luther Farm*, Elmdale Rd.

SOUTH DAKOTA

McCook County

Salem, *St. Mary's Catholic Church*, Vermont and Idaho Sts.

Miner County

Howard, *Wheeler Hotel*, 101 N. Main St.

VIRGINIA

Roanoke (Independent City)

Southwest Historic District, Roughly bounded by Salem Ave., Jefferson St., Roanoke River and 20th St.

WISCONSIN

La Crosse County

La Crosse, *Barron, E.R., Building*, 426–430 Main St.

Columbia County

Wisconsin Dells, *Wawbeek-Horace A.J. Upham Residence*, WI 13

Dane County

Madison, *Agricultural Chemistry Building*, 420 Henry Mall on UW Campus

Door County

Sturgeon Bay, *Larson, L. A. & Co. Store*, 306 S. Third Ave.

Douglas County

Superior, *Bershire Block (Speculative Commercial Blocks of Superior's Boom Period 1888–1892 TR)*, 917–927 Tower Ave.
Superior, *Empire Block (Speculative Commercial Blocks of Superior's Boom Period 1888–1892 TR)*, 1202–1208 Tower Ave.
Superior, *Maryland Block (Speculative Commercial Blocks of Superior's Boom Period 1888–1892 TR)*, 1221–1227 Tower Ave.
Superior, *Massachusetts Block (Speculative Commercial Blocks of Superior's Boom Period 1888–1892 TR)*, 1525–1531 Tower Ave.
Superior, *Minnesota Block-Board of Trade Bldg. (Speculative Commercial Blocks of Superior's Boom Period 1888–1892 TR)*, 1501–1511 Tower Ave.
Superior, *New York Block (Speculative Commercial Blocks of Superior's Boom Period 1888–1892 TR)*, 1402–1412 Tower Ave.
Superior, *Northern Block (Speculative Commercial Blocks of Superior's Boom Period 1888–1892 TR)*, 2229 East 5th St.
Superior, *Washington Block (Speculative Commercial Blocks of Superior's Boom Period 1888–1892 TR)*, 1517–1523 Tower Ave.
Superior, *Wemyss Building (Speculative Commercial Blocks of Superior's Boom Period 1888–1892 TR)*, 1301–1305 Tower Ave.

Grant County

Platteville, *First Congregational Church*, 80 Market

Jefferson County

Palmyra, *McKenzie, Monroe, House*, 226 Main St.

LaCrosse County

LaCrosse, *Christ Church of LaCrosse*, 831 Main St.

Washington County

West Bend, *Frisby, Leander F., House*, 304 S. Main St.

Waupaca County

King, *Commandant's Residence Home (Wisconsin Home for Veterans TR)*, Off WI 22
King, *Veterans Cottages Historic District (Wisconsin Home for Veterans TR)*, Off WI 22
King, *Veterans Home (Wisconsin Home for Veterans TR)*, Off WI 22
King, *Veterans Home Chapel (Wisconsin Home for Veterans TR)*, Off WI 22

Winnebago County

Omro, *Omro High School, Annex and Webster Manual Training School*, 515 S. Webster St.

WYOMING

Park County

Canyon Village, *Lake Fish Hatchery Historic District (Yellowstone National Park MRA)*, Yellowstone National Park.

[FR Doc. 85–12881 Filed 5–28–85; 8:45 am]

BILLING CODE 4310–70–M

INTERSTATE COMMERCE COMMISSION

[No. 39959]

Revocation of Obsolete Special Tariff Authorities

AGENCY: Interstate Commerce Commission.

ACTION: Notice of proposal to revoke obsolete special tariff authorities.

SUMMARY: This is notification that the Interstate Commerce Commission, by its Suspension/Special Permission Board, proposes to revoke the special tariff authorities listed in the attached appendix. The Board has examined these authorities and found that they are obsolete for one or more of the following reasons: (1) They were granted to carriers or rate publishing bureaus that no longer exist; (2) they apply to tariffs that have been canceled or that have expired; (3) they relate to transportation

that is no longer regulated;[1] or (4) they provide relief that is no longer required.[2]

To the extent possible, the Board has notified all affected parties of the proposed revocations by telephone and letter. If any party finds a need for retention of one or more of these authorities, the Board will, on request, give immediate consideration to continuation or reinstatement.

Additional information will be contained in the decision. To purchase a copy of the full decision, write to TSI Infosystems, Room 2229, Interstate Commerce Commission Building, Washington, D.C. 20423, or call 289-4357 (DC Metropolitan Area) or toll free (800) 424-5403.

DATES: Comments must be filed by June 18, 1985. Revocation will take effect July 3, 1985 if no opposing comments are received.

ADDRESS: Send comments to: Suspension/Special Permission Board, Room 4340, Interstate Commerce Commission, Washington, D.C. 20423.

FOR FURTHER INFORMATION CONTACT: David R. Manning, Jr., (202) 275-7560.

Decided: May 14, 1985.

By the Commission, Suspension/Special Permission Board, Members Fitzgerald, Manning and Hall.

James H. Bayne,

Secretary.

Appendix

M-3677 M-18719 M-19033 M-19034 M-19492 M-19723 M-21341 M-21379 M-23908 M-24515 M-25309 M-25350 M-25394 M-25624 M-27791 M-27886 M-28304 M-29000 M-29664 M-29711 M-29780 M-29810 M-30004 M-30558 M-30835 M-86269 M-91660 1023 1185 2996 2441 4775 7919 8983 9256 10810 11400 13078 14062 14524 14875 15776 16643 17080 17857 18061 18270 18474-M 18843 19200 19979 19980 19982 20120 20315 20532 20725 20793 20999 21070 21993 22112 23655 24682 25333 26345 26369 26463 27028 27033 27058 27273 27277 27315 27316 27459 27554 27626 27703 27779 27840 27865 27906 27947 28071 28107 28273 29028 29413 29531 29533 29534 29604 29847 30063 30247 30265 30371 30525 30534 30560 31252 32188 32708 32994 33402 33505 33520 33567 34212 34383 34926 34987 36062 36160 36424 36434 36576-M 36913 36996 37157 37197 37413 38128 38146 38147 38431 39419 39797 39962 39996 40052 40338 40376 41025 41074 41409 41413 41416 41496 41747 41748 41838 42157 42257 42881 43114 43758 44643 46023 48348 50945 51275 51320 51696 51932 51955 51984 52231 52853 52857 53302 53351 54226 55230 55597 56158 56246 56375 56950 57015 57195 57371 57455 57971 58144 58503 59410 59997 60575 61359 62857 62971 63368 63394 63851 64165 64205 64734 64738 64747 64786 65132 65137 65474 65743 66089 66231 66432 66610 66834 67200 67207 67451 67652 68009 68191 68843 69522 69673 69692 69791 69938 70152 70242 70306 70419 70446 70712 70723 70742 70742 70839 70882 70911 70933 71396 71431 71458 71511 71594 71811 72297 72429 73193 73220 73575 73612 74472 75311 76056 77941 78037 79117 79543 79669 82370 83037 83392 84272 84324 84427 84452 85205 85338 86474 87348 87722 88097 88580 88642 89536 89804 98642 158811 163996 165641 165642 165769 167032 168168 169576 171171 176231 176649 179664 180449 182478 67-688 67-709 67-1288 67-3973 67-4055 67-4503 67-4705 68-615 68-1076 68-1677 68-1725 70-922 70-1354 70-1510 70-2311 70-3819M 70-4802 70-5221 71-906 71-2096 71-2319 71-4139 71-4863 71-5600 71-5685 72-57 72-200 72-372 72-1083 72-1454 72-1515 72-2955 72-3494 72-3559 72-4294 73-2 73-992 73-1558 73-2040 73-2235 73-4488 74-200 74-2103 74-2135 75-38 75-966-M 75-2393 76-94-M 76-107-M 76-401 76-1078 76-1232 76-1404 76-1943 76-2134M 76-2414 76-2509 76-2517 76-2868 76-3018 76-3325 76-3755 76-4043 77-126 77-127 77-217 77-247 77-583 77-686 77-780 77-973 77-1510 77-1864 77-2423 77-2811 77-3130 77-3200 77-3490 77-3725 77-4461 78-1160 78-2199 79-1617 79-1676 80-176 80-719 80-720 80-923 80-1463M 80-1559 80-1606M 80-2270 80-2324 80-2516 80-2518 80-2433 80-2527 80-2557 80-2711 80-2779 80-2822 80-3032 80-3227 80-3227 80-3630 80-4037 80-4413 80-4482 80-4507 80-4556 80-4695 80-4727 80-4920 81-436 81-498 81-499 81-500 81-515 81-517 81-602 81-1132 81-1302 81-1388 81-1470 81-1625 81-1671 81-1686 81-1901 81-1972 81-2041 81-2063 81-2159 81-2179 81-2237 81-2295 81-2398 81-2557 81-2611 81-2648 81-2663 81-2899 81-2967 81-3009 81-3124 81-3175 81-3229 81-3685 81-3817 81-4145 81-4585 81-4725 81-4958 81-5984 81-6517 81-6807 81-6991 81-7160 81-7163 81-7476 81-7898 81-8042 81-8065 81-8207 82-114 82-172 82-281 82-406 82-415 82-707 82-764 82-1121 82-1449 82-2354 82-2379 82-2543 82-2582 82-2629 82-2795 82-2796 82-3055 82-3078 82-3196 82-3222 82-3413 82-3642 82-3757 82-3796 82-4184 82-4269 82-4432 82-4587 82-4731 82-4960 82-4976 82-5209 82-5401 82-5415 82-5449 82-5452 82-5454 82-5576 82-5812 82-5835 82-6041 82-6054 82-6142 82-6345 82-6346 82-6458 82-6516 82-6541 82-6814 82-7879 82-7882 82-7971 82-8049 82-8050 82-8062 82-8273 82-8274 82-8310 82-8449 82-8594 82-8766 82-8771 82-9020 82-9060 82-9061 82-9239 82-9475 82-9548 82-9563 82-9667 82-9900 82-10178 82-10261 82-10311 82-10472 82-10473 82-10526 82-10571 82-10652 82-10998 82-11141 82-11311 82-11477 82-11480 82-11495 82-11685 82-11870 82-11982 82-12074 82-12218 83-98 83-110 83-753 83-920 83-963 83-983 83-1463 83-1657 83-1806 83-2002 83-2051 83-2141 83-2162 83-2264 83-2265 83-2402 83-2537 83-2577 83-2751 83-2852 83-2913 83-2936 83-3088 83-3386 83-3518 83-3594 83-3605 83-3730 83-4040 83-4085 83-4160 83-4161 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84-3398 84-3426 84-3438 84-

[1] As an example, many special tariff authorities relating to trailer-on-flatcar (TOFC) and container-on-flatcar (COFC) transportation by railroad were made obsolete by the decision of the Commission in Ex Parte No. 230 (Sub-No. 5), *Improvement of TOFC/COFC Regulation*, 364 I.C.C. 731 (1981), aff'd in part and rev'd in part in *American Trucking Association, Inc.* v. I.C.C., 656 F.2d 1115 (5th Cir. 1981).

[2] Effective October 30, 1984, the Commission, by decision in No. 37321, *Revision of Tariff Regulations, All Carriers*, —— I.C.C. ——, decided September 24, 1984, amended Chapter X of Title 49 of the Code of Federal Regulations by canceling the tariff regulations set out in Parts 1300 through 1310 and substituting new regulations in Part 1312. The canceled regulations required strict adherence to established format and permitted deviation only under special tariff authority. The new regulations are much more flexible than those they displaced and have eliminated the former close control of tariff content thus making many previously granted special tariff authorities obsolete.

3439 84–3441 84–3448 84–3475 84–3502 84–3506 84–3517 84–3523 84–3529 84–3530 84–3531 84–3537 84–3542 84–3548 84–3562 84–3570 84–3613 84–3628 84–3631 84–3639 84–3662 84–3663 84–3681 84–3682 84–3708 84–3710 84–3715 84–3721 84–3725 84–3736 84–3737 84–3744 84–3756 84–3766 84–3768 84–3802 84–3803 84–3814 84–3824 84–3839 84–3860 84–3875 84–3886 84–3907 84–3928 84–3945 84–3968 84–3982 84–3984 84–3998 84–4035 84–4073 84–4080 84–4109 84–4127 84–4177 84–4178 84–4204 84–4215 84–4216 84–4227 84–4249 84–4257 84–4278 84–4298 84–4302 84–4326 84–4342 84–4390 84–4414 84–4420 84–4454 84–4490 84–4495 84–4497 84–4519 84–4548 84–4567 84–4568 84–4569 84–4570 84–4571 84–4572 84–4573 84–4574 84–4610 84–4617 84–4618 84–4657 84–4663 84–4668 84–4670 84–4683 84–4687 84–4702 84–4703 84–4720 84–4725 84–4726 84–4729 84–4736 84–4747 84–4783 84–4795 84–4800 84–4801 84–4805 84–4810 84–4876 84–4900 84–4901 84–4903 84–4904 84–4920 84–4944 84–4949 84–4961 84–4986 84–4992 84–4994 84–5008 84–5013 84–5017 84–5020 84–5035 84–5051 84–5083 84–5116 84–5123 84–5124 84–5132 84–5142 84–5143 84–5198 84–5223 84–5246 84–5265 84–5285 84–5286 84–5297 84–5313 84–5320 84–5321 84–5330 84–5332 84–5364 84–5390 84–5392 84–5393 84–5394 84–5401 84–5412 84–5413 84–5443 84–5451 84–5471 84–5474 84–5481 84–5482 84–5506 84–5507 84–5514 84–5520 84–5526 84–5529 84–5539 84–5549 84–5550 84–5564 84–5580 84–5594 84–5609 84–5632 84–5644 84–5650 84–5661 84–5709 84–5710 84–5723 84–5725 84–5736 84–5765 84–5786 84–5806 84–5807 84–5822 84–5825 84–5844 84–5850 84–5900 84–5909 84–5916 84–5918 84–5924 84–5955 84–5969 84–5972 84–5973 84–5974 84–5975 84–5976 84–5977 84–5978 84–5979 84–5980 84–5985 84–5986 84–6013 84–6026 84–6030 84–6038 84–6068 84–6070 84–6080 84–6081 84–6091 84–6097 84–6100 84–6122 84–6123 84–6125 84–6147 84–6165 84–6218 84–6224 84–6225 84–6230 84–6231 84–6234 84–6605 84–6615 84–6625 84–6626 84–6637 84–6641 84–6661 84–6663 84–6678 84–6679 84–6684 84–6700 84–6709 84–6713 84–6716 84–6717 84–6727 84–6752 84–6753 84–6765 84–6780 84–6810 84–6835 84–6839 84–6856 84–6757 84–6860 84–6913 84–6933 84–6935 84–6943 84–6949 84–6954 84–6955 84–6964 84–6973 84–6983 84–7016 84–7017 84–7023 84–7038 84–7065 84–7066 84–7067 84–7094 84–7108 84–7129 84–7131 84–7146 84–7164 84–7190 84–7191 84–7195 84–7216 84–7217 84–7237 84–7255 84–7260 84–7261 84–7269 84–7295 84–7317 84–7324 84–7342 84–7359 84–7370 84–7379 84–7387 84–7427 84–7428 84–7438 84–7441 84–7487 84–7489 84–7527 84–7528 84–7529 84–7532 84–7533 84–7542 84–7550 84–7551 84–7569 84–7571 84–7577 84–7594 84–7618 84–7619 84–7637 84–7645 84–7707 84–7724 84–7726 84–7730 84–7747 84–7805 84–7827 84–7839 84–7849 84–7851 84–7863 84–7918 84–7921 84–7930 84–7931 84–7960 84–7968 84–7977 84–7978 84–8016 84–8035 84–8058 84–8070 84–8071 84–8095 84–8101 84–8125 84–8126 84–8153 84–8156 84–8164 84–8179 84–8180 84–8181 84–8190 84–8195 84–8201 84–8212 84–8225 84–8254 84–8255 84–8261 84–8262 84–8266 84–8270 84–8283 84–8288 84–8289 84–8296 84–8297 84–8304 84–8315 84–8316 84–8325 84–8326 84–8327 84–8337 84–8339 84–8342 84–8357 84–8361 84–8366 84–8367 84–8373 84–8393 84–8407 84–8408 84–8410 84–8416 84–8424 84–8426 84–8427 84–8471 84–8478 84–8481 84–8497 84–8498 84–8499 84–8501 84–8506 84–8511 84–8557 84–8558 84–8559 84–8564 84–8571 84–8574 84–8591 84–8594 84–8601 84–8607 84–8620 84–8634 84–8639 84–8675 84–8676 84–8777 84–8688 84–8689 84–8694 84–8710 84–8735 84–8736 84–8737 84–8749 84–8797 84–8801 84–8809 84–8831 84–8832 84–8835 84–8843 84–8849 84–8879 84–8907 84–8916 84–8952 84–8953 84–8964 84–8986 84–8998 84–8999 84–9002 84–9014 84–9016 84–9023 84–9027 84–9035 84–9036 84–9076 84–9088 84–9091 84–9095 84–9097 84–9109 84–9110 84–9111 84–9125 84–9139 84–9149 84–9152 84–9154 84–9161 84–9162 84–9163 84–9185 84–9194 84–9195 84–9207 84–9210 84–9213 84–9240 84–9244 84–9255 84–9282 84–9308 84–9309 84–9310 84–9316 84–9352 84–9353 84–9354 84–9361 84–9362 84–9368 84–9383 84–9399 84–9400 84–9433 84–9434 84–9435 84–9436 85–24 85–50 85–51 85–52 85–71 85–105 85–106 85–130 85–140 85–145 85–160 85–219 85–220 85–224 85–294

[FR Doc. 85–12576 Filed 5–28–85; 8:45 am]

BILLING CODE 7035–01–M

[Finance Docket No. 30666]

AT&L Railroad Company, Inc.; Modified Rail Certificate

Notice:

On May 14, 1985, a notice was filed by AT&L Railroad Company, Inc., (AT&L) for a modified rail certificate of public convenience and necessity under 49 CFR 1150 Subpart C. The line to be operated is the former line of the Chicago, Rock Island and Pacific Railroad Company between El Reno, OK (milepost 515.0), and Geary, OK (milepost 534.9). The line is embraced within an order of abandonment issued by the United States District Court for the Northern District of Illinois, Eastern Division, in a reorganization proceeding brought under 11 U.S.C. 105. Thereafter, the line was acquired by the State of Oklahoma. AT&L will operate the line pursuant to an agreement with the Oklahoma Department of Transportation.

This notice shall be served upon the Association of American Railroads (Car Service Division) as agent of all railroads subscribing to the car-service and car-hire agreement and upon the American Short Line Railroad Association.

Decided: May 22, 1985.

By the Commission, Heber P. Hardy, Director, Office of Proceedings.

James H. Bayne,

Secretary.

[FR Doc. 85–12788 Filed 5–28–85; 8:45 am]

BILLING CODE 7035–1–M

[Docket No. AB–55 Sub-No. 143X]

Seaboard System Railroad, Inc.; Abandonment Exemption in Nassau County, FL

AGENCY: Interstate Commerce Commission.

ACTION: Notice of exemption.

SUMMARY: The Interstate Commerce Commission exempts from the requirements of prior approval under 40 U.S.C. 10903, *et seq.*, the abandonment by Seaboard System Railroad, Inc., of 14.71 miles of railroad on the Gross Subdivision, between milespost SM–604.37 and milespost SMA–19.08, between Gross and Callahan, in Nassua County, FL, subject to standard labor protective conditions.

DATES: This exemption will be effective on June 28, 1985. Petitions to stay must be filed by June 10, 1985. Petitions for reconsideration must be filed June 18, 1985.

ADDRESSES: Send pleadings referring to Docket No. AB–55 (Sub-No. 143X) to:

(1) Office of the Secretary, Case Control Branch, Interstate Commerce Commission, Washington, DC 20423

(2) Petitioner's representative: Charles M. Rosenberger, 500 Water Street, Jacksonville, Florida 32202

FOR FURTHER INFORMATION CONTACT: Louis E. Gitomer, (202) 275–7245.

SUPPLEMENTARY INFORMATION: Additional information is contained in the Commission's decision. To purchase a copy of the full decision write to T.S. InfoSystems, Inc., Room 2229, Interstate Commerce Commission Bldg., Washington, DC 20423, or call 289–4357 (DC Metropolitan area) or toll free (800) 424–5403.

Decided: May 14, 1985.

By the Commission, Chairman Taylor, Vice Chairman Gradison, Commissioners Sterrett, Andre, Simmons, Lamboley, and Strenio.

James H. Bayne.

Secretary.

[FR Doc. 85–12789 Filed 5–2–85; 8:45 am]

BILLING CODE 7035–1–M

DEPARTMENT OF LABOR

Employment and Training Administration

Final Program Year (PY) 1985 Planning Estimates/Allotments for Basic Labor Exchange Activities Under the Wagner-Peyser Act, as Amended by Public Law 97–300

Correction

In the document beginning on page 20955 in the issue of Tuesday, May 21, 1985, make the following correction:

On page 20956, the file line was omitted and should have appeared as follows:

[FR Doc. 85–12291 Filed 5–20–85; 8:45 am]

BILLING CODE 1505–01–M

[TA-W-15,699]

American Hoechst Corp., Baton Rouge Works Baton Rouge, LA; Negative Determination Regarding Application for Reconsideration

By an application dated April 30, 1985, the International Chemical Workers Union requested administrative reconsideration of the Department of Labor's Negative Determination Regarding Eligibility to Apply for Worker Adjustment Assistance in the case of former workers producing monochloroacetic acid (MCAA) at the Baton Rouge Works of the American Hoechst Corporation in Baton Rouge, Louisiana. The determination was published in the **Federal Register** on April 23, 1985 (50 FR 15990).

Pursuant to 29 CFR 90.18(c), reconsideration may be granted under the following circumstances:

(1) If it appears on the basis of facts not previously considered that the determination complained of was erroneous;

(2) If it appears that the determination complained of was based on a mistake in the determination of facts previously considered; or

(3) If, in the opinion of the Certifying Officer, a misinterpretation of facts or of the law justified reconsideration of the decision.

The union claims that American Hoechst Corporation's Baton Rouge Works closed because of foreign competition for monochloracetic acid (MCAA) and products made from MCAA. The union also claims that Baton Rouge's customers will be supplied with MCAA after the plant is closed. It is alleged that products made from MCAA are not imported to such an extent that they do not permit the economic manufacturing of MCAA in the U.S.

Findings in the investigative case file show that the worker petition did not meet the increased import criterion of the Group Eligibility Requirements in Section 222 of the Trade Act of 1974. This section states that increased imports of articles like or directly competitive with articles produced by the workers' firm have contributed importantly to decreased sales and or production and to worker separations. The findings also show that chloroacetic acid is used in two main industries—petroleum and herbicides. Both industries have reduced their demand for MCAA. U.S. imports of chloroacetic acid declined absolutely in each year from 1981 through 1983 compared to the preceding year and declined absolutely during the first 11 month period of 1984 compared to the same period in 1983. U.S. imports of chloroacetic acid were negligible in 1983.

The Baton Rouge Works produced liquid MCAA. There were no company imports of liquid MCAA and imports of solid (flake) MCAA decreased in 1984 compared to 1983. Customers cannot switch from the liquid MCAA to solid MCAA without additional investment.

Imported products incorporating MCAA adversely affecting domestic workers producing MCAA would not provide a basis for certification. Final articles (products incorporating MCAA) are not like or directly competitive with their component parts (MCAA). Imports of MCAA must be considered by themselves in determining import injury to workers who manufactured this product at the Baton Rouge Works. The courts have concluded that imported finished articles are not like or directly competitive with domestic component parts thereof. *United Shoe Workers of America, AFL-CIO* v. *Bedell*, 506 F 2d. 174 (D.C. Cir., 1974). In that case the court held that imported, finished women's shoes were not like or directly competitive with shoe counters, a component of footwear.

Conclusion

After review of the application and investigative file, I conclude that there has been no error or misinterpretation of the law which would justify reconsideration of the Department of Labor's prior decision. The application, is therefore, denied.

Signed at Washington, D.C., this 20th day of May 1985.

Stephen A. Wander,

Deputy Director, Office of Legislation and Actuarial Services, UIS.

[FR Doc. 85-12879 Filed 5-28-85; 8:45 am]

BILLING CODE 4510-30-M

Determinations Regarding Eligibility To Apply for Worker Adjustment Assistance

In accordance with section 223 of the Trade Act of 1974 (19 USC 2273) the Department of Labor herein presents summaries of determinations regarding eligibility to apply for adjustment assistance issued during the period May 13, 1985—May 17, 1985.

In order for an affirmative determination to be made and a certification of eligibility to apply for adjustment assistance to be issued, each of the group eligibility requirements of Section 222 of the Act must be met.

(1) That a significant number or proportion of the workers in the workers' firm, or an appropriate subdivision thereof, have become totally or partially separated.

(2) That sales or production, or both, of the firm or subdivision have decreased absolutely, and

(3) That increases of imports of articles like or directly competitive with articles produced by the firm or appropriate subdivision have contributed importantly to the separations, or threat thereof, and to the absolute decline in sales or production.

Negative Determinations

In each of the following cases the investigation revealed that criterion (3) has not been met. A survey of customers indicated that increased imports did not contribute importantly to worker separations at the firm.

TA-W-15,744; Crompton Company, Inc., Morrilton, AR

T3TA-W-15,824; Crompton Company, Inc., Leesburg, AL

T3TA-W-15,825; Crompton Company, Inc., Osceola, AR

T3TA-W-15,769; Weyerhaeuser Co., Everett Wood Products Div., Everett, WA

Affirmative Determinations

TA-W-15,784; U.S. Steel Corportion, Minnesota Ore Operations, Mt. Iron, MN

A certification was issued covering all workers of the firm separated on or after February 18, 1985.

TA-W-15,781; Nannette Manufacturing Co., Inc., Philadelphia, PA

A certification was issued covering all workers of the firm separated on or after September 1, 1984 and before March 28, 1985.

TA-W-15,808; United States Shoe Corp., Chillicothe, OH

A certification was issued covering all workers of the firm separated on or after February 13, 1984.

TA-W-15,853; Roadmaster Corp., Olney, IL

A certification was issued covering all workers of the firm separated on or after February 28, 1985.

TA-W-15,795; Dori Shoe Co., Inc., Lewiston, ME

A certification was issued covering all workers of the firm separated on or after February 20, 1984.

TA-W-15,770; Wilker Brothers Co., Inc., McKenzie, TN

A certification was issued covering all workers of the firm separated on or after January 18, 1985.

I hereby certify that the aforementioned determinations were

issued during the period May 13, 1985—May 17, 1985. Copies of these determinations are available for inspection in Room 6434, U.S. Department of Labor, 601 D Street, NW Washington, D.C. during normal business hours or will be mailed to persons who write to the above address.

Dated: May 21, 1985.

Marvin M. Fooks,

Director, Office of Trade Adjustment Assistance.

[FR Doc. 85-12880 Filed 5-28-85; 8:45 am]

BILLING CODE 4510-30-M

Office of Pension and Welfare Benefit Programs

[Prohibited Transaction Exemption 85-94; Exemption Application No. D-4706 et al.]

Grant of Individual Exemptions; APX Group, Inc., Profit Sharing Retirement Plan, et al.

AGENCY: Pension and Welfare Benefit Programs, Labor.

ACTION: Grant of Individual Exemptions.

SUMMARY: This document contains exemptions issued by the Department of Labor (the Department) from certain of the prohibited transaction restrictions of the Employee Retirement Income Security Act of 1974 (the Act) and/or the Internal Revenue Code of 1954 (the Code).

Notices were published in the **Federal Register** of the pendency before the Department of proposals to grant such exemptions. The notices set forth a summary of facts and representations contained in each application for exemption and referred interested persons to the respective applications for a complete statement of the facts and representations. The applications have been available for public inspection at the Department in Washington, D.C. The notices also invited interested persons to submit comments on the requested exemptions to the Department. In addition the notices stated that any interested person might submit a written request that a public hearing be held (where appropriate). The applicants have represented that they have complied with the requirements of the notification to interested persons. No public comments and no requests for a hearing, unless otherwise stated, were received by the Department.

The notices of pendency were issued and the exemptions are being granted solely by the Department because, effective December 31, 1978, section 102 of Reorganization Plan No. 4 of 1978 (43 FR 47713, October 17, 1978) transferred the authority of the Secretary of the Treasury to issue exemptions of the type proposed to the Secretary of Labor.

Statutory Findings

In accordance with section 408(a) of the Act and/or section 4975(c)(2) of the Code and the procedures set forth in ERISA Procedure 75-1 (40 FR 18471, April 28, 1975), and based upon the entire record, the Department makes the following findings:

(a) The exemptions are administratively feasible;

(b) They are in the interests of the plans and their participants and beneficiaries; and

(c) They are protective of the rights of the participants and beneficiaries of the plans.

APX Group, Inc. Profit Sharing Retirement Plan and Trust (the Profit Sharing Plan) and the Toledo Division, AP Parts Company Division, APX Group, Inc.—U.A.W. Retirement Plan and Trust (the UAW Plan) Located in Toledo, Ohio

[Prohibited Transaction Exemption 85-94; Exemption Application No. D-4706 and D-4707]

Exemption

The restrictions of section 406(b)(2) of the Act shall not apply to the sale of certain assets (the Assets)[1] by the Profit Sharing Plan to the UAW Plan [2] provided that the price paid for the Assets is their fair market value at the time the transaction is consummated.

For a more complete statement of the facts and representations supporting the Department's decision to grant this exemption refer to the notice of proposed exemptions published on August 13, 1984 at 49 FR 32274.

One comment was received by the Department from Gerald B. Lackey, Esquire. Mr. Lackey is an attorney who represents the majority of the beneficiaries of the UAW Plan. Mr. Lackey made several comments opposing the granting of the proposed exemption and requested a hearing. He set forth three basis reasons for denying the proposed exemption. These reasons are as follows:

(1) Since Travelers [3] is not accepting the Assets because of their limited marketability and liquidity, the UAW Plan should not accept the Assets for the same reason.

(2) The proposed exemption does not include an analysis of which assets of the UAW Plan must be liquidated in order to purchase the Assets.

(3) Although the notice of pendency states that the proposed transactions have "negligible" credit risks, government securities, with no credit risks would be a better investment for the UAW Plan.

In response to these comments, the applicant stated that following:

(1) Travelers is a large insurance company, which could legally and physically accept the Assets. However, Traveler's has established operating rules and procedures which render the Assets unacceptable.

(2) As of October 1, 1984, the cash equivalent account balance of the UAW Plan was $1,589,468. Since the total amount required to purchase the Asssets is $753,161, no sales of assets will be required. The cash equivalents of the Plan are currently earning a return of 10.2 percent per annum. The average return of the Assets is 11.4 percent per annum.

(3) The proposed transactions involving the credit risks (the mortgage and the real property) are supported by either a mortgage and/or ownership in land and buildings with a corresponding lease to provide security to the UAW Plan.

By letter of February 22, 1985, Mr. Lackey withdrew his request for a hearing. The Department has reviewed the comment it has received, the response of the applicant, and has made a decision to grant the proposed exemption.

FOR FURTHER INFORMATION CONTACT: Ms. Linda Hamilton of the Department, telephone (202) 523-8881. (This is not a toll-free number).

[1] The transactions described in the notice of proposed exemption included the sale of an insurance contract by the Profit Sharing Plan to the UAW Plan. Since the publication of the proposed exemption, the insurance contract has matured and was redeemed. Therefore, this exemption only allows the sale of a mortgage and certain real property by the Profit Sharing Plan to the UAW Plan.

[2] In the interest of clarification, the Department notes that two fiduciaries have examined and approved the transactions for which exemptive relief is being granted. The Ohio Citizens Bank, an independent fiduciary, has determined that the sale of the Assets by the Profit Sharing Plan, and the purchase of the Assets by the UAW Plan are in the interests of the Plans. The Board of Trustees of the UAW Plan has approved the purchase of the Assets by the UAW Plan.

[3] The Profit Sharing Plan trustee determined to transfer all assets (other than the Assets) of the Profit Sharing Plan to Travelers Insurance Company (Travelers), pursuant to a group annuity contract.

University Avenue Orthopaedic Medical Group, Inc. Profit Sharing Plan and University Avenue Orthopaedic Medical Group, Inc. Money Purchase Pension Plan (the Plans) Located in San Diego, California

[Prohibited Transaction Exemption 85-95; Exemption Application Nos. D-5151 and D-5152]

Exemption

The restrictions of section 406(a), 406(b)(1) and (b)(2) of the Act and the sanctions resulting from the application of section 4975 of the Code, by reason of section 4975(c)(1)(A) through (E) of the Code, shall not apply to the purchase from James E. Schultz, M.D. (Dr. Schultz) by his individual accounts (the Accounts) in the Plans of a farm located in Harrison County, Iowa (the Property), for $144,000 in cash, provided such amount is not greater than the fair market value of the Property at the time of its acquisition, and the lease of the Property to Dr. Schultz by the Accounts under the terms set forth in the notice of proposed exemption, provided such terms are not less favorable to the Accounts than those obtainable in an arm's length transaction with an unrelated party.

For a more complete statement of the facts and representations supporting the Department's decision to grant this exemption refer to the notice of proposed exemption published on April 19, 1985 at 50 FR 15659.

For Further Information Contact: Mr. Gary H. Lefkowitz of the Department, telephone (202) 523-8881. (This is not a toll-free number.)

Penn United Technology, Inc. Employee Stock Bonus Plan and Trust (the Plan) Located in Saxonburg, Pennsylvania

[Prohibited Transaction Exemption 85-96; Exemption Application No. D-5175]

Exemption

The restrictions of section 406(a) 406(b)(1) and (b)(2) of the Act and the sanctions resulting from the application of section 4975 of the Code, by reason of section 4975(c)(1)(A) through (E) of the Code, shall not apply to: (1) The lease (the 1984 Lease) by Selectronic Plating, Inc. of a portion of a parcel of improved real property from Carl E. and Kathryn Jones, parties in interest with respect to the Plan; and (2) the proposed addendum (the Addendum) to the 1984 Lease, provided that the terms of the transactions are no less favorable to the Plan than an arm's-length transaction with an unrelated party.

For a more complete statement of the facts and representations supporting the Department's decision to grant this exemption refer to the notice of proposed exemption published on April 2, 1985 at 50 FR 13094.

Effective Dates: The effective date of this exemption is August 30, 1984, with respect to the 1984 Lease and the date of this grant with respect to the Addendum.

For Further Information Contact: David M. Cohen of the Department, telephone (202) 523-8671. (This is not a toll-free number.)

Society of the New York Hospital Employees' Retirement Plan Trust (the Plan) Located in New York, New York

[Prohibited Transaction Exemption 85-97; Exemption Application No. D-5586]

Exemption

The restrictions of section 406(a), 406(b)(1) and (b)(2) of the Act and the sanctions resulting from the application of section 4975 of the Code, by reason of section 4975(c)(1)(A) through (E) of the Code, shall not apply to the continuation beyond June 30, 1984 of four mortgage loans (the Mortgages) by the Plan to the Society of the New York Hospital, the sponsor of the Plan, provided that the terms of the Mortgages are at least as favorable to the Plan as those obtainable by the Plan in an arm's-length transaction with an unrelated party.

For a more complete statement of the facts and representations supporting the Department's decision to grant this exemption refer to the notice of proposed exemption published on April 2, 1985 at 50 FR 13097.

Effective Date: The exemption is effective July 1, 1984.

Written Comments: The Department received two written comments with respect to the proposed exemption. Both comments were in favor of the Department's granting of the exemption. After consideration of the entire record, the Department has determined to grant the exemption as it was proposed.

For Further Information Contact: Mr. Gary H. Lefkowitz of the Department, telephone (202) 523-8881. (This is not a toll-free number.)

Robert L. Larson Contracting, Inc. Employees' Profit Sharing Plan and Trust (the Plan) Located in Orlando, Florida

[Prohibited Transaction Exemption 85-98; Exemption Application No. 5698]

Exemption

The restrictions of section 406(a), 406 (b)(1) and (b)(2) of the Act and the sanctions resulting from the application of section 4975 of the Code, by reason of section 4975(c)(1) (A) through (E) of the Code, shall not apply to the sale by the Plan of two parcels of real property to Robert L. Larson and Iris D. Larson, parties in interest with respect to the Plan, provided that the terms of such sale are at least as favorable to the Plan as the Plan could obtain in an arm's-length transaction with an unrelated party.

For a more complete statement of the facts and representations supporting the Department's decision to grant this exemption refer to the notice of proposed exemption published on March 26, 1985 at 50 FR 11956.

For Further Information Contact: Mr. Ronald Willett of the Department, telephone (202) 523-8194. (This is not a toll-free number.)

Robert S. Koons, Jr. Inc. Money Purchase Pension Trust (the Plan) Located in Dallas, Texas

[Prohibited Transaction Exemption 85-99; Exemption Application No. 5806]

Exemption

The sanctions resulting from the application of section 4975 of the Code, by reason of section 4975(c)(1) (A) through (E) of the Code, shall not apply to the Plan's purchase of certain stock from Mr. Robert S. Koons, Jr., a disqualified person with respect to the Plan, provided the purchase price does not exceed the fair market value of the stock at the time of the consummation of the transaction. Because Mr. Koons is the sole participant in the Plan and is also the sole owner of Robert S. Koons, Jr., Inc., the Plan sponsor, the Plan is not subject to Title I of the Act, including section 406, pursuant to 29 CFR 2510.3-3 (b) and (c)(1). However, the Plan is subject to Title II of the Act, which includes section 4975 of the Code.

For a more complete statement of the facts and representations supporting the Department's decision to grant this exemption refer to the notice of proposed exemption published on April 9, 1985 at 50 FR 14048.

For Further Information Contact: Ms. Linda Hamilton of the Department, telephone (202) 523-8881. (This is not a toll-free number.)

Key Banks Inc., Pension Plan Trust (the Plan) Located in Albany, New York

[Prohibited Transaction Exemption 85-100; Exemption Application No. D-5815]

Exemption

The restrictions of section 406(a), 406 (b)(1) and (b)(2) of the Act and the sanctions resulting from the application of section 4975 of the Code, by reason of section 4975(c)(1) (A) through (E) of the

Code, shall not apply to the sale of a parcel of land by the Plan to Key Banks N.A., affiliate of Key Banks Inc., the sponsor of the Plan; provided that the sales price of the land is not less than its fair market value as of the date of sale.

For a more complete statement of the facts and representations supporting the Department's decision to grant this exemption refer to the notice of proposed exemption published on March 26, 1985 at 50 FR 11957.

For Further Information Contact: Mr. David Stander of the Department, telephone (202) 523-8881. (This is not a toll-free number.)

Lincoln National Life Insurance Company (LNL); Lincoln National Pension Insurance Company (LNP); and Lincoln National Investment Management Company (LNIMC) Located in Fort Wayne, Indiana

[Prohibited Transaction Exemption 85-101; Exemption Application No. D-5681]

Exemption

The restrictions of section 406(b)(2) of the Act shall not apply to the transfer of assets from certain pooled separate accounts maintained by LNL to corresponding pooled separate accounts maintained by LNP, provided that the fair market value of the interest of each plan participating in such accounts shall, upon completion of the transfer, be equal to the fair market value of each plan's interest in the pooled separate accounts maintained by LNL immediately preceding transfer.

For a more complete statement of the facts and representations supporting the Department's decision to grant this exemption, refer to the notice of proposed exemption published on March 26, 1985 at 50 FR 11954.

Effective Date: This exemption is effective August 18, 1984.

For Further Information Contact: Ms. Katherine D. Lewis of the Department, telephone (202) 523-8882. (This is not a toll-free number.)

General Information

The attention of interested persons is directed to the following:

(1) The fact that a transaction is the subject of an exemption under section 408(a) of the Act and/or section 4975(c)(2) of the Code does not relieve a fiduciary or other party in interest or disqualified person from certain other provisions of the Act and/or the Code, including any prohibited transaction provisions to which the exemption does not apply and the general fiduciary responsibility provisions of section 404 of the Act, which among other things require a fiduciary to discharge his duties respecting the plan solely in the interest of the participants and beneficiaries of the plan and in a prudent fashion in accordance with section 404(a)(1)(B) of the Act; nor does it affect the requirement of section 401(a) of the Code that the plan must operate for the exclusive benefit of the employees of the employer maintaining the plan and their beneficiaries;

(2) These exemptions are supplemental to and not in derogation of, any other provisions of the Act and/or the Code, including statutory or administrative exemptions and transitional rules. Furthermore, the fact that a transaction is subject to an administrative or statutory exemption is not dispositive of whether the transaction is in fact a prohibited transaction.

(3) The availability of these exemptions is subject to the express condition that the material facts and representations contained in each application accurately describes all material terms of the transaction which is the subject of the exemption.

Signed at Washington, D.C., this 23rd day of May, 1985.

Elliot I. Daniel,

Acting Assistant Administrator for Regulations and Interpretations, Office of Pension and Welfare Benefit Programs, U.S. Department of Labor.

[FR Doc. 85-12887 Filed 5-28-85; 8:45 am]

BILLING CODE 4510-29-M

NATIONAL TRANSPORTATION SAFETY BOARD

Availability of Reports

Reports Issued

Highway Accident Report: Church Bus Loss of Control on Long Steep Grade, State Route 155, near Wofford Heights, California, July 7, 1984. (NTSB/HAR-85/01) (NTIS Order No. PB85-916201).

Railroad Accident Report: Derailment of Amtrak Train No. 81, The Silver Star on the Seaboard System Railroad, Kittrell, North Carolina, March 5, 1984. (NTSB/RAR-85/03) (NTIS Order No. PB85-916303).

Railroad Accident Report: Derailment of Amtrak Train No. 21 (The Eagle) on the Missouri Pacific Railroad, Woodlawn, Texas, November 12, 1983. (NTSB/RAR-85/01) (NTIS Order No. PB85-916301).

Highway Accident Report: Collision of Isle of Wight County, Virginia Schoolbus with Chesapeake and Ohio Railway Company Freight Train, State Route 615, near Carrsville, Virginia, April 12, 1984. (NTSB/HAR-85/02) (NTIS Order No. PB85-916202).

Safety Report: General Aviation Crashworthiness Project: Phase Two—Impact Severity and Potential Injury Prevention in General Aviation Accidents. (NTSB/SR-85/01) (NTIS Order No. PB85-917002)

Railroad Accident Report: Rear End Collision Between Conrail Trains OIPI-6 and ENPI-6X, near Saltsburg, Pennsylvania, February 26, 1984. (NTSB/RAR-85/02) (NTIS Order No. PB85-916302).

Safety Study: Ultalight Vehicle Accidents. (NTSB/SS-85/01) (NTIS Order No. PB85-917001).

Note.—Reports may be ordered from the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161, for a fee covering the cost of printing, mailing, handling, and maintenance. For information on reports call 703-487-4650 and to order subscriptions to reports call 703-487-4630.

Allison Unruh,

Alternate Federal Register Liaison Officer.

May 15, 1985.

[FR Doc. 85-12890 Filed 5-28-85; 8:45 am]

BILLING CODE 7533-01-M

NUCLEAR REGULATORY COMMISSION

[Docket No. 50-400-OL ASLBP No. 82-472-03OL]

Carolina Power & Light Co. and North Carolina Eastern Municipal Power Agency; (Shearon Harris Nuclear Plant); Order

May 21, 1985.

Before Administrative Judges: James L. Kelley, Chairman, Dr. James H. Carpenter, Glenn O. Bright. Confirming decisions from telephone conference call.

The telephone conference call among the Board and parties of May 21,1985 included (or led to) the following decisions:

1. The summary disposition motions on Eddleman 213 and EPJ-2 are granted.

2. Evidentiary hearings on Eddleman 51-C-10 and EPJ-4(b), as limited by the summary disposition rulings of April 24, 1985, will commence on June 24, 1985 at the Ramada Inn in Apex, N.C. at 10 a.m. We expect to complete these hearings on June 25.

3. Written testimony and exhibits of all parties will be served simultaneously by June 10, 1985. Mail service is sufficient but parties may, of course, arrange for pick up and/or delivery.

4. There will be a limited appearance session Monday evening in Apex at the Ramada Inn, commencing at 8 p.m., under the usual rules, e.g., first come,

first speak, five minutes per speaker. Speakers are to be encouraged to speak to practical aspects of emergency planning.

5. Evidentiary hearings on the siren contention (as limited) are tentatively scheduled to commence on September 24, 1985. Testimony and exhibits are to be served simultaneously by all parties and FEMA on September 3, 1985.

6. The next telephone conference call will be on May 29, 1985 at 10 a.m. Each interested party is to address the OI report and whether it or any other considerations warrant any expansion of present Eddleman Contention 41–G. We may also discuss scheduling of a hearing on 41–G.

For the Atomic Safety and Licensing Board.
Bethesda, Maryland.

James L. Kelley,

Chairman, Administrative Judge.

[FR Doc. 85–12872 Filed 5–28–85; 8:45 am]

BILLING CODE 7590-01-M

[Docket No. 50–423]

Northeast Nuclear Energy Co.; Environmental Assessment and Finding of No Significant Impact

The U.S. Nuclear Regulatory Commission (the Commission) is considering issuance of an Exemption from a portion of the requirements of General Design Criterion 4 (10 CFR 50, Appendix A) to the Northeast Nuclear Energy Company (the applicant) for the Millstone Nuclear Power Station, Unit 3, located at the applicant's site in Waterford, Connecticut.

Environmental Assessment

Identification of Proposed Action

The Exemption would permit the applicant not to consider dynamic loading effects associated with postulated pipe breaks in eight locations per loop in the Millstone Nuclear Power Station, Unit 3 primary coolant system on the basis of advanced calculational methods for assuring that piping stresses would not result in rapid piping failure; i.e., pipe breaks.

Need for Proposed Action

The proposed exemption is needed in order to permit the applicants not to install protective devices such as pipe whip restraints and jet shields related to 32 postulated break locations in the primary coolant loops. Analysis shows that pipe breaks, which these devices are designed to protect against, will not occur. On the other hand the presence of these devices increases inservice inspection time in the containment and their elimination would tend to lessen the occupational doses to workers and facilitate inservice inspections. General Design Criterion (GDC) 4 requires that structures, systems and components important to safety shall be appropriately protected against dynamic effects including the effects of discharging fluids that may result from equipment failures, up to and including a double-ended rupture of the largest pipe in the reactor coolant system (Definition of LOCA). In recent submittals the applicant has provided information to show by advanced fracture mechanics techniques that the detection of small flaws by either inservice inspection or leakage monitoring systems is assured long before flaws in the piping materials can grow to critical or unstable sizes which could lead to large break areas as the double-ended guillotine break or its equivalent. The NRC staff has reviewed and accepted the applicant's conclusion. Therefore, the NRC staff agrees that consideration of the dynamic loading effects associated with a postulated double-ended guillotine break in the primary pressure coolant loop piping need not be required as a design basis accident for pipe protective devices and jet shields. Accordingly, the NRC staff agrees that an exemption from GDC 4 is appropriate.

Environmental Impact of the Proposed Action

The proposed Exemption would not affect the environmental impact of the facility. No credit is given for the restraint and barriers to be eliminated in calculating accident doses to the environment. While the pipe whip restraints and jet impingement barriers would minimize the damage from jet forces and whipping from a broken pipe, the calculated limitation on stresses required to support this Exemption assures that the probability of pipe breaks which could give rise to such forces are extremely small; thus, the pipe whip restraints and jet shields would have no significant effect on overall plant accident risk.

The Exemption does not otherwise affect radiological plant effluent. Likewise, the relief granted does not affect non-radiological plant effluents, and has no other environmental impact. The elimination of the pipe whip restraints and jet impingement shields would tend to lessen the occupational doses to workers inside containment. Therefore, the Commission concludes that there are no significant radiological or non-radiological impacts associated with this exemption.

The proposed Exemption involves design features located entirely within the restricted area as defined in 10 CFR 20. It does not affect plant non-radioactive effluents and has no other environmental impact. Therefore, the Commission concludes that there are no non-radiological impact associated with this proposed Exemption.

Since we have concluded that there are no measurable negative environmental impacts associated with this Exemption, any alternatives would not provide any significant additional protection of the environment. The alternative to the compliance would be to require literal compliance with GDC 4.

Alternative Use of Resources

This action does not involve the use of resources not previously considered in the Final Environmental Statement related to the operation of the Millstone Nuclear Power Station, Unit 3.

Agencies and Persons Contacted

The NRC staff reviewed the applicant's request and applicable documents referenced therein that support this Exemption for the Millstone Nuclear Power Station, Unit 3. The NRC did not consult other agencies or persons.

Finding of No Significant Impact

The Commission has determined not to prepare an environmental impact statement for this action. Based upon the environmental assessment, we conclude that this action will not have a significant effect on the quality of the human environment.

For details with respect to this action, see the request for exemption dated September 12, 1984 and additional information provided by the application in a letter dated October 18, 1984. These documents, utilized in the NRC staff's technical evaluation of the exemption request, are available for public inspection at the Commission's Public Document Room 1717 H Street, NW, Washington, D.C. and at the Local Public Document Room at the Waterford Public Library, Rope Ferry Road, Route 156, Waterford, Connecticut. The staff's technical evaluation of the exemption request will be published with the exemption and will also be available for inspection at both locations listed above.

Dated at Bethesda, Maryland, this 21st day of May 1985.

George W. Knighton,

Acting Assistant Director for Licensing, Division of Licensing.

[FR Doc. 85–12871 Filed 5–28–85; 8:45 am]

BILLING CODE 7590-01-M

[Docket No. 40-8380]

Rocky Mountain Energy Co.; Final Finding of No Significant Impact Regarding the Termination of Source and Byproduct Material License SUA-1228 for the Operation of the Nine Mile Lake in Situ Leach Research and Development Site, Natrona County, WY

AGENCY: Nuclear Regulatory Commission.

ACTION: Notice of Finding of No Signficant Impact.

(1) Proposed Action.

The proposed administrative action is to terminate Rocky Mountain Energy Company's Source Material License SUA-1228 for the Nine Mile Lake In Situ Leach Research and Development site, at which complete ground-water restoration could not be achieved.

(2) Reasons for Finding of No Significant Impact.

An Environmental Assessment was prepared by the staff of the U.S. Nuclear Regulatory Commission (NRC) and issued by the Commission's Uranium Recovery Field Office, Region IV. Based on this assessment, the Commission has determined that no significant impact will result from the proposed action, and therefore, an environmental impact statement is not warranted.

The following statements support the finding of no significant impact, summarize the conclusions resulting from the environmental assessment and incorporate certain specific comments obtained on the draft finding:

(a) The licensee, using the best practicable technology, conducted several episodes of restoration which temporarily improved ground-water quality, but were followed by periods of ground-water quality deterioration. Pattern 1 continues to act as a source of contamination at the Nine Mile Lake site. The mechanisms responsible for the release of contaminants are dissolution of precipitates, diffusion of dissolved species from low permeability zones into high permeability zones and solution channels, desorption of ions from clay and other minerals and possibly the presence of unrecoverable lixiviant.

Alternatives considered for removing or containing the remaining contamination included additional restoration involving ground-water sweep and recirculation, grouting of the contaminated area, use of reductants, and natural restoration. Additional restoration involving ground-water sweep and recirculation methods would be costly and would not be effective at eliminating the source of contamination, resulting in only temporary improvement in ground-water quality. Grouting techniques would not be effective methods of isolation since there is no feasible means of confirming that the contamination has been permanently contained. Additional injection and recovery operations probably would re-establish oxidizing conditions and actually increase concentrations of some of these elements. The use of reductants is not considered to be proven technology at this time, and may result in unpredictable complications at great cost. Natural restoration appears to be the best method for reducing the concentration of heavy metals.

(b) Prior to operation at the Nine Mile Lake site, baseline water quality sampling showed water quality to be poor. Natural concentrations of total dissolved solids, sulfate, radium, cadmium, iron, lead, manganese, mercury and selenium render this water unsuitable for domestic use, and natural concentrations of radium, mercury, selenium, and vanadium render it unsuitable for livestock use. Although some species such as radium and uranium tend to be associated with the uranium roll front deposit, most species increase in concentration with distance from the recharge area. Local recharge from dry alkaline lake beds also contributes significantly to the mineralization of the ground water. Therefore, the incremental contamination caused by the ISL R&D operations is not significant when considering the natural quality of the ground water.

(c) The R&D site operations have not and will not impair any existing ground water users. Notification of hazards (see Environmental Assessment, Rocky Mountain Energy Company Nine Mile Lake ISL Project, Docket No. 40-8380, dated March 28, 1985, Section 4) associated with the ground-water contamination at this site would be provided to the public via the Wyoming State Engineer's well permitting procedures. Therefore, the potential for future users of this ground water is greatly minimized.

In accordance with 10 CFR Part 51.33(a), the Director, Uranium Recovery Field Office, made the determination to issue a draft Finding Of No Significant Impact. A draft Finding Of No Significant Impact was published on April 9, 1985, and five comments were received from one commenter. In accordance with 10 CFR Part 51.33(e), the Director, Uranium Recovery Field Office, made the determination to issue a final Finding Of No Significant Impact. The action is the termination, contingent upon demonstration of successful decommissioning of the site, of a source material license for an ISL R&D site where ground water has not been completely restored. This finding, together with the environmental assessment setting forth the basis for the finding, is available for public inspection and copying at the Commission's Uranium Recovery Field Office located at 730 Simms Street, Suite 100, Golden, Colorado, and at the Commission's Public Document Room at 1717 H Street NW., Washington, D.C.

Dated at Denver, Colorado, this 20 day of May, 1985.

For the U.S. Nuclear Regulatory Commission.

Edward F. Hawkins,

Chief, Licensing Branch 1, Uranium Recovery Field Office, Region IV.

[FR Doc. 85-12870 Filed 5-28-85; 8:45 am]

BILLING CODE 7590-01-M

DEPARTMENT OF TRANSPORTATION

Application of Iliamna Air Taxi, Inc. for Certificate Authority Under Subpart Q; Correction

AGENCY: Department of Transportation.

ACTION: Correction of Notice of Order to Show Cause, (Order 85-5-80), Docket 42540.[1]

SUMMARY: Order 85-5-80 was issued bearing an incorrect docket number. The correct docket number is 42504.

FOR FURTHER INFORMATION CONTACT: Juliana M. Winters, Aviation Enforcement and Proceedings, U.S. Department of Transportation, 400 Seventh Street, SW., Washington, D.C. 20590, (202) 426-7631.

Dated: May 23, 1985.

Paul L. Gretch,

Director, Office of Aviation Operations.

[FR Doc. 85-12873 Filed 5-28-85; 8:45 am]

BILLING CODE 4910-62-M

DEPARTMENT OF THE TREASURY

Public Information Collection Requirements Submitted to OMB for Review

Dated: May 23, 1985.

The Department of Treasury has submitted the following public information collection requirement(s) to OMB (listed by submitting bureau(s)), for review and clearance under the Paperwork Reduction Act of 1980, Pub.

[1] 50 FR (21387) 5-23-85.

L. 96–511. Copies of these submissions may be obtained by calling the Treasury Bureau Clearance Officer listed under each bureau. Comments regarding these information collections should be addressed to the OMB reviewer listed at the end of each bureau's listing and to the Treasury Department Clearance Officer, Room 7221, 1201 Constitution Avenue, NW., Washington, D.C. 20220.

Internal Revenue Service

OMB No.: 1545–0922
Form No.: IRS Forms 8329 and 8330
Type of Review: Revision
Title: Lender's Information Return for Mortgage Credit Certificates (8329); and Issuer's Information Return for Mortgage Credit Certificates (8330)
Clearance Officer: Garrick Shear, (202) 566–6150, Room 5571, 1111 Constitution Avenue, NW., Washington, D.C. 20224
OMB Reviewer: Robert Neal, (202) 395–6880, Office of Management and Budget, Room 3208, New Executive Office Building, Washington, D.C. 20503

Joseph F. Maty,

Departmental Reports Management Office.

[FR Doc. 85–12797 Filed 5–28–85; 8:45 am]

BILLING CODE 4810-25-M

Public Information Collection Requirements Submitted to OMB for Review

Dated: May 22, 1985.

The Department of the Treasury has submitted the following public information collection requirement(s) to OMB (listed by submitting bureau(s)), for review and clearance under the Paperwork Reduction Act of 1980, Pub. L. 96–511. Copies of these submissions may be obtained by calling the Treasury Bureau Clearance Officer listed under each bureau. Comments regarding these information collections should be addressed to the OMB reviewer listed at the end of each bureau's listing and to the Treasury Department Clearance Officer, Room 7221, 1201 Constitution Avenue, NW., Washington, D.C. 20220.

Internal Revenue Service

OMB No.: 1545–0065
Form No.: IRS Forms 4070, 4070PR, 4070A and 4070A–PR
Type of Review: Revision
Title: Employee's Report of Tips to Employer, Informe al Patrono de Propinas Recibidas por el Empleado, Employee's Daily Record of Tips, Registro Diario de Propinas Recibidas por el Empleado
OMB No.: 1545–0212
Form No.: IRS Form 5558
Type of Review: Extension
Title: Application for Extension of Time to File Certain Employee Plan Returns
Clearance Officer: Garrick Shear (202) 566–6150, Room 5571, 1111 Constitution Avenue, NW., Washington, D.C. 20224
OMB Reviewer: Robert Neal (202) 395–6880, Office of Management and Budget, Room 3208, New Executive Office Building, Washington, D.C. 20503

Joseph F. Maty,

Departmental Reports Management Office.

[FR Doc. 85–12796 Filed 5–28–85; 8:45 am]

BILLING CODE 4810-25-M

Customs Service

[T.D. 85–94]

Reimbursable Service; Excess Cost of Preclearance Operations

May 22, 1985.

Notice is hereby given that pursuant to Section 24.18(d), Customs Regulations (19 CFR 24.18(d)), the biweekly reimbursable excess cost for each preclearance installation are determined to be as set forth below and will be effective with the pay period beginning May 26, 1985.

Installation	Biweekly excess cost
Montreal, Canada	$22,518
Toronto, Canada	33,350
Kindley Field, Bermuda	12,774
Nassau, Bahama Islands	16,251
Vancouver, Canada	16,481
Winnipeg, Canada	3,439
Freeport, Bahama Islands	9,290
Calgary, Canada	10,580
Edmonton, Canada	5,944

C.W. Hamilton,

Acting Comptroller.

[FR Doc. 85–12851 Filed 5–28–85; 8:45 am]

BILLING CODE 4820-02-M

Fiscal Service

[Dept. Circ. 570, 1984 Rev., Supp. No. 20]

Surety Companies Acceptable on Federal Bonds: Terminaton of Authority Issued to North East Insurance Co.

Correction

In the above-headed document, appearing on page 21010 in the issue of Tuesday, May 21, 1985, make the following correction: The FR document number appearing in brackets at the end of the document should have read "85–12162".

BILLING CODE 1505-01-M

Sunshine Act Meetings

Federal Register
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Wednesday, May 29, 1985

This section of the FEDERAL REGISTER contains notices of meetings published under the "Government in the Sunshine Act" (Pub. L. 94-409) 5 U.S.C. 552b(e)(3).

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1

FEDERAL DEPOSIT INSURANCE CORPORATION

Pursuant to the provisions of the "Government in the Sunshine Act" (5 U.S.C. 552b), notice is hereby given that at 11:27 a.m. on Wednesday, May 22, 1985, the Board of Directors of the Federal Deposit Insurance Corporation met in closed session, by telephone conference call, to consider a recommendation with respect to an administrative enforcement proceeding against an insured bank (name and location of bank authorized to be exempt from disclosure pursuant to the provisions of subsections (c)(8) and (c)(9)(A)(ii) of the "Government in the Sunshine Act" (5 U.S.C. 552b(c)(8) and (c)(9)(A)(ii))).

In calling the meeting, the Board determined, on motion of Chairman William M. Isaac, seconded by Director H. Joe Selby (Acting Comptroller of the Currency), that Corporation business required its consideration of the matter on less than seven days' notice to the public; that no earlier notice of the meeting was practicable; that the public interest did not require consideration of the matter in a meeting open to public observation; and that the matter could be considered in a closed meeting pursuant to subsections (c)(6), (c)(8), and (c)(9)(A)(ii) of the "Government in the Sunshine Act" (5 U.S.C. 552b(c)(6), (c)(8), and (c)(9)(A)(ii)).

Dated: May 22, 1985.

Federal Deposit Insurance Corporation.

Hoyle L. Robinson,

Executive Secretary.

[FR Doc. 85-12885 Filed 5-23-85; 4:42 pm]

BILLING CODE 6714-01-M

2

FEDERAL DEPOSIT INSURANCE CORPORATION

Pursuant to the provisions of the "Government in the Sunshine Act" (5 U.S.C. 552b), notice is hereby given that at 10:30 a.m. on Monday, June 3, 1985, the Federal Deposit Insurance Corporation's Board of Directors will meet in closed session, by vote of the Board of Directors, pursuant to sections 552b(c)(2), (c)(6), (c)(8), (c)(9)(A)(ii), and (c)(9)(B) of Title 5, United States Code, to consider the following matters:

Summary Agenda: No substantive discussion of the following items is anticipated. These matters will be resolved with a single vote unless a member of the Board of Directors requests that an item be moved to the discussion agenda.

Recommendations with respect to the initiation, termination, or conduct of administrative enforcement proceedings (cease-and-desist proceedings, termination-of-insurance proceedings, suspension or removal proceedings, or assessment of civil money penalties) against certain insured banks or officers, directors, employees, agents or other persons participating in the conduct of the affairs thereof:

Names of persons and names and locations of banks authorized to be exempt from disclosure pursuant to the provisions of subsections (c)(6), (C)(8), and (c)(9)(A)(ii) of the "Government in the Sunshine Act" (5 U.S.C. 552b(c)(6), (c)(8), (c)(9)(A)(ii)).

Note.—Some matters falling within this category may be placed on the discussion agenda without further public notice if it becomes likely that substantive discussion of those matters will occur at the meeting.

Discussion Agenda:

Applications for Federal deposit insurance:

American Express Centurion Bank, a proposed new bank to be located at 300 Continental Drive, Stanton (P.O. Newark), Delaware.

Waltham Savings Bank, an operating noninsured savings bank located at One Mody Street, Waltham, Massachusetts.

Recommendation regarding the liquidation of a bank's assets acquired by the Corporation in its capacity as receiver, liquidator, or liquidating agent of those assets:

Case No. 46,244-L (Amendment)
First Bank of Macon County, Notasulga, Alabama

Personnel actions regarding appointments, promotions, administrative pay increases, reassignments, retirements, separations, removals, etc.:

Names of employees authorized to be exempt from disclosure pursuant to the provisions of subsections (c)(2) and (c)(6) of the "Government in the Sunshine Act" (5 U.S.C. 552b(c)(2) and (c)(6)).

The meeting will be held in the Board Room on the sixth floor of the FDIC Building located at 550—17th Street, NW., Washington, D.C.

Requests for further information concerning the meeting may be directed to Mr. Hoyle L. Robinson, Executive Secretary of the Corporation, at (202) 389-4425.

Dated: May 24, 1985.

Federal Deposit Insurance Corporation.

Hoyle L. Robinson,

Executive Secretary.

[FR Doc. 85-12978 Filed 5-24-85; 3:52 am]

BILLING CODE 6714-01-M

3

FEDERAL DEPOSIT INSURANCE CORPORATION

Pursuant to the provisions of the "Government in the Sunshine Act" (5 U.S.C. 552b), notice is hereby given that the Federal Deposit Insurance Corporation's Board of Directors will meet in open session at 10:00 a.m. on Monday, June 3, 1985, to consider the following matters:

Summary Agenda: No substantive discussion of the following items is anticipated. These matters will be resolved with a single vote unless a member of the Board of Directors requests that an item be moved to the discussion agenda.

Disposition of minutes of previous meetings.

Application for consent to merge and establish four branches:

First-Citizens Bank & Trust Company, Raleigh, North Carolina, an insured State nonmember bank, for consent to merge, under its charter and title, with Farmers Bank of Sunbury, North Carolina, and to establish the four offices of Farmers Bank of Sunbury as branches of the resultant bank.

Recommendations regarding the liquidation of a bank's assets acquired by the Corporation in its capacity as

receiver, liquidator, or liquidating agent of those assets:

Case No. 46,241–SR
The Farmers State Bank, Protection, Kansas

Case No. 46,243–SR
First Continental Bank & Trust Company of Del City, Del City, Oklahoma

Reports of committees and officers:

Minutes of actions approved by the standing committees of the Corporation pursuant to authority delegated by the Board of Directors.

Reports of the Division of Bank Supervision with respect to applications, requests, or actions involving administrative enforcement proceedings approved by the Director or an Associate Director of the Division of Bank Supervision and the various Regional Directors pursuant to authority delegated by the Board of Directors.

Discussion Agenda:

Memorandum and resolution re: Proposed amendments to Part 332 of the Corporation's rules and regulations, entitled "Powers Inconsistent with Purposes of Federal Deposit Insurance Law," which amendments will govern insured banks' direct and indirect involvement in insurance, real estate, and guarantor or surety activities.

Memorandum and resolution re: Petition for public hearing on proposed amendments to Part 332.

The meeting will be held in the Board Room on the sixth floor of the FDIC Building located at 550—17th Street, NW., Washington, D.C.

Requests for further information concerning the meeting may be directed to Mr. Hoyle L. Robinson, Executive Secretary of the Corporation, (202) 389–4425.

Dated: May 24, 1985.

Federal Deposit Insurance Corporation.

Hoyle L. Robinson,

Executive Secretary.

[FR Doc. 85–12979 Filed 5–24–85; 3:52 pm]

BILLING CODE 6714–01–M

4

FEDERAL RESERVE SYSTEM BOARD OF GOVERNORS

TIME AND DATE: 11:00 a.m., Monday, June 3, 1985.

PLACE: Marriner S. Eccles Federal Reserve Board Building, C Street entrance between 20th and 21st Streets, NW., Washington, D.C. 20551.

STATUS: Closed.

MATTERS TO BE CONSIDERED:

1. Personnel actions (appointments, promotions, assignments, reassignments, and salary actions) involving individual Federal Reserve System employees.

2. Any items carried forward from a previously announced meeting.

CONTACT PERSON FOR MORE INFORMATION: Mr. Joseph R. Coyne, Assistant to the Board, (202) 452–3204. You may call (202) 452–3207, beginning at approximately 5 p.m. two business days before this meeting, for a recorded announcement of bank and bank holding company applications scheduled for the meeting.

Dated: May 24, 1985.

William W. Wiles,

Secretary of the Board.

[FR Doc. 85–12982 Filed 5–24–85; 8:45 am]

BILLING CODE 6210–01–M

Federal Register

Wednesday
May 29, 1985

Part II

Department of Defense

Office of the Secretary

Privacy Act of 1974; Deletion and Amendments to Systems of Records Notices

DEPARTMENT OF DEFENSE

Office of the Secretary

Privacy Act of 1974; Systems of Records

AGENCY: Department of Defense (DoD).

ACTION: Deletions and Amendments to Systems of Records Notices.

SUMMARY: Department of Defense Components are deleting and amending their respective systems of records notices subject to the Privacy Act of 1974 (5 U.S.C. 552a) as amended.

DATE: This action shall be effective without further notice (thirty days after publication in the **Federal Register**) unless comments are received which would result in a contrary determination.

ADDRESS: Send any comments to Mr. Aurelio Nepa, Jr., Staff Director, Defense Privacy Office, ODASD(A), The Pentagon, Washington, D.C. 20310–1100.

FOR FURTHER INFORMATION CONTACT: Mr. Aurelio Nepa, Jr., address as above, at 202/694–3027.

SUPPLEMENTARY INFORMATION: The following DoD Components are proposing to delete and/or amend certain of their record system notices:

Defense Mapping Agency
Office of the Inspector General, DOD
Office of the Secretary of Defense
Defense Advanced Research Projects Agency
National Security Agency
Defense Nuclear Agency
Organization of the Joint Chiefs of Staff
Defense Communications Agency
Defense Intelligence Agency
U.S. Marine Corps
Department of the Navy
Defense Audiovisual Agency
Defense Contract Audit Agency
Defense Investigative Service
Uniformed Services University of the Health Services

Only the record systems deleted and the specific changes constituting the amendments are set forth under each respective DoD Component heading. The amended records systems notices are published in their entirety in the annual Department of Defense compilation notice of record systems. The compilation is published elsewhere in this edition of the **Federal Register**. The proposed amendments are not within the purview of the provisions of 5 U.S.C. 552a(*o*) which requires the submission of an altered system report. These deletions and amendments are current as of December 31, 1984.

DEFENSE MAPPING AGENCY

DELETIONS

B0102–01 HQHTASID

System name:

Office General Personnel Files.

Reason:

This system is covered by OPM/GOVT–2 Employee Performance File System Records (49 FR 36958 (September 20, 1984)).

B0102–03 HQHTASI

System name:

Office General Personnel Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0102–08 HQHTASID

System name:

Office General Personnel Files.

Reason:

This system is covered by OPM/GOVT–2 Employee Performance File System Records (49 FR 36958 (September 20, 1984)).

B0303–03 HTA

System name:

Individual Retirement Record Control Files.

Reason:

This system is covered by OPM/CENTRAL–1 Civil Service Retirement and Insurance Records (49 FR 36950 (September 20, 1984)).

B0303–21 HTA

System name:

Decedent Claim Files.

Reason:

This system is covered by OPM/CENTRAL–1 Civil Service Retirement and Insurance Records (49 FR 36950 (September 20, 1984)).

B0407–03 HQHTASID

System name:

Congressional Correspondence Files (Civilian Personnel—Congressional Inquiries).

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0504–01–3 HQHTA

System name:

Personnel Security Investigative Files.

Reason:

This system has been incorporated into B0504–01 HQHTA Personnel Special Security Files (48 FR 25794 (June 6, 1983)).

B0601–01 HQHTASI

System name:

Civilian Personnel Program Reporting Files (Master File Printout).

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0601–01–2 HTA

System name:

Civilian Personnel Program Reporting Files (Employee Retirement Record).

Reason:

This system is covered by OPM/CENTRAL–1 Civil Service Retirement and Insurance Records (49 FR 36950 (September 20, 1984)).

B0601–01–3 A

System name:

Personnel Assistance Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0601–03 HQHTASI

System name:

Personnel Data System—Civilian (PDS–C).

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0602–06 A

System name:

Differential and Allowance Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0604–03 HQHTASI

System name:

Active Application Files (Applicant Supply Files).

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0604–04 HTA

System name:

Pending Application Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0605–01 HQHTASID

System name:

Equal Employment Opportunity Reporting Files.

Reason:

This system is covered by OPM/GOVT–7 Applicant Race, Sex, National Origin, and Disability Status Records (49 FR 36968 (September 20, 1984)).

B0605–03 HQHTASID

System name:

Equal Employment Opportunity Complaint Case Files.

Reason:

This system is covered by OPM/GOVT–7 Applicant Race, Sex, National Origin, and Disability Status Records (49 FR 36968 (September 20, 1984)).

B0606–01 HQHTASI

System name:

Official Personnel Folder Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0606–02 HQHTASI

System name:

Employee Service Record File.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0606–03 HQHTA

System name:

Expert and Consultant Data Files.

Reason:

This system is covered by OPM/GOVT–4 Executive Branch Public Financial Disclosure Reports and Other Ethics Program Records (49 FR 36962 (September 20, 1984)).

B0606–05 HQHTASI

System name:

Adverse Action Files.

Reason:

This system is covered by OPM/GOVT–3 Records of Adverse Actions and Actions Based on Unacceptable Performance (49 FR 36961 (September 20, 1984)).

B0607–01 HQHTASI

System name:

Personnel Locator Files (Alpha Listing).

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0607–03 HQHTASI

System name:

Chronological Journal Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0608–06 HQHTASI

System name:

Civilian Training Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0609–01 HQHTASI

System name:

Referral and Selection Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0609–07 HQHTAI

System name:

Individual Overseas Employment Referral Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0609–011 HQHTA

System name:

Repromotion Eligibility Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0610–01 HQHTASI

System name:

Hours of Work Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984).

B0610–3 HQHTASID

System name:

Appeals Files.

Reason:

This system is covered by OPM/GOVT–3 Records of Adverse Actions and Actions Based on Unacceptable Performance (49 FR 36961 (September 20, 1984)).

B0610–03–2 HQHTASID

System name:

Grievance Files.

Reason:

This system is covered by OPM/GOVT–3 Records of Adverse Actions and Actions Based on Unacceptable Performance (49 FR 36961 (September 20, 1984)).

B0611–01 HTAI

System name:

Reduction in Force Card Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0611–03 HTAI

System name:

Retention Register Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0612–01 HQHTAI

System name:

Basic Labor Relations Files.

Reason:

This system is covered by OPM/GOVT–3 Records of Adverse Actions and Actions Based on Unacceptable Performance (49 FR 36961 (September 20, 1984)).

B0613–05 HQHTASID

System name:

Incentive Awards.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B0615–11 HQHTASID

System name:

Accidental Injury/Death Reporting Records Files.

Reason:

These files are no longer retrieved by a personal identifier and, therefore, do not fall under the purview of a Privacy Act System of records.

B0901–06 HTAS

System name:

Blood Donors Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B1001–09 S

System name:

School Reporting Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B1001–11 S

System name:

Faculty Development Program Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B1002–02 S

System name:

School Faculty Board Review Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B1002–06 S

System name:

Individual Academic Record Files.

Reason:

This system is covered by OPM/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

System name:

Collateral Individual Training Record Files.

Reason:

This system is covered by OMP/GOVT–1 General Personnel Records (49 FR 36954 (September 20, 1984)).

B1002–07 S

AMENDMENTS

B0210–06 HQHTASI

System name:

Inspector General Investigative Files.

Changes:

System ID:

Add suffix "D".

System location:

Before "Inter", insert "DMA. After "Survey (I)", add "DMA Office of Distribution Service (D)."

After "Authority for maintenance of the system", add:

"Purpose(s):

"To analyze and evaluate the effectiveness and efficiency of DMA policies, programs and procedures; to use complaints, inquiries or investigations to initiate proper corrective action if the allegation is proven to be true in fact; to be used as a basic for corrective actions."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Retrievability:

Add: "or DoD Hotline No."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

System manager(s) and address:

After "20305", add "–3000."

B0210–07 HQHTASI

System name:

Inspector General Complaint Files.

Changes:

System ID:

Add suffix "D".

System location:

Before "Inter", insert "DMA". After "Survey (I)", add "DMA Office of Distribution Services (D)."

After "Authority for maintenance of the system", add:

"Purpose(s)

"As a basis to conduct an inquiry or investigation of the complaint; to initiate proper corrective action if justified."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

System manager(s) and address:

After "20305", add "–3000."

B0228–04 HT

System name:

Historical Photographic Files.

Changes:

System location:

Delete "of DMAHTC", substitute therefor: "–DMA Hydrographic/Topographic Center (HT)".

After "Authority for maintenance of the system", add:

"Purpose(s)

To furnish copies of photographs to organizations that requested photographs to be taken; to obtain the background information regarding events, ceremonies, awards, sports, retirements at DMA for input to newspapers and magazine articles; to recognize accomplishments and publications."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "To News Media for Public Relations and Community Affairs Matters and to organizers of testimonials, banquets and parties for the purpose of obtaining background information regarding events, ceremonies, awards, sports, and retirements at DMA."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

System manager(s) and address:

Delete entry; substitute therefor: "Defense Mapping Agency, ATTN: Public Affairs Officer, Building 56, U.S. Naval Observatory, Washington, D.C. 20305–3000."

B0228–10 HT

System name:

Installation Historial Files.

Changes:

System location:

Delete "of DMAHTC"; substitute therefor: "-DMA Hydrographic/ Topographic Center (HT)".

After "Authority for maintenance of the system", add:

"Purpose(s):

"To furnish background information on the history of installations; to obtain up-to-date information on all speeches, articles for magazines and newpapers published or given by an individual of DMA; to recognize accomplishments and publications."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "To News Media for Public Relations and Community Affairs Matters and to organizers of testimonials and banquets for the purpose of obtaining background information on the history of installations, up-to-date information on all speeches, articles for magazines and newspapers published or given by an individual of DMA, and recognizing accomplishments and publications."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

System manager(s) and address:

Delete entry; substitute therefor: "Defense Mapping Agency, ATTN: Public Affairs Officer, Building 56, U.S. Naval Observatory, Washington, D.C. 20305–3000."

B0302–13 HTA

System name:

Record of Accounts Receivable.

Changes:

System location:

Delete "located at the end of the systems of records notices."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete "Disclosure to Consumer Reporting Agencies."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

System manager(s) and address:

After "20305", add "–3000."

Contesting record procedures:

Delete "DMA"; substitute therefor: "Agency's".

B0302–21 HTA

System name: Record of Travel Payments.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

To reflect travel allowance payments made to employees."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinet with access limited to authorized personnel whose duties require access."

Retention and disposal:

Delete "three years"; substitute therefor: "six years, three months".

System manager(s) and address:

Delete "Office"; substitute therefor: "Division". After "20305", add "–3000."

B0303–01 A

System name:

Individual Pay Record Files.

Changes:

System location:

Delete "listing".

After "Authority for maintenance of the system", add:

"Purpose(s):

"To establish, maintain and administer the employee's authorized pay and leave; to compute bi-weekly earnings, pay deductions, and net pay due the employee; to identify rate of pay and authorized deduction and as well as sick annual leave accumulation, usage and balances; to provide a master tape listing, a civilian payroll master tape, a bi-weekly leave and earnings statement, and a civilian employee paycheck."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

B0303–02 HTA

System name:

Compensation Data Requests Files.

Changes:

System ID location:

Delete "B0303–02"; substitute therefor: "B0303–20".

After "Authority for maintenance of the system", add:

"Purpose(s):

"To record documents and correspondence on employees who have been injured on the job, received treatment for a medical facility, and filed a claim for compensation."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

Retention and disposal:

Delete entry; substitute therefor: "Destroy 6 years, 3 months after final disposition of the claim by settlement, transfer to GAO, or discontinuance period covered by account. (GRS 6/ 1.a.)"

System manager(s) and address:

After "20305", add "–3000."

B0303–04 A

System name:

Leave Record Files.

Changes:

System ID:

Delete "B0303–04", substitute therefor: "B0303–05".

After "Authority for maintenance of the system", add:

"Purpose(s):

"To record official annual accumulation and use of employee's leave."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

Retention and disposal:

Change entry to read: "Applications for leave—destroy on receipt of audit completion letter. Remaining files: Destroy after 6 years, 3 months old, or 90 days after receipt of audit completion letter."

System manager(s) and address:

Delete "Personnel Office", substitute therefor: "Finance and Accounting". After "20305", add "–3000."

B0401–02 HQHTA

System name:

Statements of Employment and Financial Interest and Ethics Act Files.

Changes:

System name:

Delete "and Ethics Act Files".

Categories of individuals covered by the system:

Change entry to read: "DD 1555—Defense Mapping Agency civilian personnel classified at GS–13/GM–13 or above, or others as specified by the designated Agency Ethics Official, and military officers serving the grade of 0–5 or above, whose duties require the exercise of judgment in making Government decision in regard to monitoring grants or subsidies; contracting and procurement; auditing; or other activities having a significant economic impact on the interests of any non-Federal enterprise." Delete last paragraph.

Categories of records in the system:

Delete "SF 278's—Executive Personnel Financial Disclosure Report and".

Authority for maintenance of the system:

Delete last sentence.

After "Authority for maintenance of the system", add:

"Purpose(s):

"To determine the existence of, and, if possible, to resolve any real or apparent conflict between the personal financial interests of the individual concerned and the Government; to possibly be used in violation of conflict of interest laws."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Retention and disposal:

Delete entry; substitute therefor: "Destroy 2 years after separation, retirement, reassignment, or death of the individual. (GRS 1/25.b.)"

System manager(s) and address:

After "20305", add "–3000."

Notification procedure:

Delete entry; substitute therefor: "Information may be obtained from: General Counsel, DMA Headquarters, Building 56, U.S. Naval Observatory, Washington, D.C. 20305–3000. Defense Mapping Agency Hydrographic/ Topographic Center, ATTN: Counsel, Washington, D.C. 20305–0030. Defense Mapping Agency Aerospace Center, ATTN: Counsel, 3200 S. Second Street, St. Louis, MO 63118–3399."

Record access procedures:

After "20305", add "–3000."

B0401–03 HQHTA

System name:

Legal Assistance Case Files.

Changes:

Categories of records in the system:

After "the", add "General". After "Counsel", add "Office".

After "Authority for maintenance of the system", add:

"Purpose(s):

"To document legal matters and assistance provided to military personnel by counsel."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Storage:

Delete "Kardex"; substitute therefor: "floppy disk."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

Retention and disposal:

Delete entry; substitute therefor: "a. HQ DMA and Component Headquarters: Destory 6 months after completion of the case. b. Other offices: Destroy 1 year after completion of the case. Selected opinions and correspondence withdrawn for use as precedents may be held until no longer required for reference."

System manager(s) and address:

After "20305", add "–3000."

Record source categories:

Change to read: "Request from military personnel for legal opinions on personal matters, opinions of Counsel and documents prepared by Counsel."

B0402–05 HQHTA

System name:

Legal Claims File.

Changes:

Categories of records in the system:

Change to read: "File contains individual's claims, related correspondence and processing papers, investigative reports, recommendations and opinions of the General Counsel's Office."

After "Authority for maintenance of the system", add:

"Purpose(s):

"To document claims against the Government by DMA Personnel for damage, loss, or destruction of personal property incident to their service."

Routines uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Storage:

Delete "Kardex book.", substitute therefor: "floppy disk."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

Retention and disposal:

Delete entry; substitute therefor: "a. Disapproved claims and claims involving a minor: Destroy 10 years after final action on the case. b. Approved claims: Destroy 5 years after final action on the case."

System manager(s) and address:

After "20305", add "—3000."

B0408–11 HQHTASI

System name:

Biography Files.

Changes:

System ID:

Add suffix "D".

System location:

Delete entry; substitute therefor: "Public Affairs Offices—DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), and DMA Office of Distribution Services (D)—See DMA Directory for complete address listing."

After "Authority for maintenance of the system", add"

"Purpose(s):

To document biographies, photographs, newspaper clippings, and related materials pertaining to leading DMA military and civilian personalities."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

Retention and disposal:

Delete "Record is Permanent."

System manager(s) and address:

After "20305", add "—3000."

B0502–03 HQHTA

System name:

Master Billet/Access Record.

Changes:

System ID:

Add Suffix "SP".

Security classification:

Delete "U", substitute therefor: "C".

System location:

Change to read: "Primary system—Special Security Office, Department of Computer Services, Information, Storage and Retrieval Division, DMA Hydrographic/Topographic Center. Decentralized segments—HQ DMA, DMA Aerospace Center, DMA Special Program Office for Exploitation Modernization. See DMA Directory for complete address listing."

Categories of individuals covered by the system:

Change to read: "All DMA employees and contractor personnel who have been indoctrinated for access to Sensitive Compartmented Information (SCI). In addition, employees of other government agencies are included for the period during which their security clearance or SCI access status is permanently certified to DMA."

Categories of records in the system:

After "title," delete "security clearance". After "indoctrinated", delete "or debriefed". After "birth," delete "DMA badge number and expiration date, and whether an authorized courier of SCI material".

After "Authority for maintenance of the system", add:

"Purpose(s):

"To identify and verify DMA personnel authorized access to to SCI, in order to control access to secure areas for use of classified information, for periodic reindoctrination (rebriefing) of employees for SCI access, for periodic security education and training, and for control and reissue of identification badges. To certify personnel SCI access status to the Defense Intelligence Agency for updating the Security Management Information System."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Information is used to certify and verify SCI access status to other government agencies."

Retrievability:

Delete "and/or DMA security badge number".

Safeguards:

Delete "(encrypted) circuit"; substitute therefor: "mail channels".

System manager(s) and address:

After "20305", add "–3000."'

Notification procedure:

After "20305", add "–3000."

Contesting record procedures:

After "D.C.", add "20305–3000."

B0502–03–2 HQHTASI

System name:

Classified Material Access Files.

Changes:

System ID:

Add suffix "SP".

System location:

Change to read: "Primary System—Security Offices—DMA Headquarters (HQ), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), and DMA Special Program Office Exploitation Modernization (SP). Decentralized segements—requesting offices at DMA and organizations requiring the access authorization. See DMA Directory for complete address listing."

"After "Authority for maintenance of the system", add:

"Purpose(s):

"To maintain records of individuals authorized access to classified material by specific categories and for established purposes; to check authorized individuals for access to classified material and guard authorization."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

System manager(s) and address:

After "20305", add"–3000."

B0502–15 HQHTASI

System name:

Security Compromise Case Files.

Changes:

System ID:

Add suffix "SP."

System location:

Change to read: "Primary System—Security Offices—DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), and DMA Special Program Office for Exploitation Modernization (SP). See DMA Directory for complete address listing. Decentralized segments—Dept. of Justice and FBI on felony cases."

After "Authority for maintenance of the system", add:

"Purpose(s):

"To protect records relating to investigations conducted into alleged and/or actual security violations by Security Office personnel and appointed investigating officials."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Retention and disposal: Delete entry; substitute therefor: "a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations. Destroy 5 years after close of case (GRS 18/25 a.) b. All other files, exclusive of papers placed in official personnel folders. Destroy 2 years after completion of final action or when no longer needed, whichever is sooner. (GRS 18/25 b.)"

System manager(s) and address:

After "20305", add "–3000."

B0503–02 HTASI

System name:

Security Identification Accountability Files.

Changes:

System ID:

Add suffix "SP".

System location:

Change to read: "Security Offices—DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), and DMA Special Program Office for Exploitation Modernization (SP). See DMA Directory for complete address."

After "Authority for maintenance of the system", add:

"Purpose(s):

"To maintain accountability for various identification cards/badges issued and identify to whom issued."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

System manager(s) and address:

After "20305", add "–3000."

B0503–03 HTA

System name:

Firearms Authorization Files.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"To maintain required firearms annual qualifications records, weapons serial numbers and firearms authorization cards issued to each assigned Security Police."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefore: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

System manager(s) and address:

After "20305", add "–3000."

B0503–04 HQHTAI

System name:

Parking Permit Control Files.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"To maintain records of parking space assignments/allocations and parking violations."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

B0503–05 HQHTAI

System name:

Vehicle Registration and Driver Record File.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"To record traffic offenses, incidents and actions taken."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

B0503–09 HQHTASI

System name:

Key Accountability Files.

Changes:

System location:

After "and", add "DMA".

After "Authority for maintenance of the system", add:

"Purpose(s):"

"To maintain documentation on periodic inspections, key accountability, reference checks and daily use records and investigations into loss or destruction of secure areas."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Retention and disposal:

Delete entry; substitute therefor: "a. Files relating to keys to restricted security areas: Destroy 3 years after turn-in of key or on discontinuance, whichever is first. b. Files relating to keys to other areas: Destroy 6 months after turn-in of key or on discontinuance, whichever is first. (GRS 18/17)".

System manager(s) and address:

After "20305", add "–3000."

B0504–01 HQHTA

System name:

Personal Special Security Files.

Changes:

System ID:

Add suffix "SP".

System name:

After "Security", add "and Investigative".

System location:

Change to read: "Special Security Offices—DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), and DMA Special Program Office for Exploitation Modernization—See DMA Director for complete address."

Categories of individuals covered by the system:

Delete entry; substitute therefor: "Those military and civilian personnel who are assigned to or employed by DMA and whose duties require access to classified defense information, and/or have been assigned to Sensitive Compartmented Information (SCI) billets, and who have therefore been investigated under the provisions of DoD regulations."

Categories of records in the system:

Delete entry; substitute therefor: "Files consist of three parts: Part one subject to exemption of 552a(k)(5) from review, and parts two and three are available for review. Part (1) exempted consists of National Agency Checks with Written Inquiries (NACI); Background Investigations (BI); Special Background Investigations (SBI); Periodic Reinvestigations (PR). Part (2) available for review consists of National Agency Check (NAC). Part (3) available for review consists of Special Security (SS) security indoctrination and termination oaths, clearance and access certification messages, billet approvals and SS security violation investigative reports, if necessary."

After "Authority for maintenance of the system", add:

"Purpose(s):

"To maintain up-to-date personnel security information for DMA civilian and military personnel who require access to classified defense information; to determine eligibility for access to Sensitive Compartmented Information (SCI); to conduct continuing Security Education Programs."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routines Uses' at the beginning of DMA's listing of the record system notices."

System manager(s) and address:

After "20305", add "–3000."

Record access procedures:

After "number.", add: "When investigative files are requested the Case Control Number (CCN) is also required."

Record source categories:

Delete entry; substitute therefor: "Investigations are originated based on applicant's application for employment. Sources of information are inquiries of birth, education, local police, FBI files, subversive files, credit, neighborhood, personal references, etc."

B0504–01–2 HQHTASI

System name:

Personnel Security Files.

Changes:

System ID:

Add suffix "SP".

System location:

Change to read: "Primary System—Security Office, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), and DMA Special Program Office for Exploitation Modernization (SP). See DMA Directory for complete address."

After "Authority for maintenance of the system," add:

"Purpose(s):

To insure that each and every individual assigned to, employed by or contracting with DMA has been cleared for the level of access to classified information that is necessary for accomplishment of his/her official duties; to insure that each individual is made aware of his/her responsibilities regarding protection and safeguarding of any classified information entrusted to him/her."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

System manager(s) and address:

After "20305", add "–3000."

B0614–01 HT

System name:

Official Records (Military) Files and Extracts.

Changes:

System ID:

Delete suffix "HT", substitute therefor: "HQ".

System location:

Change to read: "Military Personnel Office—DMA Headquarters (HQ)—See DMA Directory for complete address."

After "Authority for maintenance of the system", add:

"Purpose(s):

"To determine the acceptability of an individual nominated by the parent service for a DMA position; to be used in the preparation of efficiency/fitness/effectiveness reports and award recommendations."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

System manager(s) and address:

After "20305", add "–3000."

System name:

Military Services Administrative Record Files.

Changes:

System ID:

Delete suffix "HT"; substitute therefor: "HQ".

System location:

Delete "Division, DMAHTC."; substitute therefor: "Office—DMA Headquarters (HQ) —".

Categories of individuals covered by the system:

After "DMA", delete "Hydrographic-Topographic Center and DMA Aerospace Center".

After "Authority for maintenance of the system", add:

"Purpose(s):

"To maintain information for the purpose of acting as a liaison between the individual, DMA, and servicing CBPO's."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

System manager(s) and address:

Delete entry, substitute therefor: "Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305–3000."

B0615–07 HQHTASI

System name:

Safety Awards Files.

Changes:

System location:

Delete entry; substitute therefor: "Logistics Offices—DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I)—See DMA Directory for complete address listing."

After "Authority for maintenance of the system", add:

"Purpose(s):

"To document presentation of safety awards to individuals in compliance with established policy."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

Retention and disposal:

Delete entry; substitute therefor: "Destroy when 5 years substitute therefor: "Destroy when 5 years old."

System manager(s) and address:

After "20305", add "–3000."

B0901–04 HTA

System name:

Civilian Employee Health Clinic Record.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"To maintain medical records of individuals receiving treatment at a DMA clinic for illness/injury while on duty."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; Substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

Retention and Disposal:

Delete entry; substitute therefor: "Destroy 6 years after last entry. Upon transfer of employee, the records will be put in a sealed envelope and transferred with the employee. (GRS 1/21). Aerospace Center—on transfer of individual, record is transferred to gaining organization. On separation record is returned to National Personnel Records Center (NPRC) with the individual's official Personnel Folder."

B0901–07 HQHTAI

System name:

Alcoholism and Drug Abuse Files.

Changes:

System ID:

Delete suffix "HQ."

System location:

Delete entry; substitute therefor: "Civilian Personnel Offices—DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), DMA Inter American Geodetic Survey (I)—See DMA Director for complete address listing."

After "Authority for maintenance of the system", add:

"Purpose(s):

"To maintain documents relating to alcohol and narcotic control, treatment, assistance, and advice provided to DMA personnel."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

Retention and disposal:

Delete entry; substitute therefor: "Destroy when 3 years old."

System manager(s) and address:

After "20305", add "–3000."

B1202–17 HTA

System name:

Contracting Officer Designation Files.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"To maintain documents showing individual designated as Contracting Officer or Contracting Officer's Representative (COR); to include data reflecting limitations, restrictions on authority, and background information on COR for use in other contracts."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secure area/locked file cabinets with access limited to authorized personnel whose duties require access."

Retention and disposal:

Change to read: "Temporary Record. Destroy upon termination."

System manager(s) and address:

After "20305", add "–3000."

B1205–05 HTA

System name:

Property Office Designation Files.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"To maintain documents showing individuals authorized as equipment custodians for the various orginizations within the Agency."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

System manager(s) and address:

After "20305", add "—3000."

B1205–23 HTASID

System name:

Report of Survey Files.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"To determine responsibility and recommend appropriate action to be taken as to pecuniary liability."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

Retention and disposal:

Delete entry; substitute therefor: "Destroy 2 years after date of survey action or date of posting medium [GRS 3/10c.]."

System manager(s) and address:

After "20305", add "–3000."

B1206–02 HTA

System name:

Self Service Store Authorization Card Files.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"To indicate individuals authorized to sign/receipt for supplies in a designated activity."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry: substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

System manager(s) and address:

After "20305", add "–3000."

B1208–06 HTA

System name:

Motor Vehicle Operator's Permits and Qualifications Files.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"To be used as a record of scores on tests, such as: Eye examinations, reaction examinations, and as a quick reference on an individual having a license to operate a Government Vehicle."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secure area/locked file cabinets with access limited to authorized personnel whose duties require access."

System manager(s) and address:

After "20305", add "–3000."

B1211–03 HQHTAI

System name:

Passport Files.

Changes:

System location:

After "(A),", add "DMA".

After "Authority for maintenance of the system", add:

"Purpose(s):

"To maintain documents relating to passports and visas for DMA Personnel including their dependents, for travel."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

System manager(s) and address:

After "20305", add "–3000."

B1211–07 HQHTASDI

System name:

Individual Government Transportation Files.

Changes:

System ID:

Add Suffix "SP".

After "Authority for maintenance for the system", add:

"Purpose(s):

"To officially designate Transportation Officer, Assistants and Agents to record authorized travel, issue orders, make travel arrangements, and prepare vouchers for reimbursement to DMA employees (military and civilian.)"

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices."

Safeguards:

Delete entry; substitute therefor: "Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access."

System manager(s) and address:

After "20305", add "–3000."

OFFICE OF THE INSPECTOR GENERAL, DOD

ADDITION

CIG–05

System name:

DoD Motions for Discovery of Electronic Surveillance Files (48 FR 33733, July 25, 1983).

Changes:

System ID:

Delete "DUSDP 01" and substitute therefore "CIG–05" Reason: This record system was formerly listed under the "Office of the Secretary of Defense" systems of records but is now under the control and record system listing of the "Office of the Inspector General, DOD."

OFFICE OF THE SECRETARY OF DEFENSE

DELETION

DUSDP 01

System name:

DoD Motions for Discovery of Electronic Surveillance Files. (48 FR 25859, June 6, 1983).

Reasons:

This system is being transferred to the Inspector General DoD's Inventory or Systems.

AMENDMENTS

DOCHA 01

System Name:

Health Benefits Files (48 FR 25843, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"To be used by the Office of the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) to determine the eligibility of an individual for health care under CHAMPUS/CHAMPVA; to authorize payment of health care claims by CHAMPUS/CHAMPVA beneficiaries; to respond to inquiries from Congressional offices made at the request of the individual covered by the system."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes."* And add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users, and Purposes of Such Uses."*

Delete the first word in the paragraph under the above heading and add "To".

DOCHA 02

System Name:

Medical Care Inquiry Files (48 FR 25844, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"To be used by the Office of the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) to establish eligibility for health care under CHAMPUS/CHAMPVA; to respond to an individual's inquiry concerning CHAMPUS/CHAMPVA; to respond to inquiries from Congressional offices made at the request of the individual covered by the system."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes."* And add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users, and Purposes of Such Uses."*

Delete the first three words in the paragraph under the above heading and add "To".

DOCHA 03

System Name:

Health Benefits Preapproval Files (48 FR 25844, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraphs under the above heading.

"Data is used by OCHAMPUS Beneficiary and Provider Relations Division (BR) for approval of medical care under the provisions of the Program for the Handicapped of CHAMPUS and/or approval for extended hospitalization; to control and review health care management plans for CHAMPUS/CHAMPVA beneficiaries approved for medical care by providers of service.

OCHAMPUS Program Evaluation Division (E) for control and accomplishment of reviews of approvals; to coordinate subject matter clearances for Congressional committees and auditors.

The Office of the Civilian Health and Medical Program of the Uniformed Serviced (OCHAMPUS) uses the information for approval of health care under the Program for the Handicapped; for approval of extended hospital care; to control and review health care management plan of providers of services for individuals approved for health care under CHAMPUS/CHAMPVA to respond to inquiries from Congressional offices made at the request of the individual."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraphs under the above heading.

Delete the heading *"External Users, Uses and Purposes."* And add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users, and Purposes of Such Uses."*

Delete the first word in paragraph under the above heading.

DOCHA 04

System Name:

Legal Opinion Files (48 FR 25844, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"This data is used by Office of General Counsel for research, precedent and historical purposes. These records include responses to requests for legal opinion originating within the Office of

General Counsel, other divisions and offices, OCHAMPUS, and other agencies of the Federal Government."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes."* And add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users, and Purposes of Such Uses."*

Delete the first word in the paragraph under the above heading.

DOCHA 05

System Name:

Health Facilities Files (48 FR 25844, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"This information is used by Beneficiary and Provider Relations Division to determine the eligibility of a facility at a source of care for CHAMPUS/CHAMPVA beneficiaries."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes."* And add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the first word in the paragraph under the above heading.

DOCHA 07

System Name:

Medical Claim History Files (48 FR 25827, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"Used by the Office of the Civilian Health and Medical Program of the Uniformed Services and CHAMPUS Fiscal Intermediaries to control and process medical claims for payment; for control and approval of treatments and interface with providers of health care; to control and accomplish reviews of utilization; for review of claims related to possible third party liability cases and initiation of recovery actions; for referral to Peer Review Committees or similar professional review organizations to control and review providers of health care; for disclosure to their party contacts without the consent of the individual to whom the information pertains in situations where the party to be contacted has, or is expected to have, information necessary to establish the validity of evidence or to verify the accuracy of information presented by the individual concerning the individual's entitlement to benefits under CHAMPUS/CHAMPVA, the amount of benefit payments, any review of suspected abuse or fraud, or any concern for program integrity or quality appraisal; for the issuance of deductible certificates, to respond to inquiries from Congressonal offices made at the request of the individual covered by the system to conduct audits of fiscal intermediary processed claims to determine payment and occurrence accuracy of the fiscal intermediary's adjudication process; implementation of a prepaid health benefit demonstration to assess the relative advantages and disadvantages of offering a choice of health benefit plans to persons currently eligible for "CHAMPUS".

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes."* And add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users, and Purposes of Such Uses."*

Delete the first word in the paragraph under the above heading and add "Information may be disclosed."

DOCHA 09

System Name:

Grievance Records (48 FR 25848, June 6, 1983).

Changes

Add the following heading *"Purpose (s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"Information is used by the Office of CHAMPUS in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes."* And add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users, and Purposes of Such Uses."*

Delete the paragraphs under the above heading and add "To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation. To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; the issuance of a security clearance; the conducting of a security or suitability investigation of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevent and necessary to requesting the Agency's decision on the matter. To provide information to a congressional office from the record of an individual, in response to an inquiry from that congressional office, made at the request of that individual. To disclose information to another Federal

agency or to a court when the Government is party to a judicial proceeding before the court; to the National Archives and Records Service (General Services Administration) in records management inspections conducted under authority of 44 U.S.C. 2906; to officials of the Merit Systems Protection Board, including the Office of the Special Counsel; the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission, when requested in performance of their duties. To disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding; to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matters affecting work conditions."

DGC 06

System Name:

Attorney and Summer Intern Position Applications (48 FR 25831, June 6, 1983).

Changes:

Delete Paragraph under *"Routine Uses of Records Maintained in the System, including Categories of Users, and Purposes of Such Uses."* and add "see office of the Secretary of Defense (OSD) Blanket Routine uses at the head of this Component's published system notices."

DUSDP 02

System Name:

Special Personnel Security Cases (48 FR 25827, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Delete the first six words of the paragraph below the above heading and add "This data is used as"

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes"*.

Delete the heading *"External Users, Uses, and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Delete the words "Social Security number (SSN)," from the sixth line under the heading *Records Access Procedures.*

DPAE 02

System Name:

Administrative Files for Office of the Director, Program Analysis and Evaluation (48 FR 25852, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Delete the heading of *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the first word of the paragraph under the above heading and add "Used by ODPA&E"

Delete the heading *"External Users, Uses, and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

DSMC 01

System Name:

Defense Systems Management College (DSMC) Personnel Information Files (48 FR 25854, June 6, 1983).

DSMC 02

System name:

Defense Systems Management College (DSMC) Student Files (48 FR 25855, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"This data is used by college officials to provide for the administration of and a record of academic performance of current, former and nominated students, to verify attendance and grades; to select instructors; to make decision to admit students to programs and to release students from programs; to serve as a basis for studies to determine improved criteria for selecting students; to develop statistics relating to duty assignments and qualifications. This data is used by the Registrar in preparing locator directories of current and former students which are disseminated to students, former students and other appropriate individuals and agencies for purpose of administration; by college officials in preparing student biographical booklets, student rosters, and press release of students graduations. This data may be transferred to any agency of the Department of Defense having an official requirement for the information."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the first four words of paragraph under the above heading.

DSMC 03

System name:

Defense Systems Management College (DSMC) Track Record System (48 FR 25856, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"To be used by the Defense Systems Management College in assessing income student experience and educational levels; to produce student registers; to monitor utilization of former students by DoD Components; to verify and consolidate measures of student performance, to produce student transcripts which may be required by former students in her/his later educational process; to perform research into the success of former students; to provide input into the DSMC Mailing List System in order to mail surveys, newsletters and other items of interest to former students including graduate registers; to perform research to improve program management.

Individual records in a system of records might be transferred to any component of the Department of Defense (except GPA, functional course grades and individual survey responses)."

Delete the heading *"Routine Uses of Records Maintained in the System,*

Including Categories of Users and Purposes of Such uses."

Delete the paragraph under the above heading.

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraphs under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the first paragraph under the above heading and add "Data in this system is used by Computer Sciences Corporation to mount tapes and disc packs which contain files and operates the system; does not maintain the system."

DSMC 04

System name:

Defense Systems Management College (DSMC) Academic Analysis System (48 FR 25856, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"To be the used by DSMC officials designated by the Commandant to determine areas for improvement of the PMC academic program and its integration with DSMC Cooperative Graduate Programs; used to evaluate the quality and performance of current and former PMC students as well as participants in DSMC Cooperative Graduate Programs; used to administer DSMC Cooperative Graduate Programs; used for monitoring participation in DSMC Cooperative Graduate Programs and for counseling PMC students regarding participation; used to furnish DSMC Cooperative Graduate Program enrollment data for PMC student academic evaluation reports."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the paragraph under the above heading.

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraphs under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the fourth word of line five under *Record Access Procedures.*

DSMC 05

System name:

Biographical Record System (48 FR 25857), June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"This information is used by officials of the Department of Administration to develop statistical data on Department of Defense Program Management Offices; to present data to Policy Guidance Council to determine worthiness of nominees to serve on Board of Visitors. This information will enable the Department of Program Management to provide the credentials of guest lecturer to the student prior to the presentation. The file is used by the Department of Executive Management to present the credentials of guest lecturer to the students prior to the presentation."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the paragraph under the above heading.

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraphs under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DSMC 06

System name:

Defense Systems Management College (DSMC) Mailing List (48 FR 25858), June 6, 1983).

Changes:

Add the following heading *"PURPOSE(S)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"Data is used by DSMC to disseminate newsletters, surveys, graduate registers and other information relating to acquisition management which is of interest to individuals on the DSMC mailing list; to prepare registers of former graduates; to prepare lists of Department of Defense Program Managers.

Any individual records in a system of records might be transferred to any component of the Department of Defense or other Government agency."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the paragraph under the above heading.

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraphs under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the paragraph under the above heading and add "Data is used by computer science corporation to mount tapes and disc packs which contain files and operates the system; does not maintain the system."

DPA DCR.A 01

System name:

Joint Civilian Orientation Conference Files (48 FR 25849. June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"Data is provided to the Assistant Secretary of Defense and his immediate subordinates and is used in making a selection of participants representing the broadest possible cross-section of nominees, and prevention administrative duplication."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and purposes of Such Uses."*

DPA DFOI.A 05

System name:

Freedom of Information Program Case Files (48 FR 25850, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"Data is used by officials in Directorate for Freedom of Information and Security Review Office of the Assistant Secretary of Defense (Public Affairs) to administratively control requests to insure compliance with Pub. L. 93–502, and to research historical data on release of records so as to facilitate conformity in subsequent actions; data is also used for development of annual report required by Pub. L. 93–502, and to compute processing costs to the government, and other management data such as, but not limited to number of requests, type or category of records requested, average processing time, average cost to requester, percentage of denials, and number of denials by exemption. Data in the decentralized segments is used by under Secretaries of Defense, Assistant Secretaries of Defense, equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to Office of the Secretary of Defense for administrative support."

Delete the heading of *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the Paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

DPA DSR.A 06

System name:

Security Review Index File (48 FR 25850, June 6, 1983).

Changes:

Delete first two words in Paragraph under System location.

Add the following heading *"Purpose(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"This information is used by officials of Directorate for Freedom of Information and Security Review Office of the Secretary of Defense (Public Affairs) to identify and locate documents which are maintained in a separate classified file in order to facilitate research of historical data in previously processed documents to ensure conformity in subsequent actions."

Delete the heading *"Internal Users, Uses and Purposes."*

Delete the Paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DPA DXA.B 08

System name:

Contact Files (48 FR 25852, June 6, 1983).

Changes:

Delete first four words in Paragraph under system location.

Add the following heading *"Purpose(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"Data is used by officials in the Office of the Assistant Secretary of Defense (Public Affairs) in communicating with persons involved in the business of that office."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the headings *"Internal Users, Uses and Purposes."*

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DPA DXA.B 09

System name:

Public Correspondence Files (48 FR 25852, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"Information is and by the Office of the Staff Assistant for Public Correspondence, Office of the Assistant Secretary of Defense (Public Affairs) to provide a record of answers to general inquiries submitted by the public.

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the heading *"Internal Users, Uses and Purposes."*

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Changes:

Add the following heading *"Purposes(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"Information is used by supervisory officials to obtain information on which to base decisions; assigned personnel management technicians for accomplishment of records maintenance and personnel services to individuals assigned and attached; for publication of biographical data booklets, personnel rosters, telephone directories, and organizational charts by the Administrative Officer. Information from records contained in the system may be provided to any component of the Department of Defense."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraphs under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Cagetories of Users and Purposes of Such uses."*

Delete the Paragraph under the above heading and add "Information may be referred to and used by law enforcement or investigative authorities for investigations and possible criminal prosecution, Civil Court action, or regulatory order. See also Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Components published system notices."

DPA DXA.D 10

System name:

Privacy Act Request for Access Files (48 FR 25853, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"Information is used by officials in Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs), Offices of the Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to the Office of the Secretary of Defense for administrative support to control administratively requests to insure compliance with Pub. L. 93–579, and to research historical data for annual report statistics and other management information."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the heading *"Internal Users, Uses and Purposes."*

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DPA DSR.B 11

System name:

Mandatory Declassification Review Files (48 FR 2551, June 6, 1983).

Changes:

DMRA&L 06.0

System name:

Department of Defense Priority Placement Program (STOPPER LIST). (48 FR 25834, June 6, 1983).

Changes:

Add the following heading *"Purposes(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraphs under the above heading.

"To DoD Civilian Personnel Offices to assist activities in filling vacant positions and in assisting displaced employees and overseas returnees in obtaining employment; to

DoD Activities for short resume of individual's background used in assessing qualifications for vacant positions; to Office of the Deputy Assistant Secretary of Defense, Civilian Personnel Policy for statistical analyses of civilian personnel employment trends and patterns and for establishing policy and for planning purposes; informing individuals in system of non-government job opportunities. Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the paragraph under the above heading.

Delete the heading *"Internal Users, Users, and Purposes."*

Delete the Paragraph under the above heading.

Add the following heading *"Purpose(s)"* before the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following Paragraph under the above heading.

"Used by officials of the Directorate for Freedom Information and Security Review, Office of Assistant Secretary of Defense (Public Affairs), Office of the under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to the Office of the Secretary of Defense for administrative support to administratively control requests to ensure compliance with Executive Order 12065 and DoD Regulation 5200.1–R, 'Information Security Program Regulation', December 1978; and research historical data on release of records so as to facilitate conformity to subsequent actions. Data is used for developing annual report required by Executive Order 12065, and other management needs such as, but not limited to, number of requests; type of category of records requested; average processing time; average cost to requester; percentage of denials and number of denials by exemption; and for computing processing costs to the Government."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the heading *"Internal Users, Uses and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the heading *"External Users, Uses, and purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the paragraphs under the above heading and add "To other Federal agencies for filing vacant positions; to law enforcement or investigatory authorities for investigations and possible criminal prosecution, Civil Court action, or regulatory order."

DMRA&L 07.0

System name:

Department of Defense Overseas Employment Program (48 FR 25835, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading "Data is used to provide an automated application supply system for use in filling overseas job vacancies. Data is used by Department of Defense activities in filling overseas job vacancies. This data may be used by the office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) for statistical analyses for policy, planning, and guidance; for evaluation of the effectiveness of the program, and for monitoring of activity compliance with the program. Any individual records contained in the system might be transferred to any component of the Deparment of Defense having the need to know in the performance of official business."

Delete the heading *"Routine Uses of Records Maintained in the System Including Categories of Users and Purposes of Such Uses."*

Delete the paragraph under the above heading.

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses, and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the paragraphs under the above heading and add "To other Federal agencies for use in filling overseas job vacancies, to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order."

DMRA&L 09.0

System name:

Defense Equal Opportunity Management Institute (48 FR 25836, June 6, 1983).

Changes:

Delete the Paragraphs under the heading *"System Location"* and add "Primary and backup computer systems location—Bldg. 989, Patrick AFB, Fla. 32925–6685." "Hard copy and microfiche backup files are located in the Chief, Evaluation Division, Defense Equal Opportunity Management Institute, Bldg. 561, Patrick AFB, Fla. 32925–6685."

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading "The data is used by the Defense Equal Opportunity Management Institute in evaluating the progress of students and to create a permanent record of academic accomplishment. Also used by advisors in counseling students, to verify attendance and grades to colleges and universities; to select instructors; to make decisions to release students from the program. Students use the data to evaluate their program; any individual records in the system may be transferred to any component having the need to know in the performance of official business."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the paragraph under the above heading.

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses, and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the first four words in paragraph under the above heading. Delete paragraph under heading *"Records Management Policies and Practices: Storage:"* and add "Primary file is by computer disk files. Backup files are magnetic computer tapes, microfiche and paper records."

Delete paragraph under heading *"Retention and disposal:"* and add "Computer and microfiche records are kept permanently, paper backup records are kept for four years."

Delete first word of second paragraph under heading *"Notification Procedures"* and add "Commandant."

Delete ninth word under heading *"Notification Procedures"* and add "Commandant."

DMRA&L 10.0

System name:

Equal Opportunity Complaint File (48 FR 25836, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading "To be used by the Office of the Deputy Assistant Secretary of Defense (Equal Opportunity) in answering queries concerning status or disposition of complaints, for assigning actions and reviewing actions on complaints, and for analyses of trends or patterns in discrimination complaints. This information may be used by any other Department of Defense Component having the need to know in the performance of official business."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the paragraph under the above heading.

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses, and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the paragraph under the above heading and add "Records in the system may be transferred to any component of the Department of Justice that request them for the purpose of representing the Department of Defense in litigation to which the records are pertinent."

DMRA&L 15.0

System name:

Reports of Defense Related Employment (48 FR 25837, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

"These records are available for public inspection in accordance with the specific terms of section 410(f) of Pub. L. 91–121. There is no limitation or restriction on use by the public of the information contained in the report."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses, and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the paragraph under the above heading and add

"Section 410(d) of Pub. L. 91–121 requires the submission to the President of the Senate and Speaker of the House of Representatives by December 31 of each year of information in the reports submitted by individuals during the preceding Fiscal Year."

DMRA&L 17.0

System name:

DoD Teacher Back Pay Project (48 FR 25827, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"To be used by Office of Dependents Schools Back Pay Project workers to compute back pay as it applies to individual teacher; prepare necessary updating for individual's Official Personnel Record, life insurance entitlement where applicable; prepare reports to individual teachers."

Delete the heading *"Routine Uses of Records Maintained in the System,*

Including Categories of Users and Purposes of Such Uses."

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses, and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the paragraph under the above heading and add "Data in this system is used by the Department of Treasury; the Social Security Office; the Office of Personnel Management, the attorneys for the teachers and the General Accounting Office. Addresses will be used for mailing purposes."

DMRA&L 19.0

System name:

Automated Career Management System (ACMS) DD–M(AR)1456 (48 FR 25838, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"The data in this system provides a list of eligible candidates qualified to fill position vacancies normally at GS–13 and higher grade levels and provides information for program analyses and management to all DoD Civilian Personnel Offices and the DoD Components serviced by these offices, all of the organizations are required to submit job vacancies to designated occupation series against Automated Career Management System (ACMS) for the generation of a list with resumes of qualified candidates for consideration by a selection panel and others; to Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) for statistical analyses of civilian work force, and management and evaluation of specific employment programs within the Department of Defense. Any individual records contained in the system may be transferred to any component of the Department of Defense having the need-to-know in the performance of official business."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the paragraph under the above heading.

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External, Users, Uses, and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

DMRA&L 21.0

System name:

Department of Defense Dependents Schools (DoDDS) Grievance Records (48 FR 25839, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"The collected information is used by the DoDDS in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the heading *"External Users, Uses, and purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

DWHS P01

System name:

Senior Executive Service (SES) and Equivalent Executive Level Correspondence, Report, and Case Files (48 FR 25862, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"To be used by officials of the Office of Secretary of Defense (OSD), OSD field activities; the Organization of the Joint Chiefs of Staff (OJCS), the U.S. Court of Military Appeals (COMA), the U.S. Mission to NATO, the NATO International Staff, the NATO Support Group, and the Defense Agencies to provide information necessary for carrying out the SES personnel and position management functions."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the Reading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the paragraph under the above heading and add "To the Office of Personnel Management (OPM) for use in carrying out its Government wide Personnel function."

DWHS P04

System name:

Reduction-In-Force Case Files (48 FR 25862, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"To be used by management officials of OSD, Armed Forces Information Service (AFIS), Court of Military Appeals (COMA), Defense Advanced Research Projects Agency (DARPA), Defense Secretary Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), Tri-Service Medical Information System (TRIMIS), and Washington Headquarters Services (WHS) for reviewing reduction-in-force situations in cases of questions on qualification.

This background information may be used by the Office of Personnel Management (OPM) for appeal cases.

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the heading *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DWHS P08

System Name:

Worker's Compensation-On-the-Job Injuries Report File (48 FR 25863), June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"To be used by Director for Personnel and Security, WHS for purposes of determining eligibility for Worker's Compensation, statistical data regarding leave taken and to review cases being processed."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses:*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the heading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Add "To the" at the beginning of paragraph under the above heading.

DWHS P09

System name:

Computer Data Base-(48 FR 25863, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"To be used by Personnel and Security Directorate, WHS to extract data as required by Office of Personnel Management for central personnel data file; certain fields may be used for statistical data; stored data printed on personnel change forms to report a change in status, i.e., SF 50, DA 2515; extracts of data base is used periodically to ensure currency of files. This data is used for locator to verify employment organization staffing summary."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the Reading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and purposes of such uses."*

DWHS P12

System name:

Executive Development Program and Training Files (48 FR 25864, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"This information is used by Personnel and Security Directorate, WHS to determine eligibility for specialized development programs and training assignments."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the Reading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Add "To" at the beginning of Paragraph under the above heading.

DWHS P14

System name:

Blood Donor Files (48 FR 25865, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"To be used by officials of the Military Personnel Division, WHS to determine eligibility for blood replacement. To provide source of contacts for emergency blood requirements. To determine eligibility for issuance of gallon donor certificates."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the Reading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DWHS P18

System name:

The Office of the Secretary of Defense Identification Badge Suspense Card System (48 FR 25865, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"To be used by officials of the Military Personnel Division, WHS to establish who is eligible for the Office of the Secretary of Defense Identification Badge after being assigned to an authorized space in the Office of the Secretary of Defense, and activities serviced by WHS."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the Reading, *"External user, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DWHS P20

System name:

Report of Personnel Assigned Outside of Department of Defense (48 FR 25867, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"Data is used by Department of Defense Officials to determine which DoD personnel are working outside the DoD and for what organizations."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the heading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DWHS P25

System name:

Overseas Staffing Files (48 FR 25869, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"This data is used by officials of the Department of Defense to track individuals employed in overseas positions located in Defense Advanced Research Projects Agency (DARPA), North Atlantic Treaty Organization (NATO), and U.S. Mission to NATO."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the Reading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DWHS P26

System name:

Protective Services File (48 FR 25869, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"To be used by officials of Physical Security Branch, Security Division, Space Management and Services, WHS to maintain a listing of those individuals who may pose a threat to the personal safety of the Secretary of Defense."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the Reading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DWHS P27

System name:

Department of Defense (DoD) Pentagon Building Pass Application File, (48 FR 25870, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"This information is used by officials of the Physical Security Division, Directorate for Space Management and Services, WHS to maintain a listing of personnel who are authorized a DoD Pentagon Building Pass."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the Reading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DWHS P28

System name:

The Office of the Secretary of Defense Clearance File (48 FR 25870, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"To be used by officials of the Security Division, Directorate for Personnel and Security, Washington Headquarters Services, to grant and maintain security clearances or access."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the Reading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DWHS P32

System name:

Standards of Conduct Inquiry File (48 FR 25871, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"This information is used by professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of General Counsel to resolve various standards of conduct problems."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the Paragraph under the above heading.

Delete the Reading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the paragraph under the above heading and add.

"To the Department of Justice, also see Office of the Secretary of Defense (OSD) Blanket Routine uses at the head of this component published systems notices."

DWHS P37

System name:

Grievance and Unfair Labor Practices Record (48 FR 25872, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"This information is used by the Office of the Secretary of Defense (OSD) in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the Reading, *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DWHS P39

System name:

Clerical Merit Promotion File (48 FR 25873, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"To be used by officials of the Personnel and Security Directorate, WHS to provide a file containing information on persons who have expressed interest in being considered for clerical positions for the following organizations serviced: Armed Forces Information Services (AFIS), Court of Military Appeal (COMA), Defense Advanced Research Project Agency (DARPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), TriService Medical Information System (TRIMIS), and Washington Headquarters Services (WHS)."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

DWHS SPM002

System name:

Pentagon and Federal Building 2 Carpool Locator (48 FR 25874, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such uses."*

Add the following paragraph under the above heading.

"This data is used by the DoD parking Control Office and the Office of the Building Administrator, Federal Building 2 to assign and administer allocated carpool parking spaces at the Pentagon and Federal Building 2; to the Air Force Data Services Center to provide a printout to each individual in the system which lists other participants who live near him/her who are potential carpool prospects, and to provide a complete printout of all participants to the DoD Parking Control Office and the General Services Administration (GSA). Data may be disclosed to individuals in order to contact other participants on either his/her individual printout or area card, or the DoD Parking Control Office's complete printout to determine their interest in carpooling."

Delete the heading *"Routine uses of Records Maintained in the system, Including Categories of Users and Purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External users, uses, and Purposes"* and add the heading *"Routine uses of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the paragraph under the above heading and add "To the General Services Administration to track carpool data in area-wide system where and if implemented."

DEFENSE ADVANCED RESEARCH PROJECT AGENCY

AMENDMENTS

E DARPA 001

System Name:

Travel File (48 FR 25876, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"To be used by officials of DARPA for internal management administrative, and budgetary needs. Provides daily, weekly and monthly, status reports to top management concerning status of travel fund."

Delete the heading *"Routine uses of Records Maintained in the System, Including Categories of users and purposes of such uses."*

Delete the paragraph under the above heading.

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph following the above heading.

Delete the heading *"External Users, Uses, and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of such Uses."*

NATIONAL SECURITY AGENCY

AMENDMENTS

GNSA01

System Name:

NSA/CSS Access, Authority and Release of Information File.

Changes:

System location:

After "20755", delete period and add "–6000."

Authority for maintenance of the system:

Delete entry; substitute therefore: "National Security Agency Act of 1959, 50 U.S.C. section 402 note (Pub. L. 86–36); 50 U.S.C. section 831–835, (Pub. L. 88–290); 18 U.S.C. section 798. E.O. 12333."

After above add:

"Purpose(s):

"To provide a means to rapidly determine who may have access to information, spaces, combinations or keys; who is required to report for duty in special circumstances; who has been authorized to release official communications; who has been assigned additional special tasks, voluntary duties or other duties."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefore: "To contractor employees to make determinations as noted in the purpose above; to investigatory authorities engaged in national security investigations and to intelligence authorities or other governmental entities with respect to specific assignments or when emergency action is required. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Notification procedures:

After "20755", delete period and add "–6000."

Record access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA02

System name:

NSA/CSS Applicants.

Changes:

System location:

After "20755", delete period and add "–6000."

"Authority for maintenance of the system:

Delete entry; substitute therefore: "National Security Agency Act 1959, 50 U.S.C. section 402 note (Pub. L. 86–36); 50 U.S.C. section 831–835, (Pub. L. 88–290); E.O. 10450; 5 U.S.C. and appropriate implementing Office of Personnel Management directives in the Federal Personnel Manual."

After above add:

"Purpose(s):

"To support the recruitment, selection, hire and placement of applicants. The file is used to document applicant processing, as a basis for selection decisions by individual agency elements and the personnel organization, and such other related uses as required."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefore: "To contractor employees and other government entities to make determinations as noted in the purpose above. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Notification procedures:

After "20755", delete period and add "–6000."

Record access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA03

System name:

NSA/CSS Correspondence, Cases, Complaints, Visitors, Requests.

Changes:

System location:

After "20755", delete period and add "–6000."

Authority for maintenance of the system:

Delete entry; substitute therefore: "National Security Agency Act of 1959, 50 U.S.C. section 402 note (Pub. L. 86–36); 50 U.S.C. section 831–835, (Pub. L. 88–290); 5 U.S.C. section 552; Pub. L. 92–261; Pub. L. 93–259; Executive Order 10450; Executive Order 11222; Executive Order 11478; and Executive Order 12356".

After above add:

"Purpose(s):

"To provide a record of the official responses and determinations of NSA/CSS to various inquires for information, complaints or official actions of other governmental agencies and branches "

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefore: "To contractor employee to make determinations as noted in the purpose above. To provide reports in summary or statistical form to the Office of Equal Employment Opportunity. To appropriate governmental agencies and the judicial branch where litigation or anticipated civil or criminal litigation is involved or where sensitive national security investigations related to protection of intelligence sources or methods are involved. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Notification procedures:

After "20755", delete period and add "–6000."

Record access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA04

System name:

NSA/CSS Cryptologic Reserve Mobilization Designee List.

Changes:

System location:

After "20755", delete period and add "–6000."

Authority for maintenance of the system:

Delete entry, substitute therefore: "National Security Agency Act of 1959, 50 U.S.C. section 402 note (Pub. L. 86–36); and Title 10, U.S.C."

After the above add:

"Purpose(s):"

Delete *"Routine uses of records maintained in the system, including categories of users and the purposes of such uses:"* After *Purpose(s)* start paragraph beginning with "To maintain Table of Distribution on mobilization".

"Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

"See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Notification procedures:

After "20755", delete period and add "–6000."

Record access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA05

System name:

NSA/CSS Equal Employment Opportunity Data.

Changes:

System location:

After "20755", delete period and add "–6000."

Categories of records in the system:

Delete first line of entry; substitute therefore: "File contains civilian personnel data."

Authority for maintenance of the system:

Delete entry; substitute therefore: "Pub. L. 92–261; Pub. L. 93–259; National Security Act of 1959, 50 U.S.C. section 402 note (Pub. L. 86–36); Executive Order 11478; Chapter 713 of the Federal Personnel Manual."

After the above add:

"Purpose(s):

"To ensure compliance with cited authorities with respect to equal employment opportunities. To compile such studies, research, statistics and reports necessary to ensure compliance with cited authorities."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "To contractor employees to make determinations as noted in the purpose above. Reports, summaries and statistics may be made available to the Office of Equal Employment Opportunity, Congress, Department of Justice and Judicial branch elements as required by cited authorities, requested pursuant to those authorities or ordered by specific judicial branch order. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

System manager(s) and address:

After "20755", delete period and add "–6000."

Notification procedures:

After "20755", delete period and add "–6000."

Record access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA07

System name:

NSA/CSS Motor Vehicle and Carpools.

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA08

System name:

NSA/CSS Health, Medical and Safety Files.

Changes:

System location:

After "20755", delete period and add "–6000."

Authority for maintenance of the system:

Delete first line; substitute therefore: "National Security Agency Act of 1959, 50 U.S.C. section 402 note (Pub. L. 86–36); and Federal." After "Chapter I, 42", delete comma. After "Executive Order 11807", delete remainder of entry and add a period.

After above add:

"Purpose(s):

"To determine fitness for hiring, continued employment or assignment and reassignment; to process accident and compensation claims, correct hazardous conditions; determine eligibility for disability retirement; record names of blood donors; and to record participation in alcohol rehabilitation program."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefore: "To the Department of Labor in those cases involving compensation claims and to other governmental entities to make determinations as noted in the purpose above. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Notification procedures:

After "20755", delete period and add "–6000."

Record access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

Changes:

System location:

After "20755", delete period and add "–6000."

Authority for maintenance of the system:

Delete entry; add: "40 U.S.C., section 318a-b; 50 U.S.C. section 797; and Title 41 CFR Part 101–20.111 et seq."

Delete *Routine uses of records maintained in the system, including categories of users and the purposes of such uses:* and add: "Purpose(s):"

"Purpose(s):"

Delete first two lines of entry; substitute therefore: "To provide data necessary to manage and enforce parking lot". After "transportation and parking facilities and other related matters", delete remainder of paragraph.

After above add:

"Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

"Selected individual data limited to name, address and telephone number may be made available to commercial or private transportation entities where the individuals have indicated a desire to use or join a multiple-user transportation arrangement. To contractor employees to make determinations as noted in the purpose above. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Notification procedures:

After "20755", delete period and add "–6000."

Record access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA08

System Name:

NSA/CSS Payroll and Claims.

System location:

After "20755", delete period and add "–6000."

Authority for maintenance of the system:

Change first line of entry to "National Security Agency Act of 1959, 50 U.S.C. section 402 note (Pub. L. 86–36); 31 U.S.C., section".

After above add:

"Purpose(s):"

"To maintain effective control over and accountability for all relevant appropriated funds; to provide accounting data to support the NSA/CSS budget request and control the execution of the budget; provide financial information required by the Office of Management and Budget; provide financial information for NSA/CSS management purposes."

"Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefore: "Disclosure pursuant to 5 U.S.C. 5529 (b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1618a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(31). Disclosures from this system may also be made to other federal entities as necessary to effectuate repayment of debits owed the Government. To other governmental entities in connection with Social Security deductions, unemployment compensation claims, job-related injury and death benefits, tax audit and collections and other related claims or actions. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Notification procedures:

After "20755", delete period and add "–6000."

Record access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA09

System Name:

NSA/CSS Personnel File.

Changes:

System location:

After "20755", delete period and add "–6000."

Authority for maintenance of the system:

Delete first line; substitute therefore: "National Security Agency Act of 1959, 50 U.S.C. section 402 note (Pub. L. 86–36); 5 U.S.C. and certain". After "44 " U.S.C., section 3101;", delete remainder of paragraph and add: "41 CFR 101–20.111 and Executive Order 11222."

Delete "*Routine uses of records maintained in the system, including categories of users and the purposes of such uses:* and substitute therefore: *"Purpose"*. Delete first line and substitute therefore: "To Support". After "energency loan program; and training curricula planning and research.", delete remainder of entry.

After above add:

"Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To gaining employers or to financial institutions when individual has applied for credit; to contractor employees to make determinations as noted in the purpose above; to hearing examiners; the judicial branch or to other gaining government organization as required and appropriate; biographical information may be provided to the White House as required by the Senior Cryptologic Executive Service in support of the Awards Program. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Notification procedures:

After "20755", delete period and add "–6000."

Record access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA10

System name:

NSA/CSS Personnel Security File.

Changes:

System location:

After "20755", delete period and add "–6000."

Categories of individuals covered by the system:

After "employees of services", delete and and insert ";". Delete the period at the end of the paragraph and add "and individuals who were formerly affiliated with NSA/CSS."

Categories of records in the system:

After "security processing forms and records investigative reports, add "contractor appeal records,".

Authority for maintenance of the system:

Delete first line and substitute therefore: "50 U.S.C. section 831–835, (Pub. L. 88–290; National Security Agency Act of 1959, 50 U.S.C. section 402 note (Pub. L. 86–36);". After "10865", delete next line and add "12333 and 12356."

After above add:

"Purpose(s):

"The file is used in determinations with respect to employment, access, assignment and reassignment, assignment to a board of appraisal or management promotion, foreign official and unofficial travel, and other personnel actions where security represents a relevant and valid element of the determination."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry and substitute therefore: "To agencies outside DoD, to include but not limited to: Other clearance holder agencies or agencies charged with making clearance determinations; government agencies involved with national security or clearance investigations; other government agencies and private contractors requiring clearance status information and authorized to receive same; the DCI and his General Counsel in the event of litigation or anticipated litigation with respect to unauthorized disclosures of classified intelligence or intelligence sources and methods and related court actions; judicial branch elements pursuant to specific court orders or litigation. In addition, other government agencies or private contractors may be informed of information developed by NSA which bears on an assignee's or affiliate's status at NSA with regard to security consideration. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Retention and Disposal:

Delete entry and substitute therefore: "Files on all individuals assigned, employed, or granted access to NSA/CSS information or facilities or initiated on individuals requesting assignment, employment or access but never completed due to non-assignment, non-employment, or withdrawal or denial of access are maintained a minimum of 15 years after the last security action reflected in the file, then destroyed computer records are purged and updated consistent with these retention policies."

Notification procedures:

After "20755", delete period and add "–6000."

Record access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA11

System name:

NSA/CSS Time, Attendance and Absence.

Changes:

System location:

After "20755", delete period and add "–6000."

Categories of individuals covered by the system:

Delete entry and add: "NSA/CSS civilian employees and personnel under contract."

Authority for maintenance of the system:

Delete first line; substitute therefore: "National Security Agency Act of 1959, 50 U.S.C. section 402 note (Pub. L. 86–36); 50 U.S.C. section 831–835, (Pub. L. 98–290);".

After "as amended; 31 U.S.C., section 66a.", add:

"Purpose(s):

"To provide a means of accounting for all time, attendances and absence of NSA/CSS civilian employees and contract employees."

Categories individuals covered by the system:

After "contract", delete remainder of entry.

Routine uses of records maintained in the system, including categories of users and the purpose of such uses:

Delete entry; substitute therefore: "To contractor employees to make determinations as noted in the purpose above; to appropriate investigatory authorities engaged in national security investigations; hearing examiners and other authorized individuals with respect to grievances or adverse actions; and to those agencies identified in the NSA/CSS System of Records named 'Payroll and Claims' as necessary to document payroll actions. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Notification procedures:

After "20755" delete period and add "–6000."

Record access procedure:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA12

System name:

NSA/CSS Training.

Changes:

System location:

After "20755", delete period and add "–6000."

Authority for maintenance of the system:

After "the Federal Personnel Manual," delete remainder of entry; substitute therefore: "National Security Agency Act of 1959, 50 U.S.C. section 402 note (Pub. L. 86–36)."

After above add:

"Purpose(s):

"To maintain training records necessary to assure the equitable selection and approval of employees for NSA/CSS training or sponsorship; to provide documentation concerning military cryptolinguist resources and individual training, develop training requirements, refine training methods and techniques, and provide individual career and training counseling."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefore: "Portions of these files are made available to other governmental and non-governmental entities in support of training requirements and to contractor employees to make determinations as noted in the purpose above. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Notification procedure:

After "20755", delete period and add "–6000."

Records access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

GNSA13

System name:

NSA/CSS Archival Records.

Changes:

System location:

After "20755", delete period and add "–6000."

Categories of records in the system:

After "magnetic tapes", delete: "microfiche" and add: "and media, microforms, photographs,".

Authority for maintenance of the system:

Delete entry; substitute therefore: "Pub. L. 90–620; Pub. L. 81–754; National Security Agency Act of 1959, 50 U.S.C. section 402 note (Pub. L. 86–36); 5 U.S.C. section 552, Executive Order 12333 and Executive Order 12356."

After above add:

"Purpose(s):

"To provide the history, records management, declassification, and archival staffs with a means for locating and quantifying materials that require processing, reference service, review, or evaluation for transmittal to the National Archives."

Routine uses of records maintained in the system, including categories of users and the purposes of such users:

Delete entry; substitute therefore: "To enable the historian to locate source materials; permit systematic review of classified records; and provide a source from which response to public queries for NSA/CSS records can be more expeditiously handled, and, if possible, declassified. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices."

Storage:

Delete entry, add: "Hard copy, microforms, electronic storage media, and pictures."

Safeguards:

After, "those facilities" add ",".

Retention and disposal:

Delete entry; add: "Records are permanent, as determined by disposition schedules approved by the Archivist of the United States. They are reviewed periodically for declassification, and records declassified are transferred to the National Archives."

Notification procedures:

After "20755", delete period and add "–6000."

Record access procedures:

After "20755", delete period and add "–6000."

Contesting record procedures:

After "20755", delete period and add "–6000."

DEFENSE NUCLEAR AGENCY

DELETION

HDNA 003

System name:

Labor Management Relations Records System (48 FR 25890, June 6, 1983). Reason: Records are covered by HDNA 002, Employee Relations.

AMENDMENTS

HDNA 001

System Name:

Employee Assistance Program Case Record Systems (48 FR 25891, June 6, 1983). Changes:

System Name:

Delete entry; substitute therefor: "Employee Assistance Program"

System Location:

Delete "Biomedical Effects Office." After "Unit," add "HQ."; After "20305" add "–1000."; After "87115" add "–5000,"; Change "20014" to "20814–5145."

Categories of Records in the System:

Insert "or" before "emotional" and delete "or other job performance."

After *"Authority for Maintenance of the System,"* add:

"Purpose(s):

"For use by the Drug and Alcohol Abuse Coordinator in referring individuals for counseling and by management officials for follow-up actions."

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Delete entry; substitute therefor: "Upon request by or with specific written authority of individual or their authorized representative, selected information may be provided to and used by other counselors or medical personnel, research personnel, or employers, when disclosure is to the individual's benefit. See also blanket routine uses at beginning of Defense Nuclear Agency listing."

System Manager(s) and Address:

Delete "Biomedical Effects Office," substitute therefor: "HQ"; After "20305," add "–1000,"; Change "20014" to "20814–5145"; After "87115," add "–5000."

Notification Procedure:

Delete "Biomedical Effects Office," substitute therefor: "HQ,"; after "20305," add "–1000"; change "20014" to "20814–5145"; after "87115" add "–5000."

HDNA 002

System Name:

DNA 002 Employee Relations (48 FR 25889, June 6, 1983).

Changes:

System Name:

Delete "DNA 002."

System Location:

Insert "HQ," between "Office" and "Defense"; After "20305," add "–1000,"; Change "PACV" to "MPCV"; After "87115" add "–5000"; Change "20014" to "20814–5145."

Categories of Individuals Covered by the System:

Delete entry; substitute therefor: "Civilian employees and former employees paid from appropriated funds serving under career, career-conditional, temporary and excepted service appointments on whom suitability, discipline, grievance, and appeal records exist."

Categories of Records in the System:

Delete "Manual files, maintained in paper folders, contain copies of," and change "documents" to "Documents."

Authority for Maintenance of the System:

Delete entry; substitute therefor: "5 U.S.C. 1302, 3301, 3302, 7301; E. O. 9830; E. O. 11222; E. O. 11557, E. O. 11491." After "Authority for Maintenance of the System," add:

"Purpose(s):

"For use by agency officials and employees in the performance of their official duties related to management of civilian employees and the processing, administration and adjudication of discipline, grievances, suitability and appeals."

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Delete entry; substitute therefor: "Appeals examiners of the Merit Systems Protection Board; the Comptroller General or his authorized representatives and the Attorney General of the United States or his authorized representatives in connection with grievances, disciplinary actions, suitability, and appeals; Federal Labor Relations officials in the performance of their official duties. See also blanket routine uses at beginning of Defense Nuclear Agency listing."

System Manager(s) and Address:

Delete entry; substitute therefor: "Civilian Personnel Officer, for Headquarters, Defense Nuclear Agency, Washington, D.C., 20305–1000, and for the Armed Forces Radiobiology Research Institute, Bethesda, MD, 20814–5145; Civilian Personnel Officer, Kirtland AFB, New Mexico, 87115–5000, for Field Command, Defense Nuclear Agency.

Notification Procedure:

Delete entry; substitute therefor: "Information may be obtained from: Civilian Personnel Officer, HQ, Defense Nuclear Agency, Washington, D.C. 20305–1000, Telephone: Area Code 703–325–7591 for Headquarters, Defense Nuclear Agency and the Armed Forces Radiobiology Research Institute, Bethesda, MD, 20814–5145. Information may be obtained from the Civilian Personnel Officer, Bldg 2023A, Kirtland AFB, New Mexico, 87115–5000, Telephone: Area Code 505–264–9253, for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

HDNA 004

System Name:

Nuclear Weapons Accident Exercise Personnel Radiation Exposure Records System (48 FR 25892, June 6, 1983).

Changes:

System Name:

Delete "System" at end of title.

System Location:

After "87115," add "–5000."

Categories of Individuals Covered by the System:

Delete entry; substitute therefor: "Military and civilian employees of the Department of Defense and other federal, state, and local government agencies, contractor personnel, and visitors from foreign countries, who participate in planned exercises.

After *"Authority for Maintenance of the System,"* add:

Purpose(s):

"For use by agency officials and employees in determining and evaluating individual and exercise collective radiation dose and in reporting dosimetry results to individuals."

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Delete entry; substitute therefor: "Officials and employees of other government agencies, authorized government contractors, national, state and local government organizations and foreign governments in the performance of official duties related to evaluating, reporting, and documenting radiation dosimetry data. Officials of government investigatory agencies in the performance of official duties relating to enforcement of federal rules and regulations. See also blanket routine uses at beginning of Defense Nuclear Agency listing."

Retention and Disposal:

Delete entry; substitute therefor: "All records are retained permanently."

System Manager(s) and Address:

After "87115," add "–5000."

Notification Procedure:

Delete entry; substitute therefor: "Information may be obtained from the System Manager, address as above."

Record Access Procedures:

Delete entry; substitute therefor: "Requests for information should be addressed to the System Manager and include full name and applicable dates of participation, if available. Visits can be arranged with the System Manager. Requests from current or potential employers must include signed authorization from individual."

Contesting Record Procedures:

Delete entry; substitute therefor: "Rules for contesting contents and appealing initial determinations may be obtained from the System Manager, address above, or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 2035–1000."

HDNA 005

System Name:

Manpower/Personnel Management System (48 FR 25893, June 6, 1983).

Changes:

System Location:

Delete entry; substitute therefor: "Manpower Management and Personnel Directorate, HQ, Defense Nuclear Agency, Washington, D.C. 20305–1000, Routing Symbol: OAMP. Also at the following subordinate commands: Field Command, Defense Nuclear Agency, Bldg. 20364, Kirtland AFB, New Mexico 87115–5000; Civilian Personnel Office, Armed Forces Radiobiology Research Institute, Bethesda, MD 20814–5145, Bldg 42, located on the grounds of the National Naval Medical Center. Also supervisor maintained files at all three locations."

Categories of Records in the System:

Delete the following categories: "Special Program Identification Code; Personal Title of Employee; Employing Office Name; Average Grade by Command Elements; Rotational Position Identification; Office Titles; Arm of Service;" and add the following categories: "Aggregate Program Element Code; Position Indicator; Academic Degree Requirements; Directorate/Department, Divison, Branch, and Section Office Titles; Service Authorization Position Number; Physical Profile; Nature of Action Code #2; Annuitant Indicator; Vietnam Veteran; Entered Present Position; Future Action Type; Agency Submitting Element; Submitting Office Code; Merit Pay Designator; Bargaining Unit Designator; Old SSN; Course Title Hose; Tuition; Transportation Per Diem; Hourly Rate; Training Grade Level; Administrative Cost; Type of Career Training Program."

After "Authority for Maintenance of the System," add:

Purpose(s):

"For use by officials and employees of the Defense Nuclear Agency in the performance of their official duties related to the management of civilian and military employee programs. To compile and consolidate reports relating to manpower authorization/assigned strengths and to record personnel data and use that data to compile information as required by management officials within the agency."

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Delete entry; substitute therefor: "Representatives of the Merit Systems Protection Board on matters relating to the inspection, survey, audit or evaluation of the civilian programs or such other matters under the jurisdiction of that organization. The Comptroller General or any of his authorized representatives in the course of performance of duties of the General Accounting Office relating to civilian programs. Duly appointed Hearing Examiners or Arbitrators for the purpose of conducting hearings in connection with an employee grievance. See also blanket routine uses at beginning of Defense Nuclear Agency listing."

Storage:

Add a period after "boxes," and delete "and paper rosters."

Retrievability:

Delete last sentence.

Retention and Disposal:

Delete entry; substitute therefor: "Computer magnetic tapes are permanent. Manual records are maintained on a fiscal year basis. Monthly reports are destroyed at the end of each FY; annual reports are retained in 5-year blocks, transferred to the WNRC, and offered to NARS 20 years after cutoff."

System Manager(s) and Address:

Delete entry; substitute therefor: "Director, Manpower Management and Personnel Directorate, HQ, Defense Nuclear Agency, Washington, D.C. 20305–1000, Telephone: 703–325–7047."

Contesting Record Procedures:

Delete entry; substitute therefor: "Rules for contesting contents and appealing initial determinations may be obtained from the System Manager, address above, or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305–1000."

Record Source Categories:

Delete entry; substitute therefor: "Information is extracted from military and civilian personnel records, Joint Manpower Program documents and voluntarily submitted by individual."

HDNA 006

System Name:

DNA Employees Occupational Health Programs Records System (48 FR 25894, June 6, 1983).

Changes:

System Name:

Delete entry; substitute therefor: "Employees Occupational Health Programs."

System Location:

Delete entry; substitute therefor: "Occupational Health Unit, HQ, Defense Nuclear Agency, Washington, D.C. 20305–1000, Routing Symbol: HU."

After "Authority for Maintenance of the System," add:

"Purpose(s):

"For use by authorized medical personnel in providing any medical treatment or referral; to provide information to agency management officials pertaining to job-related

injuries or potential hazardous conditions; and to provide information relative to claims or litigation."

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Delete entry; substitute therefor: "The Office of Personnel Management and the Federal Labor Relations Authority (including the General Counsel) in the performance of official duties. The Department of Labor in connection with claims for compensation. The Department of Justice in connection with litigation relating to claims. The Occupational Safety and Health Agency in connection with job-related injuries, illnesses, or hazardous conditions. See also blanket routine uses at the beginning of the Defense Nuclear Agency listing."

System Manager(s) and Address:

Delete "Biomedical Effects Office," and add "-1000" after "20305."

Contesting Record Procedures:

Delete entry; substitute therefor: "Rules for contesting contents and appealing initial determinations may be obtained from the System Manager, address above, or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000."

HDNA 007

System Name:

Security Operations System (48 FR 25895, June 6, 1984).

Changes:

System Name:

Delete "System" from the title.

System Location:

After "20305," and "-1000;" after "87115," add "-5000;" change "20014" to "20814-5145."

After "Authority for Maintenance of the System," add:

"Purpose(s):

"For use by officials and employees of the Defense Nuclear Agency and other DoD Components in the performance of their official duties related to determining the eligibility of individuals for access to classified information, access to buildings and facilities, or to conferences over which DNA has security responsibility."

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Delete entry; substitute therefor: "Officials and employees of Government contractors and other Government agencies in the performance of their official duties related to the screening and selection of individuals for security clearances and/or special authorizations, access to facilities or attendance at conferences. See also blanket routine uses at beginning of Defense Nuclear Agency listing and the applicable exemption at end of system notice."

System Manager(s) and Address:

After "Directorate," add "HQ,"; after "20305," and "-1000,"; after "87115," add "-5000."

Notification Procedure:

Delete entry; substitute therefor: "Information may be obtained from the System Manager, address above, for HQ, DNA and AFRRI, Telephone: (202) 325-7086; for FCDNA, from the System Manager, address above, Telephone: (505) 264-1423."

Record Access Procedures:

Delete first sentence; substitute therefor: "Requests for information should be addressed to the System Managers, addresses above."

Contesting Record Procedures:

Delete entry; substitute therefor: "Rules for contesting contents and appealing initial determinations may be obtained from the System Managers, addresses above, or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000."

HDNA412-14

System Name:

412-14 Biography Files (48 FR 25891, June 6, 1983).

Changes:

System Identifier:

Change HDNA 412-14 to HDNA 008.

System Name:

Delete entry; substitute therefor: Biographies.

System Location:

After "Office," add "HQ,"; after "20305," add "-1000."

Categories of Individuals Covered by the System:

Delete entry; substitute therefor: "Senior military officers of the Army, Air Force, Navy and Marines; senior DoD civilians, and contractor personnel."

Categories of Records in the System:

Delete entry; substitute therefor: "Brief biographical data (sometimes including photographs).

Authority for Maintenance of the System:

Delete entry; substitute therefor: "5 U.S.C. 301 and 302."

After "Authority for Maintenance of the System," add:

"Purpose(s):

"To maintain biographical data for use by agency officials and employees."

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Delete entry; substitute therefor: "Information on key Defense Nuclear Agency personnel may be released to the media, individuals, businesses, or any other public or private requester for use in compiling background information. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

Retrievability:

Delete "Filed." Change "alphabetically" to "Alphabetically."

Safeguards:

Delete entry; substitute therefor: "Files are secured in a locked file in an area accessible only to authorized personnel. The building is protected by security guards and an intrusion alarm system."

Retention and Disposal:

Delete entry; substitute therefor: "Files are retained in an active file until retirement, transfer, separation, or death of the individual concerned or in accordance with current records management regulations."

System Manager(s) and Address:

Delete entry; substitute therefor: "Public Affairs Officer, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000, Telephone: (202) 325-7095."

Notification Procedure:

Delete entry; substitute therefor: "Information may be obtained from the System Manager."

Record Access Procedures:

Delete entry; substitute therefor: "Written requests should be addressed to HQ, Defense Nuclear Agency, ATTN: Public Affairs Office, Washington, D.C. 20305-1000, and contain the full name of the requester. Visits can be arranged by the Public Affairs Officer, Telephone: (202) 325-7095."

Contesting Record Procedures:

Delete entry; substitute therefor: "The agency's rules for access to records and

for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager or from the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C., 20305–1000."

Record Source Categories:

Delete entry; substitute therefor: "Information is voluntary submitted by individual."

HDNA 609–02

System Name:

Personnel Radiation Exposure Records (48 FR 25896, June 6, 1983).

Changes:

System Identifier:

Change HDNA 609–02 to HDNA 009.

System Location:

Delete entry; substitute therefor: "Armed Forces Radiobiology Research Institute (AFRRI), Defense Nuclear Agency, Bethesda, MD, 20814–5145, on the grounds of the National Naval Medical Center, and Field Command, Defense Nuclear Agency (FCDNA), Kirtland AFB, NM, 87115–5000."

Categories of Individuals Covered by the System:

Delete entry; substitute therefor: "Employees, contractors, or visitors who enter the AFRRI building; other DNA/FCDNA employees who work in positions which might result in exposure to radiation; and individuals who participated in the cleanup of Enewetak Atoll."

Categories of Records in the System:

Delete entry; substitute therefor: "Name, Social Security Account Number, Sex, Date of Birth, Current and Previous Radiation Exposure History, Dates and Places of Employment, Dates of Exposures, Citizenship, Information on Pregnancy, Areas Visited or Worked, Dates of Arrival and Departure, Organization, Assigned Department, Bioassay Information, Grade/Rank, Work Phone and Location."

After "Authority for Maintenance of the System," add: "*Purpose(s):* For use by agency officials and employees to provide documentation on any exposure to radiation experienced by an individual in the course of work-related activities or while present in agency facilities."

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Delete entry; substitute therefor: "Information may be released to support legal or medical claims for or against the government; to regulatory agencies for use in measuring quality of radiation protection programs, or for licensing procedures; to current or potential employers; or to individuals or their authorized representatives. See also blanket routine uses at the beginning of the Defense Nuclear Agency listing."

Storage:

Delete entry; substitute therefor: "Card files, paper records in file folders, microfiche/film, and automated records on magnetic tapes, disks and computer printouts."

Safeguards:

Delete entry; substitute therefor: "AFRRI and FCDNA facilities are in controlled access buildings which are protected by intrusion alarm systems. Records are further secured in controlled areas accessible only by authorized personnel. Automated records are protected by user identification codes and password."

Retention and Disposal:

Delete entry; substitute therefor: "For employees, records are kept permanently. For visitors, records are retired after two years to record holding areas for permanent retention. For foreign visitors, records are sent to State Department for retention. Enewetak records are retained permanently."

System Manager(s) and Address:

Delete entry; substitute therefor: "Department Head, Radiation Safety Department, Armed Forces Radiobiology Research Institute, Defense Nuclear Agency, Bethesda, MD 20814–5145; Health Physicist, Logistics Directorate, Field Command, Defense Nuclear Agency, ATTN: (FCLS), Kirtland AFB, NM 87115–5000."

Notification Procedure:

Delete entry; substitute therefor: "Information may be obtained from the System Manager."

Record Access Procedures:

Delete entry; substitute therefor: "Information may be obtained from the System Manager."

Contesting Record Procedures:

Delete entry; substitute therefor: "The Agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305–1000."

Record Source Categories:

Delete entry; substitute therefor: "Information if voluntarily submitted by individuals or derived from exposure data."

HDNA 609–03

System Name:

Personnel Exposed to Radiation from Atmospheric Nuclear Tests.

Changes:

System Identifier:

Change HDNA 609–03 to HDNA 010.

System Name:

Delete entry; substitute therefor: "Nuclear Test Participants."

System Location:

Delete entry; substitute therefor: "Biomedical Effects Directorate, HQ, Defense Nuclear Agency, Washington, D.C. 20305–1000; Field Command, Defense Nuclear Agency, ATTN: FCLS, Kirtland AFB, NM 87115–5000."

Categories of Individuals Covered by the System:

Delete entry; substitute therefor: "Military and civilian participants of the U.S. nuclear testing programs (includes some personnel from the occupational forces in Japan)."

Categories of Records in the System:

Delete entry; substitute therefor: "Name, rank, grade, service number, social security number, last known or current address, dates and extent of test participation, exposure data, unit of assignment, medical data, and documentation relative to administrative claims or civil litigation."

After "Authority for Maintenance of the System," add: "Purpose(s): For use by agency officials and employees, other DoD components, or authorized government contractors in the preparation of the histories of nuclear test programs; to conduct scientific studies or medical follow-up programs and to provide data or documentation relevant to the processing of administrative claims or litigation."

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Delete entry; substitute therefor: "National Research Council and the Center for Disease Control, for the purpose of conducting epidemiological studies on the effects of ionizing radiation on participants of nuclear test programs. Department of Labor, for the purpose of processing claims by

individuals who allege job-related disabilities as a result of participation in nuclear test programs and for litigation actions. Department of Energy, for the purpose of identifying DOE and DOE-contractor personnel who were, or may be in the future, involved in nuclear test programs; and for use in processing claims or litigation. Veterans Administration, for the purpose of processing claims by individuals who allege service-connected disabilities as a result of participation in nuclear test programs and for litigation actions; and to conduct epidemiological studies on the effects of radiation on nuclear test participants. Information may be released to individuals or their authorized representatives. See also blanket routine uses at beginning of Defense Nuclear Agency listing."

Retrievability:

Delete entry; substitute therefor: "Records are retrieved by name, military service number and social security number."

Safeguards:

Delete entry; substitute therefor: "Paper records are filed in folders stored in areas accessible only by authorized personnel. Buildings are protected by security guards and intrusion alarm systems. Magnetic tapes are stored in a vault in a controlled area within limited access facilities. Access to computer programs is controlled through software applications which require validation prior to use."

Retention and Disposal:

Delete entry; substitute therefor: "Records are retained for 50 years after termination of case.

System Manager(s) and Address:

Delete entry; substitute therefor: "NTPR Program Manager, Biomedical Effects Directorate, HQ, Defense Nuclear Agency, Washington, D. C. 20305–1000 (for atmospheric test records) and Field Command, Defense Nuclear Agency, ATTN: FCLS, Kirtland AFB, NM 87115–5000, (for underground test records)."

Contesting Record Procedures:

Delete entry; substitute therefor: "Information on agency rules and procedures for contesting record contents or appealing initial determinations may be obtained from the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305–1000."

Record Source Categories:

Delete entry; substitute therefor: "DNA Form 10, DoD records from individuals voluntarily contacting DNA or other elements of DoD by phone or mail, dosimetry records and records from the Department of Energy, the Veterans Administration, the Social Security Administration, the Internal Revenue Service, and the Department of Health and Human Services."

ORGANIZATION OF THE JOINT CHIEFS OF STAFF

AMENDMENTS

JOJCS001 MILPERS

System Name:

OJCS Medals and Awards, Files and Report System; Microfilmed Historical Awards (48 FR 25898, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Add the following paragraphs under the above heading.

"This information is used by the Secretary of Decorations and Awards Board to retrieve information for the Maintenance of the Awards Program."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

JOJCS002 MILPERS

System Name:

Military Personnel Files (48 FR 25899, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Add the following paragraph under the above heading.

"To be used by Officials of military Personnel Branch, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff to perform Administrative functions required on individuals prior to their assignment to, during their assignment to, and after their assignment to the Organization of the Joint Chiefs of Staff. Uses Include, but are not limited to knowing when an individual will arrive, what agency they will be assigned to, who they will replace and when an individual will depart."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the following heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

JOJCS003SMB

System Name:

Directorate Administrative Services Management Information System (DASMIS) (48 FR 25900, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Add the following paragraph under the above heading.

"To be used by Officials of the personnel Division in performing all administrative functions as appropriate with respect to Personnel assigned to the OJCS: for Monitoring and Processing requests for Manpower and organizational Management Services, performing organizational and Manpower reviews for OJCS. Used by the Service Division in developing and Preparing financial data for the OJCS and carrying out associated programming and fiscal functions, assigning space and providing equipment, supplies and service support as may be required by the OJCS."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the following heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

JOJCS004 SECDIV

System Name:

Personnel Security File Security Division, DSS (48 FR 25900, June 6, 1983).

Changes:

Delete the last three letters under system name *"DAS."* add "DSS."

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Add the following paragraphs under the above heading.

"This information is used by Officials and Personnel of the OJCS Security Division DSS to perform all administrative functions necessary to determine eligibility of personnel for security clearance provide processing of all security clearances; processing and producing all passes and badges for Personnel requiring access to OJCS restricted areas; devise and implement security policies and provide for the security of the OJCS areas."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the following heading *"Routine Uses of Records Maintained in the System, Including Categories of users and the purposes of such uses."*

DEFENSE COMMUNICATIONS AGENCY

DELETIONS

KSPT.01

System name:

Military Personnel Management/ Assignment Files (48 FR 25917), June 6, 1983.

Reason:

Records are no longer maintained.

AMENDMENTS

KEUR.04

System name:

Security Clearance File.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

Information is maintained as a centralized reference document for verification of security clearances held by DCA Europe personnel."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete first paragraph. Add as last paragraph: "See also 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

KNCS.02

System name:

National Communications System (NCS) Plan for Emergencies and Major Disasters.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Office of the Manager, NCS—To ensure that Federal agencies and certain telecommunications officials understand what their responsibilities and functions are in pre-disaster planning."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete first paragraph. Add as last paragraph: "See also 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

KNCS.03

System name:

National Communications System Emergency Action Group (NEAG).

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Office of the Manager, NCS—To inform the NCS staff of its responsibilities under conditions of a worsening emergency and who to contact in the Federal agencies to keep them apprised."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete first paragraph. Add as last paragraph: "See also 'Blanket Routine Uses' set forth at the beginning of DCA's listing or records."

KWHC.05

System name:

Personnel Information System.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Provide verification and notification to individual on accuracy of military personnel file. Used to verify, correct and update procurement summaries, locator files, address, suspense items, passports, separation dates, service badge eligibility, medal eligibility, clothing allowance eligibility, survivor benefits, promotion eligibility, photograph and physical completion, personnel rosters, loss reports, issuance of orders, MOS testing, notification change and new dependents. Used by individual to insure accuracy of Agency information."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

KWHC.06

System name: Personnel Security Files.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Nomination files for assignment to WHCA are initiated to transmit completed background investigations to the following activities (in the order listed):

"The Office of the Special Assistant to the Secretary and Deputy Secretary of Defense.

"The Office of the Military Assistant to the President.

"Nomination files are used to evaluate the background, character, and qualifications of persons for assignment to the agency.

"Individual pass and security identification requirements records are collected to control or limit access of personnel to sensitive facilities.

"Individual reports of involvements in accidents or incidents are used to monitor the security and security-related conduct of personnel who are assigned to a Presidential support activity and who have access to classified information.

"Individual requests for approval of off-duty employment of active duty military personnel. The formal request documents that a determination has been made that the off-duty employment does not involve any conflict of interest.

"Retained copies of notifications of the indoctrination of personnel for various security clearances and special access programs. Notifications are used to insure that only properly

indoctrinated personnel are permitted access to these security clearances and programs.

"Retained copies of correspondence advising the Commander, Naval Support Facility, Camp David, Maryland, of the completion of a National Agency Check on the spouses of WHCA personnel assigned to Camp David. Notifications are used as the basis for the preparation of access lists to Camp David.

"Individual certifications of security clearances issued by the Defense Communications Agency. These certify that personnel assigned to the agency have met all requirements for access to classified material.

"Interview notes dealing with the personal interview of individuals tentatively accepted for assignment to the White House Communications Agency, pending completion of the background investigation. Notes are used to assess the overall qualifications of personnel tentatively selected for assignment to the agency."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Nomination files for assignment to WHCA are initiated to transmit completed background investigations to the following activities (in the order listed):

"The Staff Assistant for Security,

"Office of the Counsel to the President;

"Special Agent in Charge, Technical

"Security Division, United States Secret Service.

"Statement of Personal History, as well as the periodic update of personal history data, is used to furnish the Defense Communications Agency, the White House Office, and other Federal Agencies personal data on applicants for assignment or duty with the agency. Statements of Personal History serve as the basis for initiation of background investigations and assessing the eligibility of individual for special access programs.

"See also 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

K105.01

System name:

Confidential Statement of Employment and Finanical Interest.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Office of Counsel, DCA. To assure that the applicable DCA personnel refrain from any private business or professional activity or refrain from having any direct or indirect financial interest which would put them in a position where there is a conflict between their private interest and the public interests of the United States, particulary those related to their duties and responsibilities as DCA personnel. And even though a technical conflict may not exist, the Counsel, DCA, must assure that DCA personnel avoid the appearance of such a conflict from a public confidence point of view. The resolution of a conflict or appearance of a conflict may be accomplished by one or more means, such as changes in assigned duties, divestment of a conflicting interest, disqualification for a particular assignment, disciplinary action, or criminal action. A DCA employee who falls within the applicable categories will have his OF8 (the covering form with his position description) stamped with the notation, 'Requires confidential statement of employment and financial interest as required by DoD Directive 5500.7'.

"DCA management—To review where there is an unresolved conflict of interest and adverse action is to be taken."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

Retention:

Delete entry; substitute therefor: "Records are temporary. They are destroyed when 6 years old except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation."

K232.01

System Name:

Travel Orders Records System.

Changes:

After "Authority for maintenance of the system", and:

"Purpose(s):

Used by personnel in the Services Branch, Code 232, and personnel in the Travel Branch, Code 234, Headquarters, DCA, in maintaining appropriate and accountable records for individuals performing official travel on DCA business and to ensure individual travel advances are liquidated."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor:

"Disclosures may be from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

"Credit Bureaus and Debt Collection Agencies—Records may be referred to private contract organizations to comply with the provisions of the Debt Collection Act of 1982 (10 U.S.C. 136) for non-payment of an outstanding debt.

"Other Federal Agencies—Records of debtors obligated to DoD, but currently employed by another Federal agency, may be referred to the employing agency under the provisions of the Debt Collection Act of 1982 for the purpose of the debt.

"See also 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

K240.01

System name:

Personnel Security Investigative Dossier File (PSIDF).

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Information is collected and used for the purposes of determining the suitability, eligibility or qualification of personnel previously defined for assignment, employment or qualification for access to various levels of U.S. Government classified and sensitive compartmented information and to certify clearances and accesses as required.

"Counterintelligence and Security Division (DIA): The personnel security investigative dossier for each individual previously defined who has, or had, a valid requirement for access to compartmented intelligence information is reviewed to determine, for the responsible United States Intelligence Board Member, the individual's eligibility for such access.

"Also released to law enforcement and investigatory authorities of the U.S. Government for conduct of official investigations."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete first, second, and fourth paragraphs. Add as last paragraph: "See

also 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

K240.02

System name:

Sensitive Compartmented Info (SCI) Posn/Pers Accountability System.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

Special Security Branch—Information is collected and used for management and control of access to SCI by personnel previously identified. Individuals are accounted for by name, grade, military service number or social security account number, position and organization. Also used for the certification of SCI accesses for which an individual has been granted access.

"Counterintelligence and Security Division and Systems Operations Division, Defense Intelligence Agency (DIA)—the SI/SAO Billet Roster, previously defined, is used for integration into the DIA Security Management Information System (SMIS).

"Strategic Operations Division and Office of the Directorate of Administrative Services, the Joint Staff, Organization of the Joint Chiefs of Staff—the SIOP-ESI Billet Roster, previously defined, is used for integration into the master SIOP-ESI Billet Roster."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete first three paragraphs. Add as last paragraph: "See also 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

K240.03

System name:

Clearance Card File for Defense Communications Agency (DCA) Personnel.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Information is used by personnel of the Security Branch, Code 240, Headquarters, DCA, as a convenience or ready reference file to determine the security clearances and dates of issue for personnel assigned to or employed by DCA world-wide.

"Used to certify security clearances of individuals in writing or telephonically for attendance at classified conferences at other U.S. Government agencies and at private industry organizations having an industrial clearance and generally engaged in classified contract work for DCA.

"Information is available to the individual and to DCA supervisors of the individual to verify that the individual has the necessary security clearances for attendance at meetings and conferences where classified information is discussed."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

K240.04

System name:

Identification Badge System.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Physical Security Branch, DCA—This system is established for the purpose of issuing identification badges to authorized DCA employees and for maintaining proper processing controls in the authorizations for issuance, the production of, and recall and controlled destruction of, security badges."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

K240.05

System name:

Visitor Clearance File.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Physical Security Branch, DCA—Information is collected and used for management use and control of access to classified information; daily certification of clearances to DCA project officers; certification of clearance on travel orders; request for DCA badges.

"Department of Army, Military District of Washington—Identifying data (name, date and place of birth, sex, height, weight and organization) used on DoD and Pentagon Building passes (DD Forms 1466 and 1467).

"Joint Chiefs of Staff (JCS)—Identifying data (name, grade, height, weight, color of hair and eyes, date and place of birth, security clearance) used on JCS passes or badges and is submitted on JCS Form 8.

"Provost Marshal, Fort Ritchie, MD—Identifying data (name, grade, rank, title, branch of service, social security number, date and place of birth, weight, height, color of hair and eyes, sex, organization or employer, security clearance) used on Fort Ritchie badges and is submitted on Fort Ritchie ACCN Form 19."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Used for certification of clearances to any U.S. Government agency or DoD component participating in DCA projects, or where the DCA is a participant in another agency or component project.

"See also 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

K240.07

System name:

Vehicle and Parking Registration Card.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Physical Security Branch, DCA—Information is used to report statistical data on DCA parking spaces to the GSA: The total number of parking spaces; the number used for Government-owned or leased vehicle parking; other official parking; visitor vehicle parking; employee parking; number of employee spaces assigned to physically handicapped employees; number and percentage of employee parking spaces assigned to executive personnel and persons assigned unusual hours; number of employee parking spaces used by carpools; and total number of persons using carpool spaces."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Use' at the beginning of DCA's listing of records."

K660.01

System name:

303–41–42 Claims Files, Requests for Waiver of Pay and Allowances.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Records residing in these files represent the history of a request for waiver of claim and the action taken thereon, including disposition. Records are used to administer and process requests for waivers of claims."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete first and third sentences. Add as last paragraph: "See also 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

K700.06

System name:

Report of Defense Related Employment.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

Used by the Civilian Personnel Division staff to assure that applicable DCA civilian employees submit a completed DD Form 1787 to review information as submitted for the possibility of a violation of the law or Department of Defense Directive, and to transmit a composite listing by employee name and defense contractor together with completed DD Forms 1787 to the Assistant Secretary of Defense (Manpower, Installations, and Logistics)."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete first paragraph, add as last paragraph: "See also 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

K700.17

System name:

603–01 Official Personnel Folder Files (Standard Form 66).

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

Used as prescribed by Civil Service Commission Regulations and to provide data for the automated Defense Communications Agency Manpower and Personnel System (Maps)."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See 'Blanket Routine Uses' set forth at the beginning of DCA's system of records."

ALL OTHER DCA SYSTEMS OF RECORDS

In all other DCA systems of records, substitute the caption *"Purposes(s)"* for the caption *"Routine uses of records maintained in the system, including categories of users and the purposes of such uses."*

After "Purpose(s)", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

"See 'Blanket Routine Uses' set forth at the beginning of DCA's listing of records."

DCA Station List Directory:

Changes:

Under "District of Columbia", delete "Command and Control Technical" and substitute "Joint Data Systems Support". Add the following entries: "Planning and Systems Integration Center, Washington, DC 20305", "Command and Control Systems Organization, Washington, DC 20305", and "Defense Communications System Organization, Washington, DC 20305".

After "District of Columbia", add new caption "FLORIDA".

Under "Florida", add "DCA Field Office, Building 540, MacDill AFB, FL 33608".

Under "Illinois", change entries to read: "DCAOC Allocation and Engineering Directorate, Code N400, Scott AFB, IL 62225" and "Defense Commercial Communications Office, Building 3189, Scott AFB, IL 62225".

Under "New York", change entries to read: "DCA Field Office Turkey, JUSMMAT, APO New York 09254", "DCA European Area, APO New York 09131", and "Defense Commercial Communications Office Europe, APO New York 09130".

Addendum to DCA Station List Directory

Changes:

Change first sentence of second paragraph to read: "The official military personnel records of military personnel assigned to DCA are maintained by the parent department and that department has the only complete official copies of the military members' personnel records file". Change content within parentheses in the last sentence of second paragraph to read: "leave forms for Army, Navy, and Air Force personnel and SIDPERS for Army personnel". Delete last paragraph.

DEFENSE INTELLIGENCE AGENCY

AMENDMENTS

L0005DIA

System name:

Personnel Management Information System (PMIS) (48 FR 25951), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"The PMIS collects employment information on current and former military and civilian employees of DIA and their dependents nominated for assignment to the Defense Attache System. Records are required by the Agency to facilitate its day-to-day operations, to provide postal and locator service, to identify next-of-kin for emergency notification and as a source document to prepare recall and special rosters required for the Agency's operation and emergency functions."

After *"Purpose(s)"*, add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Information will be disclosed to such other Federal agencies, state and local governments, as may have a legitimate use for such information and which agree to apply appropriate safeguards to protect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained. At overseas locations information may be provided to host country officials, Department of State, Department of Justice, Department of Treasury and the Central Intelligence Agency. Also, see Blanket Routine Uses at the beginning of DIA's listing."

L0010DIA

System name:

Requests for Information (48 FR 25952), June 6, 1983.

Changes:

After "Authority for maintenance of the system", Add:

"Purpose(s):

"To provide records and documentation in response to requests from the public sector for information which is originated by or contained in the files of DIA in accordance with public disclosure statutes."

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Information is released to provide for compiling reports required by public disclosure statutes and to assist the Department of Justice in preparation of the Agency's defense in any law suit arising under these statutes. Also, see Blanket Routine Uses at the beginning of DIA's listing."

L0011DIA

System name:

Student Information Files (48 FR 25953), June 6, 1983

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"This information is collected to provide data for managing the student population at the Defense College and for historical documentation. Information is used to document, monitor, manage, and administer the student's performance at the College."

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Information is released to provide verification of training accomplished to Federal agencies and educational institutions when requested. Also, see Blanket Routine Uses at the beginning of DIA's listing."

L0014DIA

System name:

Employee Grievance Files (48 FR 25954), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"To record all information collected in the course of a formal grievance including statements, findings, exhibits, recommendations and decisions. Files may be used as part of subsequent administrative or judicial proceedings concerning central or peripheral issues."

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Information is provided to officials of the Merit Systems Protection Board including the Office of the Special Counsel, or the Equal Employment Opportunity Commission when requested in performance of their authorized duties; to disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding. Also, see Blanket Routine Uses at the beginning of DIA's listing."

L0015DIA

System name:

Biographic Sketch (48 FR 25954), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Information is collected on Agency higher ranking civilian and military personnel assigned to offices in the Washington, D.C. area and the DAOs world-wide to provide managers of branches, divisions and higher levels of management with a capsule summary of biographic type information on assigned personnel so as to acquaint the managers, quickly, with an individual's background prior to visits, informal discussions, counseling sessions and other types of personnel actions. Biographic sketches are also collected on speakers at the Defense Intelligence College. To establish an individual's bona fide as a noted authority in a specialized area for the purpose of utilizing that expertise to fill a gap in the DIA's resources."

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Information will be disclosed to such other Federal agencies, state and local governments, as may have a legitimate use for such information and which agree to apply appropriate safeguards to protect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained. Also, see Blanket Routine Uses at the beginning of DIA's listing."

L0140DIA

System name:

Passports and Visas (48 FR 25955), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Information is collected to obtain and safekeep official passports until needed for travel and to obtain necessary visas from appropriate Embassies; to notify individuals to reapply when passports expire and to return passports to the Department of State upon departure of the individual from DIA.

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Information is provided to U.S. Embassies and the Department of State. Also, see Blanket Routine Uses at the beginning of DIA's listing."

L0209DIA

System name:

Litigation and Disposition Documentation (48 FR 25956), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

Purpose(s):

"Information is compiled to support various legal-related activities of the Department of Justice, the Office of Personnel Management and the Military Service or adjudicative agencies of the U.S. Government as may be necesary or required in the disposition of an individual case."

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Information is released to the Department of Justice, the Office of Personnel Management or adjudicative agencies of the U.S. Government. Also, see Blanket Routine Uses at the beginning of DIA's listing."

L0271DIA

System name:

Investigations and Complaints (48 FR 25956), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Information is collected to determine the facts and circumstances surrounding a complaint filed with the Office of the Inspector General by a DIA employee or to determine the facts and circumstances of matters under Inspector General inquiry or investigation. Information collected by the Inspector General is for the purpose of providing the Director, DIA, with a sound basis for just and intelligence actions. Records are used as a basis for recommending actions to the Command Element and other DIA elements."

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Information may be passed to the Department of State, Department of Justice, Central Intelligence Agency and to other appropriate Government agencies. Also, see Blanket Routine Uses at the beginning of DIA's listing."

L0335DIA

System name:

Alcohol and Drug Abuse Reporting Program (48 FR 25957), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Information is collected and maintained to provide the Agency an accurate accountability of individuals involved in alcohol and drug abuse activities, education and training, and rehabilitation programs.

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "The records in the system may be disclosed outside DIA: to Government personnel for the purpose of obtaining benefits to which the person undergoing treatment is entitled; to qualified personnel for the purpose of conducting scientific research, management or financial audits, or program evaluation; to appropriate elements within the Department of State, Department of Justice and Office of Personnel Management when required for actions relative to the employees' employment, access to classified material or areas; to a court of competent jurisdiction upon authorization by an appropriate order."

L0435DIA

System name:

DIA Awards Files (48 FR 25958), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Information is collected and submitted to determine eligibility for awards and decorations to individuals and units while assigned or attached to the DIA. Information is required for preparation of orders and for inclusion in individual's Service record. Records are used to obtain the approval for the awarding of the decoration, for the compilation of required statistical data and provided to the Military Departments when appropriate."

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See Blanket Routine Uses at the beginning of DIA's listing."

L0480DIA

System name:

Reserve Training Records (48 FR 25959), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"The Reserve Affairs Office is required to maintain current biographical information on all personnel who are assigned to a DIA Reserve billet or perform Reserve duty with the Agency. The data is used to help provide productive tours for the Reservists. It is also used by DIA staff personnel and the Reserve Affairs Officer to evaluate the Reservists for Reserve billets or assignments. Biographical information will be maintained in the Reserve Affairs Office if person is accepted for assignment; otherwise, it will be destroyed. Records are used by Agency officials for the administrative, control and utilization of reservists and may be provided to the Military Departments when appropriate."

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See Blanket Routine Uses at the beginning of DIA's listing."

L0590DIA

System name:

Defense Intelligence Special Career Automated System (DISCAS) (48 FR 25959), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Information is collected in order to register all eligible DoD civilian employees in the DISCAS. The information provides for verification and in some cases updates previous provided information. It is used for automatic referral for position vacancies throughout the DoD Intelligence Community and includes the individual's own (local) organization. The DISCAS forwards inquiries to employees regarding their availability for specific position vacancies when requested by the DoD component. DIACAS will maintain files and records for historical or user research purposes such as annual reports for DoD components or management information furnished to appropriate DoD users."

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "See Blanket Routine Uses at the beginning of DIA's listing."

L0660DIA

System name:

Security Files (48 FR 25960), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"Information is collected regarding individuals covered by the system in order to accomplish those administrative and personnel security functions relating to initial and continued assignment/employment and eligibility for access to classified information."

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Information may be disclosed to other Federal agencies, state and local governments, as may have a legitimate use for such information and agree to apply appropriate safeguards to protect the data in a manner consistent with the conditions or expectations under which the information was provided, collected or obtained. Also, see Blanket Routine Uses at the beginning of DIA's listing."

3L0813DIA

System name:

Bibliographic Data Index System (48 FR 25962), June 6, 1983.

Changes:

After "Authority for maintenance of the system", add:

"Purpose(s):

"File is used for basic reference purposes for open source and classified documents. Information is used by Agency analysts.

After "*Purpose(s)*", add:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete entry; substitute therefor: "Information is used by other authorized Federal agencies and contractor personnel for research on intelligence subjects related to foreign intelligence activities. Also, see Blanket Rountine Uses at the beginning of DIA's listing."

UNITED STATES MARINE CORPS

MFD00005

System name:

Retired Pay/Personnel System (RPPS) (48 FR 25971) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To maintain pay and personnel data on retired Marine Corps personnel for use by officials and employees in the computation of retired pay, retainer pay, survivor annuity accounts, audit of accounts and response to correspondence on pay related matters."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the first paragraph in its entirety and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MFD00007

System name:

Examination Division Records System (49 FR 17491) April 13, 1984.

Changes:

System name:

Delete the entire entry and substitute the following: "Marine Corps Financial Records System".

System location:

In lines two and three, delete the words "Examination Division, Kansas City, Missouri 64197" and substitute the words "Support, Accounting Settlement, and Centralized Pay Division, 1500 E. 95th Street, Kansas City, Missouri 64197"

Categories of records in the system:

Delete paragraph seven in its entirety beginning with the words "Annual Reserve Tax Listing." Delete paragraph nine in its entirety beginning with the words Microfilm of Quarterly Social Security Wages Data." Delete paragraph ten in its entirety and substitute the following paragraph:

"Microform of Master Allotment File—Contains information concerning the allotment status of active, retired, and Fleet Marine Corps Reserve (FMCR) members, such as start and stop dates, allotment purpose codes, money amounts, name and address of allottee."

In the last paragraph, starting at line 15, delete the words "General Accounting Office Notices of Exception" and substitute the following words: "correspondence relating to cases certified to the U.S. Department of Justice."

Add the following two paragraphs:

Reserve Personnel Military Pay Cases—A history of individual pay accounts of Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentee (IMA), Individual Ready Reserve (IRR), Standby Reserve, Retired Reserve, and Fleet Marine Corps Reserve (FMCR) personnel ordered to temporary active duty under individual duty orders, including pay accounts of personnel attending the Platoon Leaders Class. File contains pay data in support of payments made to SMCR and IMA Reservists assigned to Organized Marine Corps Reserve units containing drill reports, unit diaries, promotion warrants, certificate for performance of hazardous duty, pay adjustment authorizations, active duty for training orders, pension certificates, token payment payrolls, adjustment and consolidated final settlement payrolls, and other miscellaneous documents to substantiate payments to Reserve personnel.

Reserve Manpower Management and Pay System (REMMPS)—Microform of Master Reserve Manpower Management and Pay System File—Contains information concerning pay and personnel status of Reserve personnel. Files of pay data compiled by Reserve Pay Branch, Centralized Pay Division, in support of payments made to Organized Marine Corps Reserve units containing unit diaries, leave and earnings statements, pay adjustment authorizations, transcripts of data extraction, travel orders and vouchers, and miscellaneous documents to substantiate payments to Reserve Personnel."

MFD00009

System name:

Pay Vouchers for Marine Corps Junior Reserve Officer Training Course Institute (48 FR 25975) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s)

"To maintain records on Marine Corps Junior Reserve Officer Training Course Officers, administrative and fiscal personnel for evaluation and processing of payments."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraph one and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

In paragraph two, delete the words "Officials and employees of the Naval Service and"

MFD00010

System name:

Per Diem and Travel Payment System (48 FR 25876) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To maintain records for use by Marine Corps disbursing employees in the disbursement of funds for reimbursements of official travel."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one, two, three and four. Substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MHD00001

System name:

Biographical Files.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

To maintain a professional summary or sketch of Marine Corps General Officers and other newsworthy Marines."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one and two and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

System manager and address:

After the phrase "The Commandant of the Marine Corps" add the words "Code HD."

Notification procedure:

Delete the entire entry and substitute the following paragraph: "Information may be obtained from the system manager."

MHD00006

System name:

Register/Lineal Lists (48 FR 25977) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a list of all members who served in the Marine Corps from 1800 to the present for use in the administration of official duties by officials and employees of the Marine Corps."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs two, three and four. Insert the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00001

System name:

Assignment and Occupancy of Family Housing Records (48 FR 25978) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of the type of quarters and the individuals assigned to quarters for use in the management and administration of such quarters."

MIL00002

System name:

Unaccompanied Personnel Housing Registration System (48 FR 25978) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide adequate records for use by officials and employees of the Marine Corps in the management of bachelor housing."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire paragraph and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.'

MIL00003

System name:

Laundry Charge Accounts Records (48 FR 25979) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of laundry charge accounts for use in the management of laundry facilities at Marine Corps activities."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00004

System name:

Personal Property Program (48 FR 25979) June 6, 1983.

Changes:

Authority for maintenance of the system:

Delete the entire entry and substitute the following: "Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):"

"To provide a record of shipment and storage of personal property for management and payment of personal property claims by officials and employees of the Marine Corps."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00005

System name:

Passenger Transportation Program (48 FR 25980) June 6, 1983.

Changes:

Authority for maintenance of the system:

Delete paragraphs one and two and substitute the following: "Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of of passenger transportation for use in the coordination and payment of passenger transportation charges by commercial and Military Airlift Command resources."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00006

System name:

Dealer's Record of Sale of Rifle or Pistol, State of California (48 FR 24980) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of rifle and pistol sales made by Marine Corps Exchanges in California as required by the State of California."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00011

System name:

MDSVEN Vendor Directory (48 FR 25981) June 6, 1983.

Changes:

System name:

Delete the entry and substitute the following: "Marine Corps Exchange Vendor Directory".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of vendors for use by Marine Corps Exchange officials for ordering, freight and delivery information, discount terms, billing and remittance."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps apply to this system."

MIL00012

System name:

Standard Licensing Procedures for Operators of Military Motor Vehicles (48 FR 25981) June 6, 1983.

Changes:

System name:

Delete the entry and substitute the following entry: "Licensing Procedures For Military Motor Vehicles".

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purposes(s):

"To provide a record of Marine Corps personnel driver qualifications for use by Marine Corps officials and employees in issuing military motor vehicle identification cards."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00013

System name:

Individual Uniform Clothing Records (48 FR 25982) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of clothing issued or sold from Marine Corps stocks to personnel for use in the management of stock by officials and employees of the Marine Corps."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00014

System name:

Exchange Privilege Authorization Log (48 FR 25983) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of personnel authorized to use exchanges for use in the management and administration of the exchanges by Commanding Officers and Inspector-Instructor of Reserve units."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00015

System name:

Housing Referral Services Records System (48 FR 25983) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10 U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide data used by Marine Corps officials and employees in assisting and counseling individuals in locating suitable housing off base, for follow-up action when written notification is not provided by individuals as to ultimate housing locations, and to maintain record of availability of rental units and follow-up action regarding tenant/landlord complaints."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00016

System name:

Depot Maintenance Management Subsystem (DMMS) (48 FR 25984) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record for payroll support and cost accounting for use by Marine Corps officals and employees in monitoring labor distribution."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraphs:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

"Congress of the U.S.—The Senate or House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

"Treasury Department—To officials and employees of the Treasury Department on matters relating to pay as required in the performance of their official duties."

MIL00017

System name:

Transportation Data Financial Management System (TDFMS) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record for analysis and research for budget forecasting, audit, certification and expenditure of Marine Corps funds and identification of movement of material by weight for payment of transportation charges on personal property and personnel."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one through four and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00018

System name:

Organization Clothing Control File (48 FR 25985) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To maintain records of organizational clothing issued to authorized personnel until items have been returned."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00019

System name:

Equipment and Weapons Receipt or Custody Files (48 FR 25986) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

To maintain a record of individuals who have government property in their possession for use in the management of that property."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00021

System name:

Working Files, Division Supply Sections and Wing Supply Sections (48 FR 25986) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record, by units, of supplies, property and responsible property management personnel for maintenance and accountability of government property."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIL00022

System name:

Delinquent Clothing Alteration List (48 FR 25987) June 6, 1983.

Changes:

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of personnel who have altered uniforms ready for pick up for use by the Clothing Branch Officer in notifying personnel of such delinquent pick up."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIN00001

System name:

Personnel Security Eligibility and Access Information System (48 FR 25987) June 6, 1983.

Changes:

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of individuals eligible for assignment to personnel reliability programs and other high risk or compartmental information programs requiring personnel quality control."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one, two, three, five and six. Add the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MIN00002

System name:

POW/MIA Intelligence Analysis and Debrief Files (48 FR 25988) June 6, 1983.

Changes:

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of information collected on individuals classified as prisoners of war or missing in action until their return to military control or otherwise change of status."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one and two and add the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00001

System name:

Business Complaint File (48 FR 25989) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of business complaints for use in resolution of problems by legal assistance officers or for forwarding to the appropriate attorney general's office and/or Armed Forces Disciplinary Control Board."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00002

System name:

General Correspondence Files for Legal Administration (48 FR 25989) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record on legal matters for use by Marine Corps Staff Judge Advocates and other legal personnel in addressing legal matters."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one through four and add the following paragraph at the beginning:

"The Banket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00003

System name:

Magistrate Court Case Files (48 FR 25990) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of summons, warrants, investigative reports and complaints for use by military prosecutors in the preparation of cases for trial."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00004

System name:

In Hands of Civil Authorities Case File (48 FR 25990) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of Marines in the hands of civil authorities for use in the administrative processing of such individuals."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00005

System name:

Financial Assistance/Indebtedness/Credit Inquiry Files (48 FR 25991) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of Marines identified as owing debts or having need for financial aid for use in processing correspondence relating to financial assistance, credit inquiry or indebtedness."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00009

System name:

Marine Corps Command Legal Files (48 FR 25991) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of actions for use by commanding officers or officers in charge who have authority to convene a special court-martial. The records are used as required to initiate, refer or complete appropriate disciplinary proceedings."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00010

System name:

Unit Punishment Book (48 FR 25992) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of nonjudicial punishments at Marine Corps commands used in the evaluation of conduct."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00012

System name:

Individual Accounts of Mail Order Clothing (Bill File).

Changes:

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of debts owed through clothing mail order accounts for use in follow-up to such accounts."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00013

System name:

Dishonored Personal Check Records and Withdrawal of Check Cashing Privileges Lists (48 FR 25993) June 6, 1983.

System name:

Delete the entry and substitute the following name: "Bad Checks/ Withdrawal of Check Cashing Privileges Lists"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of individuals who have issued bad checks at Appropriated and Nonappropriated Fund Activities having authority to accept personal checks from authorized patrons. The records are used to protect activities from unnecessary financial losses and to initiate administrative or criminal actions due to bad check offenses.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00014

System name:

File of Confidential Statements of Employment and Financial Interests (48 FR 25994) June 6, 1983.

Changes:

System name:

Delete the entire entry and substitute the following: "Confidential Statement of Employment/Financial Interests"

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of employment and financial interests of certain senior Marine Corps Officers for use by the Commandant of the Marine Corps or his designee to ensure there is no conflict of interest."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00016

System name:

Judge Advocate Division 'D' Files (48 FR 25994) June 6, 1983.

Changes:

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of qualified judge advocates for use in transfer, school assignment and other personnel matters relating to judge advocates."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00017

System name:

Correspondence Branch, JA Division, HQMC Correspondence Control Files (48 FR 25995) June 6, 1983.

Changes:

System name:

Delete the entire entry and substitute the following: "JA Division HQMC Correspondence Control Files"

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of action taken on all correspondence received by the Judge Advocate Division, Headquarters, Marine Corps on individual inquiries."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MJA00018

System name:

Performance File (48 FR 25995) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. 5031"

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record on individuals under investigation, indictment, or in the process of a criminal proceeding for use in determining assignments, whether an individual selected for promotion should be promoted or held pending completion of criminal proceedings."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMC00002

System name:

Working Files, Inspection Division, Headquarters, U.S. Marine Corps (48 FR 25996) June 6, 1983.

Changes:

System name:

Delete the entry and substitute the following: "Working Files, Inspection Division"

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

To provide a record of investigations, allegations pertaining to request mast, maltreatment and harassment for use by officials of the Headquarters Inspection Division concerning inquiries on such matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraph one, two and three and add the following paragraph at the beginning: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMC00003

System name:

Activity Check In/Check Out File (48 FR 25997) June 6, 1983.

Changes:

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):"

To provide a record of members reporting to or leaving a unit for use in tracking property belonging to the unit.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMC00004

System name:

Adjutant Services Section Discharge Working Files (48 FR 24997) June 6, 1983.

Changes:

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide records for use in the discharge or separation of Marines, correction of records, determination of veterans rights, benefits and privileges, welfare and family assistance and preseparation counseling."

Routine uses of records maintained in the system, including categories of users and the purpose of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMC00005

System name:

Insurance Files (48 FR 25998) June 6, 1983.

Changes:

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of insurance agents who have requested authority to do business at Marine Corps activities and the disposition of such requests."

Routine uses of records maintained in the system, including categories of users and the purpose of such uses:

Delete the entire entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMC00007

System name:

Inspection of Government Property Assigned To Individual (48 FR 25999) June 6, 1983.

Changes:

Categories of individuals covered by the system: Delete the entry and

substitute the following: "Active duty Marine Corps personnel".

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of loss or deterioration of clothing and equipment assigned to each individual."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMC00008

System name:

Message Release/Pickup Authorization File (48 FR 25999) June 6, 1983.

Changes:

Authority for maintenance of the system: Add the following to the end of the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of personnel authorized to release/pickup messages at command Communication Centers."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMC00009

System name:

Narrative Biographical Data with Photos (NAVMC Form 10573) (48 FR 26000) June 6, 1983.

Changes:

System name:

At the end of the entry, delete the words "(NAVMC Form 10573)"

Authority for maintenance of the system: Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of news releases, responses to news media queries, and information on officers scheduled for speaking engagements or public appearances."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one, two and five and add the following paragraph at the beginning: "The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMC00010

System name:

Marine Corps Marathon Automated Support System (MCMASS) June 6, 1983.

Changes:

System name:

At the end of the entry delete the word "(MCMASS)"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of all participants in the annual Marine Corps Marathon for use in organizing the event."

MMN00001

System name:

Absentee Processing and Deserter Inquiry File (48 FR 26000) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purposes(s):

"To provide a record of absentees or deserters for identification, apprehension, return to military control or monitoring member located in a foreign country."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraphs:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

Comptroller General of the U.S.—To respond to the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to Marine Corps Manpower Management Programs.

Civilian Law Enforcement Agencies—To coordinate with appropriate federal, state, and local law enforcement agencies as may be required to report, identify, apprehend and return Marine absentees and deserters to Marine Corps control.

Courts—To respond to court orders in connection with matters before a court.

Congress of the U.S.—To respond to inquiries of the Senate or the House of Representatives of the United States or any committee or subcommittee thereof or any joint committee or joint subcommittee of the Congress on matters within their jurisdiction as may be requested of the Marine Corps."

MMN00002

System name:

Listing of Retired Marine Corps Personnel (48 FR 26001) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of all retired members for use in determination of benefits and entitlements as a retiree."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Delete paragraphs one through three.

Substitute the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00004

System name:

Marine Corps Club Records (48 FR 26002) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of club members and patrons for use by management personnel in billing of customers and forwarding of club related information."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00005

System name:

Marine Corps Education Program Applicant/Participant Information File (48 FR 26003) June 6, 1983.

Changes:

System name:

Delete the entry and substitute the following: "Marine Corps Education Program"

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record on individuals for use in educational and vocational counseling, selection, assignment and management of various educational and vocational programs attended by Marine Corps personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one and two. Add the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00006

System name:

Marine Corps Military Personnel Records (OQR/SRB) (48 FR 26004) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record on all Marine Corps military personnel for use in management of resources, screening and selection for promotion, training and educational programs, administration of appeals, grievances, discipline, litigations and adjudication of claims and determination of benefits and entitlements."

MMN00009

System name:

Military Police Information System (MILPINS) (48 FR 26006) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a report on all individuals who have come in contact with the military police as victims, suspects or witnesses to incidents. Reports are used for proper disposition of cases."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one through three. Add the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00010

System name:

Personnel Services Working Files (48 FR 26007) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record for use in the administration of programs concerning the personal welfare of Marines and their dependents and/or survivors to include decedent affairs."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraphs:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

"Records are used by intelligence and other government agencies assisting in the investigation of circumstances of casualty and in accounting for personnel who are deceased (body not recovered), missing, captured, or detained."

MMN00011

System name:

Source Data Automated Fitness Report System (SDAFRS) (48 FR 26008) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record for use by appropriate Marine Corps personnel in the screening and selection of individuals for promotion, duty assignment, career counseling and the administration of personnel resources."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one through four. Add the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00013

System name:

Personnel Management Working Files (48 FR 26009) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record to facilitate personnel management actions and decisions."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one through four. Add the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00014

System name:

Work Measurement Labor Distribution Cards (48 FR 26011) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of labor distribution on individuals assigned to work organizations for use in the management of work assignments."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00016

System name:

Accident and Injury Reporting System (48 FR 26011) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the entry: "; Title, 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of all individuals involved in accidents for use in resolving the disposition of such accidents and establishing appropriate safety programs."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00017

System name:

Armory Access and Individual Weapons Assignment (48 FR 26012) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of weapons accountability, management and control of all U.S. Government weapons/accessories issued to personnel and to provide record of personnel authorized access to armory spaces."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00018

System name:

Base Security Incident Reporting System (48 FR 26012) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of individuals involved in incidents on base concerning base security or law enforcement for use in the disposition of cases."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraphs:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

"Local, state, and federal agencies—To provide to local, state, and federal investigative agencies or court officials such information that properly falls within their purview requiring further investigation or court action.

"To individuals in support of insurance claims and civil litigation involving base incidents."

MMN00019

System name:

Drug/Alcohol Reporting Program (48 FR 26013) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of all individuals participating in drug/alcohol abuse programs for use by Marine Corps officials in the management of such programs."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraph three in its entirety.

MMN00020

System name:

Pet Registration (48 FR 26014) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of pet owners on base for use in the control of pets and to ensure appropriate inoculations in compliance with federal, state, and local laws on animals."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00021

System name:

Weapons Registration (48 FR 26014) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of weapons registered to individuals on base to ensure proper control of all firearms/weapons and to monitor purchase and disposition of firearms/weapons."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraph one and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00022

System name:

Vehicle Control System (48 FR 26015) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of each individual who has registered a vehicle on an installation to include a record on individuals authorized to operate official government vehicles."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one and two and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00027

System name:

Marine Corps Military Personnel Records Access Files (48 FR 26016) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of officials and employees of the Marine Corps authorized to draw and/or review Marine Corps military personnel records."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00032

System name:

Personal History Card File (48 FR 26017) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10 U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of individuals at work site for rapid location for law enforcement purposes and issuance of civilian identification cards to employees."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00034

System name:

Personnel Procurement Working Files (48 FR 26017) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of individuals for use in the execution of official duties with regard to personnel procurement."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00035

System name:

Truth Teller/Static Listings (48 FR 26019) June 6, 1983.

Changes

Add the following paragraph after *Authority for maintenance of the system.*

"Purpose(s):

"Provide a record for identification of all members and former members of the Marine Corps."

Routine uses of records maintained in the system, including categories of users and the purpose of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00036

System name:

Identification Card control (48 FR 26019) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of identification cards issued to military members for accountability purposes."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00037

System name:

Library Patron File (48 FR 26019) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of library patrons who are entitled to use and borrow material from Marine Corps libraries."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one through three and substitute the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00038

System name:

Amateur Radio Operator's File (48 FR 26020) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of all amateur radio operators at Marine Corps activities to ensure proper radio management by communications center personnel."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00039

System name:

Amateur/Citizen Band Radio Operation Request and Authorization File (48 FR 26021) June 6, 1983.

Changes:

System name:

"Delete the entry and substitute the following: "Citizen Band Radio Request and Authorization File."

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenace of the system:*

"Purpose(s):

"To provide a record of individuals who have requested and are authorized to operate amateur/citizen band radios."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00040

System name:

Individual Training Records/Files for Training Related Matter (48 FR 26021) June 6, 1983.

Changes:

System name:

Delete the words "Files for".

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of all training received by members on active duty in the Marine Corps."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one through three and add the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00042

System name:

Marine Corps Locator Files (48 FR 26023) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of location of both military and civilian personnel for use in the execution of official duties by Marine Corps personnel."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one, two and six and substitute the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00043

System name:

Marine Corps Recreation Property Records and Facilities (48 FR 26023) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031".

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of all personnel authorized to use recreation property and facilities at Marine Corps activities."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one through three. Delete paragraph five and add the following paragraph at the beginning of the entry:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00044

System name:

Equal Opportunity Information and Support System (48 FR 26024) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of military personnel who have submitted complaints of discrimination and a record of any formal or informal investigation as a result of the discrimination complaint."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one through three. Add the following paragraph at the beginning of the entry:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00045

System name:

Automated Systematic Recruiting Support System (ASRSS) (48 FR 26025) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record on all Marine Corps recruits for use in tracking recruit from entry through recruit training."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00046

System name:

Recruit Incident System (48 FR 26026) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of drill instructors who have abused recruits for use in reporting to officials at Headquarters Marine Corps."

MMN00047

System name:

Officer Slate System (48 FR 26026) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record assignment data on officers for use in affecting an officer's assignment to the next duty station."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00048

System name:

Performance Evaluation Review Board System (48 FR 10422) March 11, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of petitions submitted to the Performance Evaluation Review Board."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MMN00049

System name:

Manpower Management Information System (48 FR 23296) May 24, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of all personnel joined to base organizations for identification by Table of Organization (T/O), administrative attachment or assignment to tenant units."

MMT00001

System name:

Dependent (Title 6) Schools Records System (48 FR 26027) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

"Purpose(s):

"To provide a record of all students enrolled in Dependent (Title 6) Schools at Marine Corps activities."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one and two and add the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this systems."

MMT00002

System name:

Marine Corps Institute Correspondence Training Records System (48 FR 26027) June 6, 1983.

Changes:

System name:

Delete the word "Training."

Authority for maintenance of the system:

Add the following to the paragraph: "; Title 10, U.S. Code 5031"

Add the following paragraph after *Authority for maintenance of the system:*

Purposes(s):

"To provide a record of all students enrolled in the Marine Corps Institute correspondence courses."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MRS00001

System name:

Reserve Manpower Management and Pay System (REMMPS) (48 FR 26028) June 6, 1983.

Changes:

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record of pay and personnel data on Reserve personnel for use in the management and administration of personnel resources."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete paragraphs one through three. Add the following paragraph at the beginning:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

MTE00001

System name:

Telephone Billing/Accounting File (48 FR 26029) June 6, 1983.

Changes:

Authority for maintenance of the system:

Add to the end: "5031"

Add the following paragraph after *Authority for maintenance of the system:*

Purpose(s):

"To provide a record on amounts owed and paid for telephone services at Marine Corps activities. The file is also used as a telephone directory service except for numbers unlisted."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following paragraph:

"The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system."

DEPARTMENT OF THE NAVY

N01001–1

System name:

Roster, Naval Reserve Law Companies (48 FR 26030) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To facilitate and promote liaison between Naval Reserve Law Companies, law program officers, the Director, Naval Reserve Law Programs, and the Navy's legal assistance program. It is an essential publication used by legal assistance officers Navy-wide. It apprises Naval Reserve Officers of the locations of Reserve units in order that they participate in the reserve law program."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01001–2

System name:

Naval Reserve Law Program Officer Personnel Information (48 FR 26031) June 6, 1983.

Changes:

Purpose:

Add the following new paragraph: "Information is obtained to publish a Directory of Naval Reserve Judge Advocates' location, Reserve assignment, etc. Information in the Directory is made available to Navy Judge Advocates, active and reserve, to enable them to locate and identify the legal expertise of Naval Reserve Judge Advocates in the various States with varying legal qualifications and State licenses and to permit contact between Navy Judge Advocates."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01001–5

System name:

MSC/NCSORG Reserve Personnel Record (48 FR 26032) June 6, 1983.

Changes:

Purpose:

Add the following new paragraph: "To facilitate COMSC in keeping a current record of MSC and NCSORG reserve personnel. Such information is used to identify location, qualifications, and training assignments of the Reservists."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01070–1

System name:

JAG Corps Officer Personnel Information (48 FR 26033) June 6, 1983.

Changes:

Purpose:

Add the following new paragraph: "To manage the officers of the Navy JAG Corps, as the Judge Advocate General is statutorily required to make recommendation on the assignment of all active duty JAG Corps officers; to determine qualifications of an officer to receive a JAG Corps designation and to be certified as a trial or defense counsel; to determine the rotation dates and release from active duty dates of JAG Corps officers as well as the date new officers will be available for duty; to prepare JAG Corps strength plans for submission to OPNAV; and to obtain an officer's preference for duty assignment as well as eligibility for consideration for postgraduate education and overseas assignments. Certain of this information is promulgated to all active-duty JAG Corps officers in a semi-annual publication known as the Director of Navy Judge Advocates. The information is promulgated for informational purposes so that officers can determine what positions (billets) might be available should they desire rotation."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01070–10

System name:

Aviation Training Jacket (49 FR 26034) June 6, 1983.

Changes:

Purposes:

Add the following new paragraph: "To maintain an up-to-date student flight record and to evaluate the student's individual training progress and qualifications, including aircraft, medical and physiological qualifications."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To educational institutions upon individual requests for academic transcripts.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

NO1070–11

System name:

Flight Instruction Standardization and Training (FIST) (48 FR 26034) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To ensure that the flight instructor's qualifications are current to instruct in the designated naval aircraft, both academically and physiologically. The system is used to schedule training flights, qualify and designate flight instructors, etc. This system is used by Commanding Officers and training personnel of the command to which the individual is assigned."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

NO1070–12

System name:

Administrative Files System (48 FR 26035) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph:

"The Personnel Management System:

"To prepare virtually all personnel documents and personnel statistical studies. It provides such information as the average grade, the total number and composition of personnel at each NIS component and the past assignments of personnel. It is used on a daily basis by personnel technicians and management level personnel in the formation and execution of staffing actions for the various NIS components, informal verification of employee's tenure and the compilation of necessary statistical studies.

"Special Agent Career Development Files:

"Used for in-house agency decisions regarding reassignment, promotion, career training and long-range development. They form in-house agency repository for both adverse and favorable documents regarding Special Agents. The files have a long-range function—that of forming the basis for law enforcement retirement service certification. Though part of the file is duplicated in the official file maintained by the Civilian Personnel Office, the Special Agent Career Development file is considered privileged information and its contents are not released outside NIS. Within NIS, the files are maintained and controlled exclusively within the Career Services Division, NIS HQS, and by assigned personnel to that Division. The files are released for review only to senior management personnel of NIS.

"Weapons Inventory File:

"To identify and inventory credentials, weapons, badges and handcuffs issued to authorized NIS personnel.

"Personnel Security Clearance File:

"To informally verify and authenticate security clearances issued to NIS personnel. The file has a daily working purpose of acting as a check sheet for the updating of security clearances. It further is the file referred to when the Director, NIS, is required to certify the access level of certain assigned NIS personnel to other Navy commands as well as civilian contractors.

"Personnel Utilization Data File:

"A statistical file from which an indepth analyses of manhour expenditures are surveyed (used exclusively within NIS). The various analyses drawn from the file are used to modify the staffing levels at various NIS components based on actual work level. It further provides a tool to NIS management to gauge the efficiency of all components by comparing their workload with the amount of manhours available.

"The records in this system may be used by other DOD components requiring confirmation of security clearance levels and statistical purposes."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To law enforcement activities conducting criminal or suitability investigations.

"To the Office of Personnel Management when making personnel determinations, e.g., awards or disciplinary actions.

"To credit companies in response to credit queries and to personal physicians regarding medical records.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01070–13

System name:

Nuclear Program Interview and Screening (48 FR 26036) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To determine eligibility of individuals for the Naval Nuclear Power Program; to maintain statistical and accounting records on individuals for assignment and retention in the program."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01070–14

System name:

Next of Kin Information for Sea Trial Riders (48 FR 26037) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To maintain information necessary to notify the next of kin in case of accident or other emergency of those individuals assigned to nuclear propulsion plant sea trails.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N00070–2

System name:

Naval Attache Files (48 FR 26037) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To determine suitability of personnel for security clearances and assignment to the Defense Attache System."

Routine uses of records maintained in the system, including categories of users and the puposes of such uses:

Delete the entire entry and substitute the following:

"To the Department of State to determine suitability of personnel for security clearances and assignment to the Defense Attache System.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01070–4

System name:

Naval Reserve Security Group Personnel Records (48 FR 26039) June 6, 1983

Changes:

Purpose(s):

Add the following new paragraph: "To verify past active duty and ACDUTRA performed, currency of clearance status, mobilization assignments, and to identity civilian skills acquired."

Routine uses of records maintained in the system, including categories of users and the puposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01070–5

System name:

Personnel Resources Information System for Management (PRISM) (48 FR 26039) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To plan and manage NAVSECGRU personnel resources. Regularly produced management reports are used to determine adequacy of the personnel manning posture (quantitatively and qualitatively) at NAVSECGRU field activities; trends concerning levels of various NAVSECGRU personnel skills; trends in enlistments, reenlistments, training quotas, retirement, etc.

"Personnel of the Naval Military Personnel Command use the information to assist in meeting authorized NAVSECGRU training requirements. NAVSECGRU Area Directors in Atlantic, Pacific and European Commands use the information to determine manning and skill posture within their respective theaters. Officials of NAVSECGRU field stations world-wide use the information to determine numbers and skills of personnel ordered to report to duty. Officials of the Naval Technical Training Center, Pensacola, Florida use the information to mail advancement examinations and other training materials."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the National Security Agency to assess adequacy of personnel levels and skills in meeting national cryptologic requirements.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01070–6

System name:

Employee Explosives Certification Program (48 FR 26040) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To record the names of all employees and their qualifications to work in certain categories of explosives operations."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01070–8

System name:

Correction Board Case Files System (48 FR 26041) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To review applicant's naval record to determine the existence of alleged error or injustice and to recommend appropriate corrective action when warranted—to report its findings, conclusions and recommendations to the Secretary of the Navy in appropriate cases—to respond to inquiries from applicants, their counsel, and Members of Congress.

"To provide officials of the Naval Military Personnel Command with advisory opinions in cases involving present and former Navy personnel—to correct records of present and former Navy personnel in accordance with approved Board decisions.

"To provide officials and employees of the Naval Medical Command with advisory opinions on medical matters.

"To provide the Naval Council of Personnel Boards/Office of Naval Disability Evaluation with advisory opinions on medical matters.

"To provide officials and employees of HQ, U.S. Marine Corps with advisory opinions in cases involving present and former Marine Corps personnel—to correct records of present and former Marine Corps personnel in accordance with approved Correction Board decisions.

"To officials and employees of the Litigation Division, NJAG, to prepare legal briefs and answers to complaints against the Department of the Navy."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01070–9

System name:

White House Support Program (48 FR 26042) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To evaluate and nominate individuals for assignment to Presidential support duties; to ensure that only those individuals most suitably qualified are assigned to duty in Presidential support activities."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

"To officials and employees in the Executive Office of the President in the performance of their duties related to personnel administration, and evaluation and nomination of individuals for assignment to Presidential support duties.

"To officials and employees of other federal agencies and offices, upon request, in the performance of their official duties related to the provision of Presidential support and protection.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01130–1

System name:

Low Quality Recruiting Report (48 FR 26045) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used by the Navy Recruiting Command, the Chief of Naval Education and Training, the Chief of Naval Technical Training and the Recruit Training Center to evaluate the quality of recruits with a view towards improvement of recruitment and training."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01131–1

System name:

Officer Selection and Appointment System (48 FR 26045) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To manage and contribute to the recruitment of qualified men and women for officer programs and the regular and reserve components of the Navy. To ensure quality military recruitment and to maintain records pertaining to the applicant's personal profile for purposes of evaluation for fitness for commissioned service."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

"To officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

"To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01131–2

System name:

U.S. Naval Academy Admissions Records (48 FR 26046) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To evaluate eligibility/potential and establish an audit trail of candidate profiles by obtaining information for the initiation of formal officer accession programs in conjunction with the admissions process."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01133–1

System name:

NAME/LEAD Processing System (48 FR 26047) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide field recruiters with names of individuals who have responded to Navy advertising, students who may be qualified for enlistment, first-term enlistees in the U.S. Navy, veterans, and enlisted personnel who have been discharged. To provide an interface between Navy Recruiters and members of the civilian community. To generate prospective applicants for enlistment in the U.S. Navy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

"Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

"To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01133–2

System name:

"Recruiting Enlisted Selection System (48 FR 26047) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide recruiters with information concerning personal history, education, professional qualifications, mental aptitude, and other individualized items which may influence the decision to select/non-select an individual for enlistment in the U.S. Navy. To provide historical data for comparison of current applicants with those selected in the past."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

"To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

"To officials and employees of other Departments and agencies of the Executive Branch of governmemt, upon request, in the performance of their official duties related to the management of quality military recruitment.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01136–1

System name:

Navy Recruiting Support System (48 FR 26048) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide field recruiters with various vehicles of recruiting support; to familiarize Navy Recruiters with community leaders; to provide a thorough interface between the Navy and the community; to promote the Navy among the members of the civilian community; to provide educators with a measure of the vocational aptitude of their students through administration of the Armed Services Vocational Aptitude Battery; to cultivate community awareness; to assign inactive Reserve officers to recruiting support functions as Recruiting District Assistance Council Chairmen; to facilitate liaison with various business, social and education cultures in the community; to obtain media support for the Navy Recruiting Command; to assist the local recruiter in anyway the recruiter feels necessary; and to generate prospective applicants for the U.S. Navy."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To officials and employees of the Department of Transportation in the

performance of their official duties relating to the recruitment of Merchant Marine personnel.

"To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01211-1

System name:

Naval Research Reserve Program Personnel Accounting System (48 FR 26049) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To effectively manage the Office of Naval Research headquarters reserve unit. These records are used to maintain the unit's mobilization readiness. The system is used to prepare fitness reports, recall rosters, training reports and any other management function required to sustain the reserve unit."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01301-1

System name:

Office of the Judge Advocate General, Reporting Questionnaire (48 FR 26050) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To assist the Judge Advocate General in assignment of officers within the Office of the Judge Advocate General."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01500-1

System name:

Naval Educational Development Records (48 FR 26053) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used by Naval Educational Development staff members, selection boards, Naval Military Personnel Command, and Navy media for selection, student monitoring, and utilization of graduates."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01500-2

System name:

NAVSCOLS/TIS, USMC Training Subsys (48 FR 26053) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To determine course and training demands, requirements, and achievements; analyze student groups or courses; provide academic and performance evaluation in response to official inquiries; guidance and counseling of students; preparation of required reports, and for other training administration and planning purposes."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To the Department of Education as required.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01500-3

System name:

Students awaiting legal, medical action account (48 FR 26054) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To verify date of departure; to determine, in conjunction with the next duty station, if member is an unauthorized absentee; to verify attendance and/or completion of training; to answer requests by parents who do not know the school or class individual is attending; to forward official correspondence; to maintain accountability of all students not enrolled in class to ensure the appropriate administrative actions are completed in a timely manner ensuring minimum delay in the training pipeline."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01500-4

System name:

DODCI Student Record System (48 FR 26055) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Maintained by DODCI registrar to respond to individuals requesting official verification of attendance to a specific course; to respond to students, agency or activity requesting official record of training completed. Used to compile statistical data of student throughput, e.g., attendance by course, attendance by branch of service, agency or activity. Statistical data is not compiled by name."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01500-5

System name:

DODCI Student/Faculty/Senior Staff Biography (48 FR 26057) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "The student biographical summaries are used by course managers and functional department heads to evaluate education level, computer related work experience, and general computer background of DODCI students. Establishes student qualifications to attend a requested course and if course objectives have satisfied personal objectives of students attending course. Statistical summarization of information contained in the system provides basis for modification and revision to course content. Serves as vehicle to place student into appropriate laboratory and seminar group in courses requiring such a breakout.

Information on faculty/senior staff members contained in the biographical summaries is provided to students as an attachment to their student notebooks. Records are used to identify faculty and senior staff members, areas of data processing and information management expertise for consultation purposes and as an expertise preamble to the next scheduled lecturer."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01500-6

System name:

DODCI Course Evaluation System (48 FR 26056) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "The system is used to evaluate course, lecture, teaching techniques and individual instructor effectiveness. It provides basis for modification and revision to course content and sequence and lecture content. It provides input to long-range plan for course update, additions and revisions. Student evaluations of all attendees to a particular course are reviewed as a composite group by DODCI faculty members to determine problem areas, trends, and provides a continuous evaluation of course effectiveness."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01500-7

System name:

DODCI Lecture—Instructor Inventory System (48 FR 26057) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "The system provides the ability for functional managers to generate a list of instructors along with the associated lectures in which they are proficient or to specify a lecture title and determine which instructors are capable of presentation. This system provides assistance in assigning instructors to course schedules, teams for on-site course presentations, determining lectures which are critical in flexibility of assignment, planning instructor assignments in the order of lecture priority. The Records Summary Form is used to evaluate the instructor's workloads and to assist in preparing the performance evaluation reports."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01513-12

System name:

Navy Recruiting Command Attrition Tracking System (48 FR 26058) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To accumulate records and correspondence pertaining to individuals discharged at Navy Recruiting Training Centers. To provide attrition information to Navy Recruiting Command Headquarters for application against recruiter point averages under the Freeman Plan. To provide a historical record of reasons for attrition for use in determining new enlistment eligibility parameters."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment or reenlistment eligibility and related benefits.

"To officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their duties related to management of quality military recruitment.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01531-1

System name:

U.S. Naval Academy Midshipmen Performance Records (48 FR 26059) June 6, 1983.

Changes:

Purposes:

Add the following new paragraph: "To maintain information on midshipmen in regard to their aptitude for military service, conduct, and academic standing in order to have a composite record used for management, supervision, administration, counseling and disciplining. The midshipmen performance jacket is an official file of material compiled on each individual while attending the Naval Academy and is not a part of a graduated midshipmen's permanent service record."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To the parents and guardians of midshipmen in connection with the counseling of midshipmen who encounter academic, performance, or disciplinary difficulties.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01533-1

System name:

NROTC Educational Development Records (48 FR 26059) June 6, 1984.

Changes:

Purpose(s):

Add the following new paragraph: "To assign scholarship selectees to various NROTC hosted institutions. Provides reference to individual's attrition from the NROTC program. Provides program managers with information to determine students eligibility for continuation in program and eventual commissioning as a naval officer. To determine applicant's eligibility for enrollment in NROTC program. Information in the system can be used in preparing fitness reports, award recommendations, TAD assignments in conjunction with summer training and preparing background information for Flag and high government official visits to the NROTC unit."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01572–1

System name:

Reservists reporting for active duty for training, background questionnaires (48 FR 26060) June 6, 1984.

Changes:

Purpose(s):

Add the following new paragraph: "Information provided by this questionnaire will routinely be used in the preparation of a memorandum to the Judge Advocate General and/or Deputy Judge Advocate General on each officer who reports for active duty for training. The memorandum permits the JAG and/or Deputy JAG to familiarize himself with the officer's background. It also assists the Reserve Personnel Division to make an informed assignment of the officer during his/her training period which will enable the officer and the JAG and/or Deputy JAG to obtain maximum benefit from the officer's training period."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01640–1

System name:

Individual Correctional Records (48 FR 26061) June 6, 1984.

Changes:

Purpose(s):

Add the following new paragraph: "Commanding officers, officers-in-charge, and chief petty officers-in-charge of Navy brigs and Marine Corps correctional facilities and staff members use these records to determine initial custody classification; to determine when custody grade change is appropriate; to guage member's adjustment to confinement or correctional custody; to identify areas of particular concern to prisoners and personnel in correctional custody; to determine work assignment; to determine educational needs; serves as a basis for correctional treatment; serves as a basis for recommendations for clemency, restoration, and parole."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To the Department of Justice and state and local criminal justice agencies established by law.

"To law enforcement and investigative agencies for investigation and possible criminal prosecution, civil court actions or regulatory order.

"To confinement/correctional system agencies for use in the administration of correctional programs to include custody classification; employment, training and educational assignments; treatment programs; clemency, restoration to duty, and parole actions; verifications concerning military offenders or military criminal records, employment records and social histories.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01710–1

System name:

Special Membership Listing of the Organizational Recreational Association (48 FR 26062) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To indicate income from sales of membership cards; to provide an audit trail for the auditors; and to confirm memberships, upon request."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01740–2

System name:

Federal Housing Administration Mortgage Insurance System (48 FR 26064) June 6, 1984.

Changes:

Purpose(s):

Add the following new paragraph: "To calculate payments for FHA and to reconcile any discrepancies in accounts."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To the Department of the Treasury when address is needed for issuance of a check.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01754–1

System name:

Navy Family Support Prograr (48 FR 26065) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "The Family Service Centers offer information, conduct referral services, and directly deliver services for a wide array of personal and family matters, counseling, assistance and crisis intervention to naval members and/or dependents."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01770–3

System name:

Naval Academy Cemetery Records (48 FR 9904) March 9, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To maintain official records of individuals holding gravesite reservations in the National Academy Cemetery. Records are used to respond to general inquiries from individuals holding gravesite reservations. To verify eligibility of widows of an officer or enlisted person of the Navy or Marine Corps who is buried in the National Academy Cemetery."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01800–1

System name:

Naval Home Resident Information System (48 FR 26067) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To manage and supervise the Naval Home with specific emphasis on personnel administration."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Veterans Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by residents of the Naval Home.

"When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01810–1

System name:

Directory of Retired Regular and Reserve Judge Advocates (48 FR 26068) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To utilize/assigned retired Judge Advocate Generals' Corps Officers to official Navy Selection Boards involving Judge Advocate Generals' Corps personnel and to facilitate location of lawyers throughout the world with naval experience, which may be utilized by the naval service."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01850–1

System name:

Determinations on Origins of Disabilities for which Military Members have Retired (48 FR 26068) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Information is used as the basis for determinations concerning the eligibility of individuals to certain benefits connected with Federal civilian employment available to those disabled in combat with enemies of the United States or having disabilities caused by instrumentalities of war during periods of war."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"Determinations are rendered, upon request, to any Federal agencies employing members who retired from the naval service for disability.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N01850–2

System name:

Physical Disability Evaluation System Proceedings (48 FR 26069) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To determine fitness for duty or eligibility for separation or retirement due to physical disability of Navy and Marine Corps personnel, by establishing the existence of disability, the degree of disability, and the circumstances under which the disability was incurred, and to respond to official inquiries concerning the disability evaluation proceedings of particular service personnel.

Used by the Office of the Judge Advocate General relating to legal review of disability evaluation proceedings; response to official inquiries concerning the disability evaluation proceedings of particular service personnel; to obtain information in order to initiate claims against third parties for recovery of medical expenses under the Medical Care Recovery Act (42 U.S.C. 2651–53) and to obtain information on personnel determined to be mentally incompetent to handle their own financial affairs, in order to appoint trustees to receive their retired pay."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To officials and employees of the Veteran's Administration to verify information of service connected disabilities in order to evaluate applications for veteran's benefits.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01900–1

System name:

Naval Discharge Review Board Proceedings (49 FR 3901) January 31, 1984.

Changes:

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

At the end of the entry, add the following paragraph: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N01900–2

System name:

Navy Individual Service Review Board Proceedings (ISRB) (48 FR 26070) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "The file is used in conjunction with the consideration of the individual's application for discharge and any subsequent application by the individual. The file is used by the individual, the individual's counsel or his/her designated representative and by the Navy ISRB."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N03461–1

System name:

Summary debriefs of former Prisoners of War (48 FR 26071) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "School instructors/managers use this system to maintain information on captivity experiences, resistance techniques and survival aspects including indoctrination, interrogation, POW organization, communications, medical/isolation conditions and facilities for use in training programs."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the Following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N03461–2

System name:

POW/MIA Captivity Studies (48 FR 26071) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Files are converted to group statistics and are used for research into the effects of the capitivity experience on the man and his family and for recommending changes in training and improved health care delivery services, as well as for professional publications. Information is used by the professional staff, Center for Prisoner of War Studies; Research Staff, Naval Aerospace Medical Institute, Pensacola, FL; Research Staff, Brooke Army Medical Center, San Antonio, TX."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the Following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N03501–1

System name:

Fleet Ballistic Missile Submarine Demo and Shakedown Operation Crew Evaluation (48 FR 26072) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Preparation of Certification for Deployment Messages by the Director, Strategic Systems Projects and the Commander, Submarine Group Six, and development of follow-on training programs."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N03760–1

System name:

Individual Flight Activity Report (48 FR 26072) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Flight activity data for specific individuals or categories of aviators is correlated with aircraft mishap data. This information is analyzed in order to determine the relationship between various categories and combinations of flight experience and accident involvement. Results of these studies are provided to all echelons within the Navy and Marine Corps having responsibility for flight operations, pilot training and allocation of resources to and within the aviation program. An annual summary of flight activity by model aircraft is provided to each reporting individual for his/her verification and personnel records. Upon request, a detailed by flight report for a specified time frame is also provided. Records are also provided to the Commander, Naval Military Personnel Command for promotional screening, detailing and compliance with minimum standards. Summaries of flight activity for Marine Corps personnel are provided to the Commandant of the Marine Corps. Records of specific pilots or categories of pilots are provided to contractors, if required, for projects either funded by or deemed potentially valuable to the Department of the Navy. To the Naval Audit Service to investigate certain phases of the Naval Aviation Program."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To committees authorized by Congress to investigate certain phases of the Naval Aviation Program.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N03834–1

System name:

Special Intelligence Personnel Access File (48 FR 26074) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To permit a determination of an individual's eligibility for access to Special Intelligence information. This information may be provided to the Department of Defense and all its components to certify Special Compartmented Intelligence access status of Naval personnel."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To officials and employees of the Central Intelligence Agency, the Federal Bureau of Investigation, the National Security Agency, the Department of Energy, the Department of Treasury and to any other Federal agency in the performance of their official duties, to certify SCI access status of Naval personnel.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N04050–1

System name:

Personal Property Program (48 FR 26074) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Navy Personal Property Shipping Offices, applicable finance centers, and the Navy Material Transportation Office for effecting, coordinating, and payment of personal property shipment and storage."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N04060–1

System name:

Navy and Marine Corps Exchange and Commissary Sales Control and Security Files (48 FR 26075) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To control sales; to prevent and detect abuse of privileges; to determine responsibility when there are violations of regulations or criminal statutes. Information may be furnished to the Naval Investigative Service or command legal personnel for prosecution of military offenses and other administrative actions."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To the Federal Bureau of Investigation or foreign organizations for further investigation or prosecution.

"To officials of other Federal agencies in connection with the performance of their official duties related to personnel administration.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N04066–1

System name:

Bad Checks and Indebtedness Lists (49 FR 25507) June 21, 1984.

Changes:

Purpose(s):

Delete the entire entry and substitute with the following: "To record receipt of bad checks from patrons; to monitor and avoid undue losses because of continued passing of bad checks. To keep track of the correspondence issued in an effort to recover losses. The information in this system is issued to all cashiers, exchange and commissary officers. The Accounts Receivable Ledgers are used to properly record credit sales and the payment of these accounts."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N04066–2

System name:

Commercial Fidelity Bond Insurance Claims (49 FR 25508) June 21, 1984.

Changes:

Purpose(s):

Delete the entire entry and substitute with the following: "To render appropriate assistance in processing insurance claims."

N04066–3

System name:

Layaway Sales Records (49 FR 25508) June 21, 1984.

Changes:

Purpose(s):

Delete the entire entry and substitute with the following: "To record the selection of layaway merchandise, record payments, verify mechandise pick-up and perform sales audit."

N04066–4

System name:

Navy Lodge Records (49 FR 25508) June 21, 1984.

Changes:

Purpose(s):

Delete the entire entry and substitute with the following: "To keep a record of reservations to insure orderly room assignment and avoid improper booking; to record registration and payment of accounts; to verify proper usage by eligible patrons; cash control; to gather occupancy data; to determine occupancy breakdown; and to account for rentals and furnishings."

N04350–1

System name:

Contract Field Service File (48 FR 26078) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "The system is used to notify ships, shipyards supships, other Navy activities and some contractor plants of reporting engineers security information for tech assistants."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N04410–1

System name:

File of Records of Acquisitions, Transfer, and Disposal of Privately Owned Vehicles (48 FR 26079) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To maintain information on type of car, engine number, license number, year and make of car, base assigned, organization, social security number and paygrade."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N04410–2

System name:

Military and Civilian Employee Dependents Hurricane Shelter Assignment List (48 FR 26079) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used by Disaster Preparedness Officer in determining shelter logistics requirements and by Shelter Officer in mustering assigned dependents in shelter in case of hurricane."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N04410–3

System name:

Duty Free Vehicle Log (48 FR 26080) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To assist local customs officials in protecting against the illegal transfer of duty-free vehicles to UK citizens."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N04410–4

System name:

Record of Import and Export of Foreign Made Auto Vehicles into and out of Australia (48 FR 26080) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "The Supply officer uses this system to determine shipping and wharf handling requirements. The legal officer uses this system to monitor sale and/or export of foreign made vehicles imported into Australia by U.S. personnel."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N04650-1

System name:

Personnel Transportation System (48 FR 26081) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To determine eligibility for transportation; to authorize or deny transportation; and otherwise manage the personnel transportation system."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the provision of transportation; diplomatic, official, and other no-cost passports; and visas to subject individuals.

"Foreign embassies, legations, and consular officers—to determine eligibility for visas to respective countries, if visa is required.

"To Commercial Carriers providing transportation to individuals whose applications are processed through this system of records.

"When required by Federal statute, by Executive order, or by treaty personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05100-1

System name:

Diving Log (48 FR 26082) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Reports summarizing diving activity are furnished to the commanding officer for individuals attached to the unit and are used to monitor experience levels associated with types of dives, equipment usage and requalification requirements. Individual records are also used to evaluate the diving program at specific activities and to determine if manning level, experience and operational requirements are consistent with an effective safety program. Pertinent individual records or statistical summaries prepared by Naval Safety Center analysts are also provided to echelons within the Navy having a responsibility for the diving program and to the Commander, Naval Military Personnel Command, Naval Audit Service and other naval activities having responsibility for the administration or control of personnel assignments and hazardous duty payments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05100-2

System name:

Diving Accidents and Injuries (48 FR 26082) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Records of diving accidents and injuries are evaluated by Navy Safety Center analysts to determine existence of problem areas and to detect trends. The records are correlated with the diving log reports and used as a basis for recommending changes in operating procedure, equipment, decompression schedules and training requirements. Individual reports and compilations of accidents and injuries are routinely furnished to activities within the Navy having reponsibility for diving safety."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To government and private research institutions engaged in studies relating to the prevention or treatment of diving injuries or the design and usage of underwater equipment.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05100-3

System name:

Occupational Injury and Illness (48 FR 26083) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Accidental injury records are used to compile a variety of statistical reports which are routinely published or prepared at the request of Navy forces afloat and shore activities. Individual injury reports are selected and reviewed by Naval Safety Center analysts in order to detect problem areas relating to operating procedure, training and equipment usage and malfunction. Results of these studies which may include individual injury reports are provided to commanding officers and to all echelons within the Navy having responsiblity for the allocation of resources or the implemention of the Safety Program. Individual injury records are correlated with data contained in other personnel files in order to detect unfavorable trends within an activity and to recommend appropriate corrective measures."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"Individual records and statistical summaries are provided on request to all Government activities having a legitimate need for such information. Individual records and summary data are provided to contractors and research activities in connection with projects either funded by or deemed potentially valuable to the Department of the Navy.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05100-4

System name:

Motor Vehicle Accidents and Injuries (48 FR 26083) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Motor vehicle accident records are

used to compile statistics which are given wide dissemination within the Navy. Compilations of motor vehicle accident records for particular commands, activities and units are furnished on request to assist in the development of an effective safety program at all levels within the Navy. Accident records of individuals assigned to specific units or records of individuals involved in multiple accidents are provided to commanding officers. Motor vehicle accident reports are correlated with data contained in other accident/injury or training files. The significance of this data is evaluated by Naval Safety Center analysts and summary information, specific individual records or composite records provided to all echelons within the Navy having a responsibility for motor vehicle safety."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"Individual records and statistical summaries are provided on request to all Government activities having a legitimate need for such information.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05100–5

System name:

Aviation Mishap Report (48 FR 26084) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used to file complete reports of mishap involvement by individual pilots. The reports are required to evaluate potential problems of active duty aviators and to determine suitability for assignment to selected Reserve units. Unless required, the identification of individuals will be deleted from reports provided to non-Navy activities."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Departments of Labor, Commerce, Transportation and NASA for the purpose of promoting aviation safety.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05101–1

System name:

Safety Equipment Needs, Issues, Authorizations (48 FR 26085) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used by Safety Department personnel to determine who needs; is eligible; or has been authorized or issued prescription or other safety equipment for protection."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05101–2

System name:

Sight Conservation Program (48 FR 26085) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To maintain a record of eyewear prescriptions for employees whose work requires use of safety glasses."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05120–1

System name:

Bond Accounting (48 FR 26085) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To issue U.S. Savings Bonds; to provide an audit trail on requisition, control and issuance of bonds and to maintain the accounts."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05210–1

System name:

Correspondence Files (48 FR 26086) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To follow-up on correspondence; for reference purposes; to assure consistency of policy, and for other official Navy business, as required."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05300–1

System name:

Organization Locator and Social Roster (48 FR 26087) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To locate individuals on routine and emergency matters. System is used for mail distribution, for forwarding addresses, as a recall list. Also, may be used as a social roster for social reference for various official and non-official functions."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05300–4

System name:

Personnel Management and Training Research Statistical Data System (48 FR 26088) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "The data are used solely by Navy Personnel Research and Development Center researchers who analyze them statistically to arrive at recommendations to management on such topics as: Comparison of different training methods, selection tests, equipment designs, or policies relating to improving race relations and

decreasing drug abuse. In no case are the data used for other than statistical purposes; that is, the data are not used in making decisions affecting specific individuals as individuals."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05300–5

System name:

Sys Cmd Accting/Monitoring of Projects (SCAMP) (48 FR 26089) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To manage personnel, monitor projects and manage financial data."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05340–1

System name:

Combined Federal Campaign/Navy Relief Society (48 FR 26090) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To manage the Combined Federal Campaign fund drive of CFC records. To manage the Navy Relief Society fund drive of NRS records. Data released to respective campaign coordinators."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05370–1

System name:

Statements of Employment (Regular Retired Officers) (48 FR 26093) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To determine whether the retiree has or may have a conflict of interest or is engaging in prescribed post-retirement employment activities. In some cases, the information is provided to the Judge Advocate General to serve as basis for advisory opinions on the legality and possible penial and civil consequences of post-retirement employment activities and related conflicts of interests and standards of conduct questions."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To officials and employees of the Department of Justice and other law enforcement and investigation agencies in instances of suspected violations of conflict of interests and related standards of conduct.

"To the Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to instances of suspected violations of conflict of interests and related standards of conduct.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05370–2

System name:

Statements of Employment and Financial Interest (48 FR 26094) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "For supervisors and counselors to determine whether the employee has or may have a conflict of interest. The Naval Investigative Service may use the system to handle violations."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"For law enforcement and investigatory agencies, such as the Federal Bureau of Investigation and the Department of Justice, to handle violations.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05371–1

System name:

Conflicts of interest and employment activities (48 FR 26094) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Information is used as the basis for advisory opinions on the legality of employment activities, financial interests, and the related conflicts of interest and standards of conduct questions described above."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To officials and employees of the General Accounting Office; the Department of Justice; and the Office of Personnel Management in instances of suspected violations of pertinent laws or regulations.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05512–1

System name:

Vehicle Control System (48 FR 26095) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used as a car pool locator, vehicle registration, parking control system, insurance verification system to verify issue of license when individual has lost his or her operator's card, and may be referred to by security or safety officials to determine individual's previous driving record."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05520–2

System name:

Listing of Personnel-Sensitive Compartmented Information (48 FR 26096) June 6, 1983.

Changes:

Purpose(s):

Add the followng new paragraph: "To record and monitor the NRL sensitive compartmented information (SCI) billet structure (personnel authorized to be indoctrinated for SCI).

To control and monitor access to sensitive compartmented information facilities.

To maintain records of NRL personnel visiting other commands as well as personnel from other activities who visit NRL on SCI visits.

To maintain a listing of SCI materials signed out on subcustody to division personnel for inventory control."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05520–3

System name:

Civilian Personnel Security Files (48 FR 26096) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide an effective program to insure that the employment and retention in employment of any civilian officer or employee within the activity is clearly consistent with the interests of national security. To determine the investigative requirements for appointment and retention of civilian officers and employees. To provide information concerning the security clearance and degree of access granted each employee. To provide a basis by which an applicant or employee may be determined suitable for employment or retention in employment in sensitive or nonsensitive positions within the Federal civilian service. To provide a record of favorable security and suitability determinations made by the Navy Central Clearance Group, of favorable and unfavorable determinations made by the Secretary of the Navy and of suitability determinations made by the Office of Personnel Management and the activity."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05520–4

System name:

NIS Investigative Files System (48 FR 26097) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "The information in this system is (was) collected to meet the investigative, counterintelligence and security responsibilities of the DON. This includes personnel security, internal security, criminal and other law enforcement matters all of which are essential to the effective operation of the department.

"The records in this system are used to make determinations of: suitability for access or continued access to classified information; suitability for employment or assignment; suitability for access to military installations or industrial firms engaged in government projects/contracts; suitability for awards or similar benefits; use in current law enforcement investigation of any type including applicants; use in judicial or adjudicative proceedings including litigation or in accordance with a court order; insurance claims including workmens' compensation; provide protective services under the DOD Distinguished Visitor Protection Program and to assist the U.S. Secret Service in meeting its responsibilities; used for public affairs or publicity purposes such as wanted persons, etc.; referral of matters under their cognizance to federal, state or local law enforcement authorities including criminal prosecution, civil court action or regulatory order; advising higher authorities and naval commands of the important developments impacting on security, good order or discipline; reporting of statistical data to naval commands and higher authority; input into the Defense Central Index of Investigations.

"Users of the records in this system included employees of the NIS who require access for operational, administrative or supervisory purposes; DOD criminal investigative, investigative and intelligence units; DOD components making suitability determinations."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To law enforcement or investigatory authorities for law enforcement purposes.

"To federal intelligence/counterintelligence agencies of matters under their purview.

"To foreign government organizations of criminal and counterintelligence information necessary for the prosecution of justice, or for mutual security and protection.

"To other investigative units (federal, state or local) for whom the investigation was conducted, or who are engaged in criminal investigative, investigative and intelligence activities; federal regulatory agencies with investigative units.

"To defense counsel in the course of acquiring information.

"To officials and employees of the National Archieves for historical purposes.

"To commercial insurance companies in those instances in which they have a legitimate interest in the results of the investigation, but only to that extent and provided an unwarranted invasion of privacy is not involved.

"To victims of crimes to the extent necessary to pursue civil and criminal remedies.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05521–1

System name:

Access Control System (48 FR 26099) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To maintain all aspects of proper access control, to replace lost badges, to retrieve passes upon separation, to maintain visitor statistics and background information."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05521–2

System name:

Commonwealth Pass Application Form (48 FR 26100) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To issue passes for entry into the Naval Communication Station."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05527–1

System name:

Security Incident System (48 FR 26100) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used by command legal personnel for prosecution of military offenses and other administrative actions; support of insurance claims and civil litigation, revocation of base, station, or activity driving privileges."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To the Federal Bureau of Investigation for further criminal investigations or court actions.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05527–2

System name:

Security Inspection and Violation System (48 FR 26100) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To identify problem areas in security indoctrination, to alert command management officials to areas which present larger than normal security problems and identify personnel who are cited as responsible for non-compliance with procedures."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05527–3

System name:

Naval Educational Development (48 FR 26101) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide CNET and higher authorities with subsequent information involving each formal/informal inquiry."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05527–4

System name:

Naval Security Group Personnel Security/Access Files (48 FR 26101) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Information is collected and used by SCI security personnel for the purposes of determining the individual's eligibility for access to SCI information, of maintaining a record of the degree(s) to which access to SCI has been authorized, and of determining the extent, if any, to which controls must be exercised to prevent the compromise of SCI through hostile foreign intelligence activity.

Information may be released to officials and employees of the Defense Intelligence Agency, Army Security Agency, Air Force Security Service, and the Defense Industrial Clearance Office to determine the individual's eligibility for access to classified information under the Agency's cognizance.

Information may be disseminated to the Defense Investigative Service and the Naval Investigative Service to conduct investigations on which to base SCI eligibility decisions."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the National Security Agency, Central Intelligence Agency, and White House Communications Agency for the purpose of determining the individual's eligibility for access to classified informaton under the user agency's cognizance.

"To the Central Intelligence Agency to maintain an index of personnel who have been granted access to certain sensitive intelligence programs.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05527–5

System name:

Navy Central Clearance Group (NCCG) Records (48 FR 26102) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "The records are maintained to meet the statutory requirements of 5 USC 7532 and E.O. 10450 which require the establishment and maintenance of an effective program to insure that the employment and retention in employment of any civilian officer or employee within the Department is clearly consistent with the interest of the national security and which require adjudication and readjudication of the information as appropriate; and to have the material furnished by the Office of Personnel Management, readily available for return to the OPM, upon request. Upon receipt of investigative reports and security information on civilian employees and applicants, the NCCG reviews the material. The Naval Civilian Personnel Command, Personnel Security Branch then transmits the material to the employing activity with a letter or stamped endorsement apprising the command of the security determination made by the NCCG. During the period that the reports and documents are at an activity, the material is under the custody of the activity's Security Manager. Following the review of the material by the activity's commanding officer or his/her designee, the material is returned to the source from which received, if required; retained until the employee is separated, or (3) destroyed if it is of no further value. If the employing activity determines that an adverse action against the employee is warranted based on information in the report, appropriate action in accordance with Office of Personnel Management suitability procedures is initiated by the activity. In some cases the NCCG will make a suitability determination. Other users of the records may include members of Security Hearing Boards and officials and employees of the Department of the Navy in performance of their official duties related to the

Department of the Navy Civilian Personnel Security Program."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05760–1

System name:

Biographical and Service Record Sketches of Chaplains (48 FR 26103) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide background data in response to news media requests; to provide information on individual chaplains prior to public appearances in which they are scheduled to appear; to provide internal release of information, as required."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05800–2

System name:

Legal Records System (48 FR 26104) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Some are protected by attorney-client relationship, and thus are not released without consent of client or used in any way other than original purpose. Incident reports used for internal administration of Medical Center (to correct errors and improve procedures) and to notify attorney of incidents having a potential for legal action. In-house investigations used to prepare for litigation. Records of NJP used in administering Article 15, UCMJ, punishment and for referral to Military Personnel System (for performance evaluation, administrative separation, etc)."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05802–1

System name:

Fiduciary Affairs Records (48 FR 26105) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide non-judicial financial management of military pay and allowances payable to active duty, fleet reserve, and retired Navy and Marine Corps members of the period during which they are medically determined to be mentally incapable of managing their financial affairs."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Department of Justice when there is reason to suspect financial mismanagement and no satisfactory settlement with the surety can be reached.

"To officials and employees of the Veterans Administration in connection with programs administered by that agency.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05810–1

System name:

Article 138 Complaint of Wrongs (48 FR 26106) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used by JAG as a working file to review and make recommendations to the Secretary of the Navy on Article 138 complaints."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05810–2

System name:

Military Justice Correspondence File (48 FR 26106) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide a record of individual inquiries and JAG responses concerning military justice related matters for reference purposes."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05810–3

System name:

Appellate Case Tracking System (48 FR 26107) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To track the status of courts martial cases appealed to the Navy Marine Court of Military Review and Court of Military Appeals. The system will also be used by the officials and employees of the Department of the Navy to provide management and statistical information to governmental, public, and private organizations and individuals."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05813–1

System name:

Ethics Files (48 FR 26107) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide a record of individual lawyers who are not authorized to practice within the military justice system and to document ethics violations for future suspension/revocation of certification in order to protect the integrity of the judicial system."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the

Department of the Navy's compilation apply to this system."

N05813–2

System name:

Court-Martial Case Report (48 FR 26108) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To formulate status reports for the JAG."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05813–3

System name:

General Courts-Martial Records of Trial (48 FR 26108) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To complete appellate review as required under 10 U.S.C. Section 869(a) and provide central repository accessible to the public who may request information concerning the appellate review or want copies of individual public records."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05814–1

System name:

Summary Courts-Martial and Non-Bad Conduct Discharge Courts-Martial—Navy and Marine Corps (48 FR 26109) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To complete appellate review as required under 10 U.S.C. Section 864(a) and provide central repository accessible to the public who may request information concerning the appellate review or want copies of individual public records."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05815–1

System name:

Special Courts-Martial Resulting in Bad Conduct Discharges or Concerning Commissioned Officers (48 FR 26110) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To complete appellate review as required under 10 U.S.C. Section 866(b) and provide central repository accessible to the public who may request information concerning the appellate review or want copies of individual public records."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05817–1

System name:

Courts-Martial Statistics (48 FR 26110) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To collect statistical data on general and bad conduct discharge special courts-martials."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To governmental, public and private organizations and individuals, as required.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05819–1

System name:

Article 69 Petitions (48 FR 26111) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To complete appellate review as required under 10 U.S.C. Section 869(b) and provide central repository accessible to the public who may request information concerning the appellate review or want copies of individual public records."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05819–2

System name:

Article 73 Petitions for New Trial (48 FR 26111) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide a record of individual petitions in order to answer inquiries from the individual concerned and to provide additional advice to commands involved when and if such petitions are granted."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05819–3

System name:

Naval Clemency and Parole Board Files (48 FR 26112) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "The file is used in conjunction with periodic review of the member's or former member's case to determine whether or not clemency or parole is warranted. The file is referred to in answering inquiries from the member or their counsel. The file is referred to by the Naval Discharge Review Board and the Board of Correction of Naval Records in conjunction with their subsequent review of applications from members or former members. The file is also used by counsel in connection with representation of members or former members before the Naval Clemency and Parole Board."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05820–1

System name:

International Legal Hold Files (48 FR 26113) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used by foreign civilian attorneys in representing the accused, by the accused's military advisor in seeking an expeditious settlement of the case; by supervisory personnel in the performance of their official duties when monitoring the legal hold status of the individuals involved."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05822–1

System name:

OTSU Prison Health and Comfort Items (48 FR 26113) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used for billing armed services, other than Navy and Marine Corps for items of health and comfort issued to their personnel imprisoned. Billing is prepared in accordance with existing interservice support agreements (ISSAS). Additionally, file used to answer complaints in instances where prisoners contend they are not supported properly."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05830–1

System name:

JAG Manual Investigative Records (48 FR 26114) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "JAG Manual Investigative Records are used internally within the Department of the Navy as basis for evaluating procedures operations, material, and designs with a view to improving the efficiency and safety of the Department of the Navy; determinations concerning status of personnel regarding disability benefits, entitlements to pay during periods of disability, severance pay, retirement pay, increases of pay for longevity, survivor's benefits, and involuntary extension of enlistments, dates of expiration of active obligated service and accrual of annual leave; determinations concerning relief of accountable personnel from liability for losses of public funds or property; determinations pertaining to disciplinary or punitive action and evaluation of petitions, grievances, and complaints; adjudication, pursuit, or defense of claims for or against the Government; and public information releases."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Veterans Administration for use in determinations concerning entitlements to veterans and survivors' benefits.

"To Servicemen's Group Life Insurance administrators for determinations concerning payment of life insurance proceeds.

"To the U.S. Government Accounting Office for purposes of determinations concerning relief of accountable personnel from liability for losses of public funds and related fiscal matters.

"To agents and authorized representatives of persons involved in the incident, for use in legal or administrative matters.

"To contractors for use in connection with settlement, adjudication, or defense of claims by or against the Government, and for use in design and evaluation of products, services, and systems.

"To agencies of the Federal, State or local law enforcement authorities, court authorities, administrative authorities, and regulatory authorities, for use in connection with civilian and military criminal, civil, administrative, and regulatory proceedings and actions.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05861–1

System name:

Private Relief Legislation (48 FR 26115) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To prepare for Congress the position of the department concerning proposed legislation."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following:

"To members of Congress to provide the Navy position on proposed legislation.

"To officials and employees of the Office of Management and Budget to clear the Navy position on proposed legislation.

"To other executive agencies who would have an interest in the Navy's position on the proposed legislation and/or the Navy's position would impact on that agency.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05870–1

System name:

Patent, Invention, Trademark, Copyright and Royalty Files (48 FR 26115) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used by Navy patent personnel to determine rights of Government and employees in employee inventions; to file and prosecute patent applications; to publish invention disclosures for public information and defensive purposes; to provide evidence and record of Government interest in or under patents or applications for patents; to provide evidence and record of patent and copyright licensing and assignment; to determine action or recommended action regarding disposition of claims or litigation; and to recommend Government employee incentive awards. Used by other Navy/Marine Corps commands to determine Government interest in inventions; to permit utilization of inventions; and to support employee incentive awards."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the U.S. Patent and Trademark Office to determine respective rights of the Government and employee-inventors and to evidence legal interests in patent and copyright licenses and assignments; and for the prosecution of patent applications.

"To the Commissioner of Patents and Trademarks to administer Patent Secrecy responsibilities.

"To the Federal Council for Science and Technology as a source of statistical data for an annual report on Government patent policy.

"To appropriate foreign government offices for prosecution of patent applications.

"To officials and employees of the U.S. Copyright Office to evidence legal interests in patent and copyright licenses and assignments.

"To the National Technical Information Service for publication of inventions available for licensing; non-governmental personnel (including contractors and prospective contractors) having an identified interest in particular inventions and Government rights therein, in infringement of particular patents or copyright, or in allowance of royalties on contracts.

"To the Congress in the form of reports on particular bills for private relief and reports of action on Congressional and constituent requests.

"To government agencies involved in claims or litigation, including the Department of Justice, who have access to prosecute and defend cases.

"To all government agencies who have access to license records.

"To parties involved in particular licensing arrangements who have access to specific files involved.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05880–1

System name:

Federal Tort Claims Files (48 FR 26116) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To evaluate claims for purposes of adjudication and litigation."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"The files or portions thereof may be furnished to the claimant or his authorized representative, and for those claims for which payment is determined proper.

"To third parties in those cases in which they indemnify the U.S. government or to verify claims.

"To officials and employees of the Department of Treasury for those claims for which payment is determined proper.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05880–2

System name:

Admiralty Claims Files (48 FR 26117) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used in the administrative evaluation and settlement of admiralty claims asserted against the Navy."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Department of Justice to defend civil maritime suits brought against the U.S.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05890–2

System name:

Affirmative Claims Files (48 FR 26119) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To further efforts to collect such claims without litigation; for preparing litigation reports to the Department of Justice."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To insurance companies to support claims by documenting injuries or diseases for which treatment was provided at government expense.

"To civilian attorneys representing the injured parties and the government's interests.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05890–3

System name:

Foreign Claims Files (48 FR 26119) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To adjudicate claims and to evaluate and decide reconsiderations of denials of claims."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"The files or portions thereof may be furnished to the claimant or his authorized representative.

"For those claims for which payment is determined proper, the files or portions thereof may be provided to the Department of Treasury.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05890–4

System name:

Military Claims Files (48 FR 26120) June 6, 1983.

Changes:

"Purpose(s):

Add the following new paragraph: "To evaluate claims for purposes of adjudication."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To third parties in those cases in which they indemnify the U.S. government or to verify claims.

"To the claimant or his authorized representative for those claims for which payment is determined proper.

"To officials and employees of the Department of Treasury for those claims for which payment is determined proper.

"The Blanket Routine Uses that appear at the beginning of the

Department of the Navy's compilation apply to this system."

N05890–5

System name:

Nonscope Claims Files (48 FR 26121) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To evaluate claims for purposes of adjudication."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Department of Justice to defend unauthorized suits brought against the U.S. under the 'Nonscope' Claims Act.

"To the claimant or his authorized representative.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05890–6

System name:

Military Personnel and Civilian Employees' Claims (48 FR 26121) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To evaluate claims for purposes of adjudication, reimbursement for the Department of the Navy from common carriers, warehousemen, contractors, or insurers who are responsible for loss or damage to personal property of individual claimants."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Department of Justice to defend unauthorized suits brought against the U.S. under the Military Personnel and Civilian Employees' Claims Act.

"To the claimant or his authorized representative.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N05890–7

System name:

U.S. Postal Service Indemnity Claims Files (48 FR 26122) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To evaluate requests for reimbursement by the U.S. Postal Service for payment on claims for loss or damage to mailed matters."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N05890–8

System name:

NAVSEA Radiation Injury Claims Records (48 FR 26123) June 6, 1983

Changes:

Purpose(s):

Add the following new paragraph: "Technical evaluation of radiation injury compensation claims by NAVSEA radiological control managers."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N06310–1

System name:

Personal Injury and Illness Reports on Civilian and Government-Service Seamen Employed on MSC Ships (48 FR 26128) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To evaluate and settle subsequently submitted admiralty claims asserted against the Navy."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Department of Justice for defense of civil maritime suits brought against the U.S.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N06470–1

System name:

USN/USMC Nuclear Test Personnel Review Program (48 FR 26131) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To identify personnel who either were exposed to or participated in the atmospheric nuclear detonation program and to collect radiation exposure information so as to determine appropriate government-provided medical treatment, and to answer inquiries.

"DOD components use the system for the purpose of preparing histories of atmospheric nuclear test participation and for use in litigation between test participants or their representatives and the Department of Defense.

"The Defense Nuclear Agency Contractors use the system for the purpose of assisting DOD components in preparation of histories of atmospheric nuclear test participation, to reconstruct individual dosimetry data based on research and application of mathematical factors and responding to the inquiries and concerns of individuals who may have participated in the test programs and/or their representatives."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Veterans Administration to process/adjudicate claims in which service-connected disabilities resulting from radiation exposure are alleged.

"To officials and employees of the National Research Council and the Center for Disease Control for the limited purpose of conducting epidemiological studies of the effects of ionizing radiation from the atmospheric nuclear weapons tests on DOD participants in those tests.

"To officials and employees of the Department of Energy for the limited purpose of identifying AEC and AEC-contractor personnel exposed to ionizing radiation during nuclear testing and for conducting epidemiological studies of radiation effects of individuals so identified; and for use in litigation

between the DOD, and any of the individuals so identified.

"To officials and employees of the Department of Transportation for the limited purpose of identifying DOT and DOT-affliated personnel exposed to ionizing radiation during nuclear testing and for use in litigation between the DOT and any of the individuals so identified.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N06530–1

System name:

Blood Donor Program Files (48 FR 26132) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To record emergency blood requests by blood type; to recognize and identify donors; and to replace blood provided, to cover individuals."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the American Red Cross in the performance of their duties related to the assistance of the members.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N07210–1

System name:

Losses of Public Funds Files (48 FR 26132) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To maintain and process documentation related to losses of public funds; to inform individuals of their rights to repay losses or to submit requests for relief of liability; to maintain records of investigations conducted; to approve requests for relief of liability for losses of less than $500; to make recommendations to the Secretary of the Navy on all denials and losses of $500 or more, and to control liquidation of losses by relief or by collection action."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N07220–5

System name:

Joint Uniform Military Pay System (JUMPS) (48 FR 26135) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To maintain and distribute Leave and Earning Statements; determine and audit pay entitlements or deductions; compute, pay and report payments; determine budgets and appropriation requirements; commence and terminate allotments; determine amounts subject to fines, forfeitures or detentions of pay in connection with non-judicial punishment and courts-martial and distribution of payments."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To the Comptroller General or any of his authorized representatives in the course of the performance of duties of the Comptroller General or the General Accounting Office in the audit and determinations relating to military pay entitlements expenditures and accounting procedures.

"To the Department of the Treasury in connection with check of Electronic Fund Transfer (EFT) payment issuance.

"To the Veterans Administration in regard to Disability and Severance Pay and Educational benefits; the Social Security Administration for FICA Wage reporting.

"To the Internal Revenue Service and state and local taxing authorities for computing or resolving tax liability.

"To the Federal Reserve Banks for the distribution of payments made through the Direct Deposit System.

"To financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts.

"To federal, state, or local government agencies when payments received through the JUMPS system impact payments or benefits issued by those agencies or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget.

"To the American Red Cross, Navy Relief Society, or U.S.O. for personal service to the member or allotment recipient.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N07220–6

System name:

Midshipmen Pay System (48 FR 26136) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To accurately and efficiently maintain the pay accounts of Naval Academy Midshipmen; to pay and account for payments and collection of Naval Academy Midshipmen."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Internal Revenue Service and the Social Security Administration for reporting wages, FICA tax and federal tax paid.

"To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N07230–1

System name:

Navy Standard Civilian Payroll System (NAVSCIPS) (48 FR 26138) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used by Navy and Marine Corps pay offices to pay Navy and Marine Corps civilian employees; to maintain leave and retirement records, and to record, report, and account for government expenditures for personal services; to provide time and attendance information to individual employees and management; and to provide audit trails for GAO, Navy Area Audit, and internal audit procedures; to provide federal, state, and city tax information to appropriate authorities."

Routine use of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Office of Personnel Management related to retirement information and monies for

computation of annuities. Provides other data, as required for special studies.

"To officials and employees of the Department of the Treasury in connection with check issuances.

"To officials and employees of the Veterans Administration regarding Disability or Severance Pay Entitlement.

"To officials and employees of the Social Security Administration for FICA and FITW wage reporting.

"To state and local tax authorities for computing or resolving tax liability.

"To state employment agencies which require wage information to determine eligibility for unemployment compensation benefits of former employees.

"To financial organizations to provide lists of those employees who make deposits and the amount of the deposit to each financial organization.

"To officials of labor organizations who are recognized under E.O. 11491, as amended, with information as to the identity of employees contributing dues each pay period and the amount of dues withheld from each contributor.

"To the General Accounting Office, for waiver of overpayments of pay which are forwarded to them for adjudication.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N07240–1

System name:

Commercial Invoice Payments History System (48 FR 26139) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide a record of all disbursements made on commercial invoices by Navy disbursing offices; provides an audit trail of commercial invoice payments made by the Navy; provides a means to respond to inquiries from individuals on status of invoices and contracts; provides a means of detecting and precluding duplicate payments."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N07300–1

System name:

Relief of Accountable Personnel from Liability for Losses of Public Funds (48 FR 26140) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To determine within the Department of the Navy and GAO as to whether the circumstances of particular losses of public funds warrant granting accountable individuals' request for relief from liability."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N07300–1

System name:

Resource Accounting and Project Tracking System (RAPTS) (48 FR 26140) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To monitor the current status of projects under development at the Navy Fleet Material Support Office; to report status and labor charges against functional cost accounts."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N07320–1

System name:

Property Accountability Records (48 FR 26141) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To identify individuals to whom government property has been issued."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N07401–1

System name:

Bingo Winners (48 FR 26141) June 6, 1983.

Purpose(s)

Add the following new paragraph: "Navy and Marine Corps shore activities use this file (Where bingos have been authorzied) to account for and control monies and items of merchandise paid to individual winners of bingo games and as a basis for IRS Forms W–2G and 5754, reporting on individuals whose one-time winnings are $1,200 or more. To provide a means of paying, recording, accounting for, reporting, and controlling expenditures and merchandise inventories associated with bingo games."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N07431–1

System name:

Savings Deposit (48 FR 26142) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To credit interest and to clear accounts upon termination. Records will be furnished to Navy Family Allowance Activity and other Department of Defense agencies servicing families of persons still having active accounts."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To the Internal Revenue Service upon termination of account.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N07600–1

System name:

NIF RDT&E Standard Automated Financial Systems (STAFS) (48 FR 26143) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To prepare rosters and locator lists; to contact appropriate personnel in emergencies; for continuity of operations, planning and execution of functions; to make determinations of clearance for access control, budget and manpower control; to maintain minority and occupation statistics; labor costing, customer billing, watch bill preparation, civilian grade control, and similar administrative uses requiring personnel information; to reimburse travelers for travel expenses; to maintain a historic file and audit trail for payments made by the Navy; to respond to inquiries from travelers on status of claims; to control travel allowances and pay; to record and account for government expenditures for personal services of Navy employees; to maintain time and attendance information, and federal, state, and city tax information."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N08370–1

System name:

Weapons Registration (48 FR 26144) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To assure proper control of weapons on Naval installations and to monitor and control purchase and disposition of weapons."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N09593–1

System name:

Naval Environmental Training System (NETS) (48 FR 26144) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To monitor the current status of Navy water/wastewatrer treatment plants and its operators."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N10140–1

System name:

Ration Card, Luxury Permit Record Card (48 FR 26144) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To establish strict control over persons entitled to acquire tax-free ration items; to ensure entitled personnel do not obtain more than one ration card/luxury permit; and for inspection by officers of Her Majesty's Commissioners of Customs and Excise, United Kingdom, with whom Ration Card and Luxury Permits program was originally negotiated by the U.S. military authorities. Accredited members of the Naval Investigative Service may have access, upon request."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N10140–2

System name:

Privately-owned Tax-free Vehicle Record Cards, Tax-free Gasoline Record Cards (48 FR 26145) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To establish strict control over persons entitled to acquire tax-free vehicles; to ensure entitled personnel do not obtain gasoline coupons in excess of their entitlement; and for inspection by officers of Her Majesty's Commissioners of Customs and Excise, United Kingdom, with whom the tax-free vehicle and gasoline program was originally negotiated by the U.S. military authorities. Accredited members of the Naval Investigative Service may have access, upon request."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N10140–3

System name:

Individual Merchandise Control Record (48 FR 26146) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To monitor the purchases of individuals to insure they are not over expending their purchase limitations or abusing their tax-free privileges afforded them; plus to identify any possible blackmarketeering."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N10140–4

System name:

USAREUR/USAFE Ration Card (48 FR 26146) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To record the individuals holding a ration card."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N10140–6

System name:

Gasoline Ration System (48 FR 26146) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Information is used by Transportation Officer to allocate ration coupons to authorized personnel."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N10140–7

System name:

Application for U.S. Navy Ration Permit (48 FR 26147) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To prepare ration cards used in U.S. Military Exchanges in the U.K. and to maintain a record in case of loss of those cards."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N10570–1

System name:

Pet Registration (48 FR 26147) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide for registration of pets to ensure appropriate innoculations and assist in the identification of rightful owners."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N11012–1

System name:

Navy Personnel Billeting System (NPBS) (48 FR 26148) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To manage the BEQ/BOQ complex; to report status of berthing availability, furniture and maintenance associated with a BEQ/BOQ complex."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute with the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N11101–1

System name:

Family Housing Assignment Application System (48 FR 26148) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "All Navy family housing offices use this data to determine individual's eligibility for family housing and notification for subsequent assignment to family housing or granting a waiver to allow occupancy of private housing. To determine and list individual's name on appropriate housing waiting list."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N11101–2

System name:

Family Housing Requirements Survey Record System (48 FR 26149) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To determine the housing requirement for the location to support proposed family housing construction, leasing, mobile home spaces and other military construction programs submitted for OSD support and Congressional approval."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N11101–3

System name:

Family Housing Mock Utility Billing System (48 FR 26149) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To measure energy consumption in military family housing units."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N11101–4

System name:

Station Housing Records (48 FR 26150) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To operate and maintain the Navy housing program and to service personnel eligible for Navy family housing, temporary lodging, or services."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N11103–1

System name:

Housing Referral Services Record System (48 FR 26150) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Referral offices use data to assist and counsel individuals in locating suitable housing off-base, used for follow-up purposes when written notification from individual is not provided as to ultimate location of housing; used for purposes of reporting statistics on field activity housing referral services; used to follow-up on availability of rental unit subsequent to occupant's receipt of PCS orders; and follow-up regarding tenant-landlord complaints."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N12290–2

System name:

Models for Organizational Design and Staffing (MODS) (48 FR 26152) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To test the operational usefulness of a staffing."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the Office of Personnel Management in the performance of their duties relating to staffing and/or evaluation of civilian manpower programs.

"To the University of Texas faculty and students working under a contract relating to MODS to monitor progress of research study.

"To Carnegie-Mellon University faculty and students working under contract relating to MODS to assist in research project.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N12300–1

System name:

Employee Assistance Program Case Record System (48 FR 26152) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used by the Navy counselor in the execution of his counseling function as it applies to the individual patient (counselee)."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"The Blanket Routine Uses that appear at the beginning of this recompilation do not apply to this system of records.

"With specific written authority of the patient, selected information may be provided to and used by other counselors for the purpose of treatment and diagnosis of the patient.

"To medical personnel to the extent necessary to meet a bonafide medical emergency.

"To government personnel for the purpose of obtaining benefits to which the patient is entitled.

"To qualified personnel for the purpose of conducting scientific research, management or financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit or evaluation, or otherwise disclose identities in any manner.

"To a court of competent jurisdiction upon authorization by an appropriate order after showing good cause therefor. In assessing good cause, the court shall weigh the public interest and the need for disclosure against the injury to the patient, to the physician-patient relationship, and to the treatment services. Upon the granting of such order, the court, in determining the extent to which any disclosure of all or any part of any record is necessary, shall impose appropriate safeguards against unauthorized disclosure.

"To employers and patient representatives such as legal counsel, when disclosure is to the patient's benefit, such as for processing retirement applications."

N12593–1

System name:

Living Quarters and Lodging Allowance (48 FR 26153) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "Used by civilian personnel office to record employee's living quarters or temporary lodging allowance entitlement. Other users include Naval Supply Depot Payroll Office, the employing office, disbursing office; Commander, Fleet Activities FPO Seattle 98762."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials of the Department of State for the purpose of monitoring the level of allowances that Navy is authorized.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N12711–1

System name:

Labor Management Relations Records System (48 FR 26153) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To manage the Labor-Management Relations Program, e.g., administration/implementations of arbitration awards; interpretation of Pub. L. 95–454 through 3rd party case decisions; national consultation and other dealings with recognized unions."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit or evaluation of Navy Civilian Personnel Management Programs.

"To the Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Navy's Labor Management Relations Program.

"A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

"An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N12771–1

System name:

Employee Grievances, Discrimination Complaints and Adverse Action Appeals (48 FR 26154) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "This information is used by the EARB to adjudicate cases. SYSCOMS, CNO and NCPC are internal users for informational/implementational purposes.

"Individual members acting on behalf of the individual involved are supplied with copies of decisions and other appropriate background material. Grievants and appellants are furnished SECNAV decisions, with copies to their representatives. EEO complainants are furnished SECNAV decisions, with copies of the hearing transcripts and Examiner's reports; complainant's representatives are provided copies of SECNAV decisions on grievances and

appeals. Activities involved in EEO complaints are provided copies of SECNAV decisions, hearing transcripts, nd Examiner's reports."

Routine uses of records maintained in he system, including categories of users ind the purposes of such uses:

Delete the entire entry and substitute the following:

"To officials and employees of the EEOC to adjudicate cases.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N12771–2

System name:

Employee Relations Including Discipline, Employee Grievances, Complaints, etc. (48 FR 26155) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To manage civilian employees in the processing, administration and adjudication of discipline, grievances, complaints, appeals, litigation and program evaluation."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"Representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit or evaluation of Navy and Marine Corps civilian personnel management programs or personnel actions, or such other matters under the jurisidiction of the Office of Personnel Management

"To appeals officers and complaints examiners of the Merit Systems Protection Board and Equal Employment Opportunity Commission for the purpose of conducting hearings in connection with employees appeals from adverse actions and formal discrimination complaints.

"To disclose information on any source from which additional information is requested in the course of processing a grievance or appeal to the extent necessary to identify the individual, to inform the source of the purpose(s) of the request and identify the type of information requested.

"To disclose information to a federal agency in response to its request in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary.

"To the National Archives and Records Service (General Services Administration) in records management inspection conducted under authority of 5 U.S.C. 2904 and 2906.

"To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in the pending judicial or administrative proceeding.

"To officials of labor organizations recognized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters affecting working conditions.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N12930–1

System name:

Industrial Relations Personnel Records (48 FR 26156) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To provide a basis by which an employee or an applicant may be determined to be suitable for employment, transfer, promotion or retention in employment; for verification of employment; to provide a record of travel performed and verification that the employees receive proper remuneration for the travel performed; to insure employees received timely consideration in the processing of work/appraisals and salary increases; for recognition of accomplishments and contributions by employees, and in the processing, administration, and adjudication of discipline, grievances, complaints, appeals, litigation, and program evaluation."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To appeals officers and complaints examiners of the Equal Employment Opportunity Commission for the purpose of conducting hearings in connection with employees' appeals from adverse actions and formal discrimination complaints.

"To any source from which additional information is requested in the course of processing a grievance to the extent necessary to identify the individual, inform the source of the purpose of the request and identify the type of information requested.

"To a federal agency in response to its request in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary.

"To the National Archives and Records Service (GSA) in records management inspection conducted under authority of 5 U.S.C. 2904 and 2906.

"In response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in the pending judicial or administrative proceeding.

"To officials of labor organizations recognized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters affecting working conditions.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N12930–2

System name:

Area Coordinator Information and Operation Files (48 FR 26157) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To manage civilian personnel and special projects related to civilian employees."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following:

"To representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit or evaluation of Navy civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the Office of Personnel Management.

"To a duly appointed Hearing Examiner or Arbitrator (an employee of another Federal agency) for the purpose

of conducting a hearing in connection with an employee's grievance.

"To an arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance.

"The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system."

N12950–1

System name:

Career Development Program for Communicators (48 FR 26158) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To implement and manage the Naval Telecommunications Command Career Development Program."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N12950–4

System name:

Naval Audit Personnel Development System (48 FR 26159) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To identify audit task assignments; monitor future career development; and forecast talent requirements."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

N12950–6

System name:

Computer Assisted Manpower Analyses System (CAMAS) (48 FR 26161) June 6, 1983.

Changes:

Purpose(s):

Add the following new paragraph: "To aggregate manpower planning, including calculating transition rates, forecasting number of retirements, and running models to determine the extent to which projected manpower requirements can be met."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Delete the entire entry and substitute the following: "The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system."

DEFENSE AUDIOVISUAL AGENCY (DAVA)

AMENDMENTS

PDAVA 102–03

System Name:

DAVA Office Personnel Locator Files (48 FR 37688, August 19, 1983).

Changes:

System Location:

Delete entry and substitute therefor: "Segments are maintained by offices at Headquarters, Defense Audiovisual Agency (DAVA), and its Activities. Official mailing addresses are: HQ DAVA–RAP, Norton AFB, CA 92409–6498; Defense Audiovisual Agency—Norton Activity, Norton AFB, CA 92409–6518; Defense Audiovisual Agency—Tobyhanna Activity, Tobyhanna, PA 18466–5102; and Defense Audiovisual Agency—Washington Activity, Bldg. 219, Washington Navy Yard, Washington, D.C. 20374–2194."

System Manager(s) and Address:

Delete entry and substitute therefor: "Defense Audiovisual Agency—Norton Activity, ATTN: Chief, Civilian Personnel Division (DAVA–N–CP), Building 248, Room 1204, Norton AFB, CA 92409–6518. Telephone: (714) 382–3206."

Notification Procedure:

Delete fifth word and add "System Manager".

PDAVA 102–10

System Name:

DAVA Temporary Duty Travel Files (48 FR 26508, August 11, 1983).

Changes:

System Location:

Delete entry and substitute therefor: "Segments are maintained by offices at Headquarters, Defense Audiovisual Agency (DAVA), and its activities. Official mailing addresses are: HQ DAVA–RAP, Norton AFB, CA 92409–6498; Defense Audiovisual Agency—Norton Activity, Norton AFB, CA 92409–6518; Defense Audiovisual Agency—Tobyhanna Activity, Tobyhanna, PA 18466–5102; and Defense Audiovisual Agency—Washington Activity, Building 219, Washington Navy Yard, Washington, D.C. 20374–2194."

System Manager(s) and Address:

Delete entry and substitute therefor: "Defense Audiovisual Agency, ATTN: Chief, Administrative Services Division, HQ DAVA–RAP, Building 248, Room 1002B, Norton AFB, CA 92409–6498, telephone: (714) 382–2096."

Notification Procedure:

Delete Sixth Word and add "The System Manager."

PDAVA 205–03

System Name:

DAVA Organizational History Files (48 FR 36509, August 11, 1983).

Changes:

System Location:

Delete entry and substitute therefor: "Organizational history files are maintained by offices responsible for the program at Headquarters, Defense Audiovisual Agency (DAVA), and its activities. Official mailing addresses are: HQ DAVA–RAH, Norton AFB, CA 92409–6498; Defense Audiovisual Agency—Norton Activity, Norton AFB, CA 92409–6518; Defense Audiovisual Agency—Tobyhanna Activity, Tobyhanna, PA 18466–5102; and Defense Audiovisual Agency—Washington Activity, Building 219, Washington Navy Yard, Washington, D.C. 20374–2194."

System Manager(s) and Address:

Delete entry and substitute therefor: "Defense Audiovisual Agency, ATTN: Public Affairs/Information Office, HQ DAVA–RAH, Building 248, Room 1020, Norton AFB, CA 92409–6498, telephone: (714) 382–4823."

PDAVA 209–01

System Name:

DAVA Privacy Act Case Files, FOIA Requests and Mandatory Declassification Review Files. (48 FR 36509, August 11, 1983)

System Location:

Delete entry and substitute therefor: "Primary System: Official mailing addresses are: HQ DAVA–RAP, Norton AFB, CA 92409–6498; Defense Audiovisual Agency—Norton Activity, Norton AFB, CA 92409–6518; Defense Audiovisual Agency—Tobyhanna Activity, Tobyhanna, PA 18466–5102; and Defense Audiovisual Agency—Washington Activity, Building 219,

Washington Navy Yard, Washington, D.C. 20374–2194."

System Manager(s) and Address:

Delete entry and substitute therefor: "Defense Audiovisual Agency, ATTN: Chief, Administrative Services Division, HQ DAVA–RAO, Building 248, Room 1002B, Norton AFB, CA 92409–6498; Telephone: 714/382–2096."

PDAVA 402–03

System Name:

DAVA High-Level Inquiries Correspondence Files (48 FR 36510, August 11, 1983)

System Location:

Delete entry and substitute therefor: "Primary System: Official mailing addresses are: HQ DAVA–RAP, Norton AFB, CA 92409–6498; Defense Audiovisual Agency—Norton Activity, Norton AFB, CA 92409–6518; Defense Audiovisual Agency—Tobyhanna Activity, Tobyhanna, PA 18466–5102; and Defense Audiovisual Agency—Washington Activity, Building 219, Washington Navy Yard, Washington, D.C. 20374–2194."

System Manager(s) and Address:

Delete entry and substitute therefor: "Defense Audiovisual Agency, ATTN: Chief, Administrative Services Division (HQ DAVA–RAP), Building 248, Room 1002A, Norton AFB, CA 92409, Telephone: (714) 382–2096."

PDAVA 403–09

System Name:

DAVA Biography Files (48 FR 36511, August 11, 1983)

System Location:

Delete entry and substitute therefor: "Primary System: Official mailing addresses are: HQ DAVA–RAP, Norton AFB, CA 92409–6498; Defense Audiovisual Agency—Norton Activity, Norton AFB, CA 92409–6518; Defense Audiovisual Agency—Tobyhanna Activity, Tobyhanna, PA 18466–5102; and Defense Audiovisual Agency—Washington Activity, Building 219, Washington Navy Yard, Washington, D.C. 20374–2194."

System Manager(s) and Address:

Delete entry and substitute therefor: "Defense Audiovisual Agency, ATTN: Public Affairs/Information Office, (HQ DAVA–RAH), Building 248, Room 1020, Norton AFB, CA 92409–6498, Telephone: (714) 382–4823."

PDAVA 501–03

System Name:

DAVA Security Files (48 FR 36511, August 11, 1983)

System Location:

Delete entry and substitute therefor: "Primary System: Official mailing addresses are: HQ DAVA–RAP, Norton AFB, CA 92409–6498; Defense Audiovisual Agency—Norton Activity, Norton AFB, CA 92409–6518; Defense Audiovisual Agency—Tobyhanna Activity, Tobyhanna, PA 18466–5102; and Defense Audiovisual Agency—Washington Activity, Building 219, Washington Navy Yard, Washington, D.C. 20374–2194."

System Manager(s) and Address:

Delete entry and substitute therefor: "Defense Audiovisual Agency, ATTN: Chief, Security Division (HQ DAVA–RAS), Building 248, Room 1000, Norton AFB, CA 92409–6498, Telephone: (714) 382–7000."

PDAVA 609–03

System Name:

DAVA Expert and Consultant Data Files (48 FR 36512, August 11, 1983)

System Location:

Delete entry and substitute therefor: "Civilian Personnel Division (DAVA–N–CP), Norton AFB, CA 92409–6518."

System Manager(s) and Address:

Delete entry and substitute therefor: "Defense Audiovisual Agency, ATTN: Chief, Civilian Personnel Division (DAVA–N–CP), Building 248, Room 1204, Norton AFB, CA 92409–6518, Telephone: (714) 382–3206."

PDAVA 613–02

System Name:

DAVA Appeal and Grievance Files (48 FR 36513, August 11, 1983)

System Location:

Delete entry and substitute therefor: "Civilian Personnel Division (DAVA–N–CP), Norton AFB, CA 92409–6518."

System Manager(s) and Address:

Delete entry and substitute therefor: "Defense Audiovisual Agency, ATTN: Chief, Civilian Personnel Division (DAVA–N–CP), Building 248, Room 1204, Norton AFB, CA 92409. Telephone: (714) 382–3206."

DEFENSE CONTRACT AUDIT AGENCY

DELETIONS

RDCAA 152.13

System Name:

Notifications of Visits (48 FR 26171), June 6, 1983.

Reason:

These records are not filed by personal identifier but are filed by organization to be visited and in chronological order.

RDCAA 152.3

System Name:

Reports of Personnel Security Investigations (48 FR 26174), June 6, 1983.

Reason:

This system has been combined with RDCAA 152.2, Personnel Security Data Files.

RDCAA 152.4

System Name:

Personnel Security Adjudication File (48 FR 26175), June 6, 1983.

Reason:

This system has been combined with RDCAA 152.2, Personnel Security Data Files.

RDCAA 160.5

System Name:

Travel Orders (48 FR 26178), June 6, 1983.

Reason:

Records are filed and retrieved by sequential travel number and fiscal year, not by a personal identifier.

RDCAA 240.1

System Name:

Cross Reference Index to Legal Opinions (48 FR 26178), June 6, 1983.

Reason:

This system is covered by RDCAA 240.3, Legal Opinions.

RDCAA 260.4

System Name:

White House Correspondence (48 FR 26181), June 6, 1983.

Reason:

These records are no longer filed and retrieved by personal identifier.

RDCAA 260.6

System Name:

Congressional Correspondence (48 FR 26182), June 6, 1983.

Reason:

This system is covered by RDCAA 260.5, Congressional Committee Correspondence.

RDCAA 311.3

System Name:

Applicant Supply File Index (48 FR 26183), June 6, 1983.

Reason:

These records are covered by the OPM/GOVT–5 systems notice (49 FR 36964), September 20, 1984.

RDCAA 311.4

System Name:

Applicant Correspondence (48 FR 26183), June 6, 1983.

Reason:

These records are covered by the OPM/GOVT–5 systems notice, (49 FR 36964), September 20, 1984. Applicant correspondence is filed in a general file in chronological order and is not retrievable by personal identifier.

RDCAA 315.10

System Name:

Executive Development Program (48 FR 26184), June 6, 1983.

Reason:

These records are covered by the OPM/GOVT–5 systems notice, (49 FR 36964), September 20, 1984.

RDCAA 315.11

System Name:

Career Files (48 FR 26184), June 6, 1983.

Reason:

These records are no longer maintained by DCAA. Data in the career files was incorporated into the Employee Performance File which is covered by the OPM/GOVT–2 systems notice (49 FR 36958), September 20, 1984, or incorporated in the Official Personnel File which is covered by the OPM/GOVT–1 systems notice (49 FR 36954), September 20, 1984.

RDCAA 347.2

System Name:

Labor Management Relations Case Files (48 FR 26186), June 6, 1983.

Reason:

Records are no longer maintained by personal identifier and are filed and retrievable by subject matter.

RDCAA 358.22

System Name:

EEO Cases Resolved by CSC (48 FR 26187), June 6, 1983.

Reason:

Records are no longer filed and retrieved by personal identifier.

RDCAA 358.23

System Name:

Other Copies of EEO Complaint Case Files (48 FR 26188), June 6, 1983.

Reason:

Records are no longer filed and retrieved by personal identifier.

RDCAA 358.24

System Name:

EEO Background Documents Not Included in Case Files (48 FR 26189), June 6, 1983.

Reason:

Records are no longer filed or retrieved by personal identifier.

RDCAA 371.1

System Name:

Name Files (48 FR 26190), June 6, 1983.

Reason:

Records are no longer maintained by DCAA.

RDCAA 371.13

System Name:

Official Personnel Folders (48 FR 26191), June 6, 1983.

Reason:

These records are covered by the OPM/GOVT–1 systems notice (49 FR 36954), September 20, 1984.

RDCAA 371.2

System Name:

Supervisor Personnel Records (48 FR 26191), June 6, 1983.

Reason:

These records are covered by the OPM/GOVT–1 systems notice (49 FR 36954), September 20, 1984, and the OPM/GOVT–2 systems notice (49 FR 36958), September 20, 1984.

RDCAA 371.7

System Name:

Service Record File (48 FR 26192), June 6, 1983.

Reason:

These records are covered by the OPM/GOVT–1 systems notice (49 FR 36954), September 20, 1984

RDCAA 371.8

System Name:

Inactive Service Records (48 FR 26193), June 6, 1983.

Reason:

These records are covered by the OPM/GOVT–1 systems notice (49 FR 36954), September 20, 1984.

RDCAA 502.6

System Name:

Freedom of Information Administrative Appeals (48 FR 26194), June 6, 1983.

Reason:

Records are no longer filed or retrieved by personal identifier.

RDCAA 503.5

System Name:

Privacy Act Administrative Appeals (48 FR 26195), June 6, 1983.

Reason:

Records are no longer filed or retrieved by personal identifier.

RDCAA 575.4

System Name:

Postal Directory (48 FR 26196), June 6, 1983.

Reason:

These records are covered by RDCAA 371.5, Locator Records.

AMENDMENTS

RDCAA 152.17

System Name:

Security Status Master List (48 FR 26172), June 6, 1983.

Changes:

Categories of Individuals Covered by the System:

Delete entry; substitute: "All applicants for employment with DCAA; all DCAA employees; all military personnel assigned, detailed or attached to DCAA; all persons hired on a contractual basis by, or serving in an advisory capacity to, DCAA who require access to classified information."

Authority for Maintenance of the System:

Delete "11652, 'Classification and Declassfication of National Security Information and Material'."; substitute: "12356, 'National Security Information'."

Add: *"Purpose(s):* To maintain a ready reference of security clearances on DCAA personnel, to include investigative data and position sensitivity."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and the Purposes of Such Uses:

Delete entry; substitute: "To provide security clearance data to DoD contractors and other Federal agencies on DCAA employees assigned to or visiting a contractor facility or visiting at or applying for employment with another Federal agency. See blanket routine uses at the beginning of this component's listing."

System Manager(s) and Address:

Delete "22314"; substitute: "22304–6178".

Notification Procedure:

Delete "Bldg. 4, Room 4A320"; delete "22314"; substitute: "22304–6178"; delete "7285"; substitute: "7288".

Records Access Procedures:

In the first paragraph, delete "22314"; substitute: "22304–6178". In the second paragraph, delete "22314"; substitute: "22304–6178".

Contesting Record Procedures:

Delete "22314"; substitute: "22304–6178".

Record Source Categories:

After "Regional Security", delete "Control"; after "Field Audit Offices;" add "Manager, DCAI;".

RDCAA 152.2

System Name:

Personnel Security Data File (48 FR 26173), June 6, 1983.

Changes:

System Location:

Delete second paragraph; substitute: "Decentralized Segments—Director of Personnel, DCAA; DCAA Regional Offices: Chiefs of Personnel Divisions and Regional Security Officers, whose addresses are in the DoD Directory in the appendix to DCAA's systems notices."

Categories of Individuals Covered by the System:

Delete entry; substitute: "All applicants for employment with DCAA, all DCAA employees; all military personnel assigned, detailed, or attached to DCAA; all persons hired on a contractual basis by, or serving in an advisory capacity to, DCAA, who require access to classified information."

Categories of Records in the System:

Delete entry; substitute: "Section One contains copies of individual's employment applications, security investigative questionnaires, requests for an approval or disapproval of emergency appointment authority; requests for investigation or security clearance; interim and final security clearance certificates.

"Section Two contains non record copies of investigations, or summaries or extracts of the results of investigations, furnished by investigative agencies, conducted to determine suitability, eligibility or qualifications for Federal civilian employment, military service, or access to classified information.

"Section Three contains summaries or extracts of reports of investigation, internal Agency memorandums and correspondence furnishing analysis of results of investigations in so far as their relationship to the criteria set forth in Executive Order 10450, in the Federal Personnel Manual and in Department of Defense and DCAA Directives and Regulations; comments and recommendations of the DCAA Central Clearance Group to the Director, DCAA, and determination by the Director, DCAA."

Authority for Maintenance of the System: Delete "Section 6, Executive Order 11652, 'Classification and Declassification of National Security Information and Material'," substitute: "Executive Order 12356, 'National Security Information'."

Add: "*Purpose(s):* To provide a basis for requesting appropriate investigations; to permit determinations on employment or retention; to authorize and record access to classified information."

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Delete entry; substitute "See blanket routine uses at the beginning of this component's listing."

Storage:

Delete "Paper records in file folders"; substitute: "Sections One and Three—paper records in file folders. Section Two—paper records and microfiche in file folders."

Retrievability:

Delete entry; substitute: "Folders are filed by file series, and then alphabetically by last name of individual concerned."

Safeguards:

Delete "and are stored only in buildings protected by guard force systems after normal business hours".

Retention and Disposal:

At the beginning of the paragraph, add: "Sections one and three:"; delete "within one year of receipt of the application".

Add: "Section two: Copies will be retained until final determination is made as to suitability, eligibility and qualification for Federal civilian employment, employment or retention in a sensitive position, or access to classified information. Upon final determination, all copies will be destroyed, normally within 120 days."

System Manager(s) and Address:

Delete "22314"; substitute: "22304–6178"; and delete second paragraph.

Notification Procedure:

Delete "Bldg 4, Room 4A320"; delete "22314"; substitute: "22304–6178"; delete "7285"; substitute: "7288".

Record Access Procedures:

Delete "22314"; substitute: "22304–6178".

Contesting Record Procedures:

Delete "22314"; substitute: "22304–6178".

Record Source Categories:

Delete entry; substitute: "Headquarters DCAA: Security Officer and Director of Personnel; DCAA Regional Offices: Chiefs of Personnel Divisions, Regional Security Officers, Chiefs of Field Audit Offices."

RDCAA 152.5

System Name:

Notification of Security Determinations (48 FR 26176), June 6, 1983.

Changes:

System Location:

Delete entry; substitute: "Primary System—Regional Security Officer, DCAA Regional Office; Security Control Officer, DCAI."

Categories of Records in the System:

Delete "DCAA Regional Office or Field Audit Office"; substitute: "DCAA Regional Office, Field Audit Office, or DCAI."

Authority for Maintenance of the System:

Delete "11652, 'Classification and Declassification of National Security Information and Material';" substitute: "12356, 'National Security Information'."

Add: "*Purpose(s):* To permit required actions of a suitability or security nature to be taken by appropriate DCAA officials."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and the Purposes of Such Uses:

Delete entry; substitute: "See blanket routine uses at the beginning of this component's listing."

Retrievability:

Delete entry: substitute: "Folders are filed by file series, then by organizational element (DCAA Headquarters or DCAA field activities), then alphabetically by name of person concerned."

Safeguards:

Delete "and are stored only in buildings protected by guard force systems after normal business hours".

System Manager(s) and Address:

Delete "22314"; substitute: "22304–6178".

Notification Procedure:

Delete "Bldg. 4, Room 4A320"; delete "22314"; substitute: "22304–6178"; delete "7285"; substitute: "7288".

Record Access Procedures:

Delete "22314"; substitute: "22304–6178".

Contesting Record Procedures:

Delete "22314"; substitute: "22304–6178".

RDCAA 152.6

System Name:

Regional Security Clearance Request Files (48 FR 26176), June 6, 1983.

Changes:

System Name:

After "Regional," add "and DCAI."

System Location:

Delete entry; substitute: "Primary System—Security Officers of DCAA Regional Offices and Security Control Officer, DCAI, whose addresses are in the DoD Directory in the appendix to DCAA's systems notices."

"Decentralized segment—Security Officer, Headquarters, DCAA."

Categories of Individuals Covered by the System:

Delete entry; substitute: "All applicants for employment with DCAA; all DCAA employees; all military personnel assigned, detailed, or attached to DCAA; all persons hired on a contractual basis by, or serving in an advisory capacity to, DCAA, who require access to classified information."

Categories of Records in the System:

Delete "requests for appointment of employees to security control duties; copies of notices of proposed appointments".

Authority for Maintenance of the System:

Delete "11652, 'Classification and Declassification of National Security Information and Material';" substitute: "12356, 'National Security Information'."

Add: "*Purpose(s):* To prepare necessary paperwork and documentation upon which to base requests to Headquarters, DCAA for appointments to sensitive positions, and for security clearances and to retain support documents pending approval of appointment and/or granting clearance."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and the Purposes of Such Uses:

Delete entry; substitute: "See blanket routine uses at the beginning of this component's listing."

Safeguards:

Delete "or buildings that are protected by a guard force system".

Retention and Disposal:

Delete entry; substitute: "These are transitory files at DCAA Regional Offices and DCAI level and are maintained only during processing and pending final action on requests; upon receipt of final action taken on request, files are destroyed. Segments of the system held by the Security Officer, DCAA, are destroyed upon separation of the employee or after non-appointment of an applicant."

System Manager(s) and Address:

Delete "22314"; substitute: "22304–6178". Delete second paragraph; substitute: "Regional Security Officers, DCAA and Security Control Officer, DCAI, whose addresses are in the DoD Directory in the appendix to DCAA's system notices."

Notification Procedure:

Delete "Bldg. 4, Room 4A320"; delete "22314"; substitute: "22304–6178"; delete "7285"; substitute: "7288".

Record Access Procedures:

Delete "22314", substitute: "22304–6178".

Contesting Record Procedures:

Delete "22314"; substitute: "22304–6178".

Record Source Categories:

After "Security", delete "Control"; after "Field Audit Offices", add: "Manager, DCAI".

RDCAA 152.7

System Name:

Clearance Certification (48 FR 26177), June 6, 1983.

Changes:

System Location:

Delete entry, substitute: "Primary System—Regional Security Officers, DCAA Regional Offices; Security Control Officers, DCAA Field Audit Offices and DCAI, whose addresses are in the DoD Directory in the appendix to DCAA's systems notices.

"Decentralized Segments—Security Officer, DCAA and Director of Personnel, Headquarters, DCAA; and Chiefs of Personnel Division, DCAA Regional Offices, whose addresses are in the DoD Directory in the appendix to DCAA's systems notices."

Categories of Records in the System:

After "authorized," add: "as well as at Field Audit Offices and DCAI, copies of security acknowledgement certificates and special access briefing statements executed by individuals upon being granted security clearance or access to special access information."

Authority for Maintenance of the System:

Delete "11652, 'Classification and Declassification of National Security Information and Material'."; substitute: "12356, 'National Security Information'."

Add: "*Purpose(s):* "To maintain a record of the security clearance status of all DCAA personnel as well as certification of briefings for access to classified information and special access information."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and the Purposes of Such Uses:

Delete entry; substitute: "To DoD contractors to furnish notice of security clearance and access authorization of DCAA employees. See blanket routine uses at the beginning of this component's listing."

Safeguards:

Delete "that are protected by a guard force system after normal business hours."

Retention and Disposal:

Delete "of employees, transfer of military personnel from DCAA"; substitute: "or transfer of employees or military personnel".

System Manager(s) and Address:

Delete "22314"; substitute: "22304–6178". After "Regional Security", delete "Control".

Notification Procedure: Delete "Bldg. 4, Room 4A320"; delete "22314"; substitute: "22304–6178"; delete "7285"; substitute: "7288".

Record Access Procedures:

Delete "22314"; substitute: "22304–6178".

Contesting Record Procedures:

Delete "22314"; substitute: "22304–6178".

Record Source Categories:

After "Regional Security", delete "Control"; after "DCAA Regional Offices", add: "and Security Control Officers of DCAA Field Audit Offices and DCAI".

RDCAA 240.2

System Name:

Employment & Financial Interest Statements (48 FR 26179), June 6, 1983.

Changes:

Categories of Individuals Covered by the System:

Delete entry; substitute: "Personnel in grades GS/GM–13 and above who occupy positions covered by Executive Order 11222 and Section 201 of the Ethics in Government Act of 1978."

Categories of Records in the System:

Delete entry; substitute: "Department of Defense Forms 1555 and 1555–1 and Standard Form 278."

Authority for Maintenance of the System:

Add: "Section 205 of the Ethics in Government Act of 1978".

Add: *"Purpose(s):* To comply with the requirements of Executive Order 11222 and Section 201 of the Ethics in Government Act of 1978 that designated employees filed such statements."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and Purposes of Such Uses:

Delete entry; substitute: "See blanket routine uses at the beginning of this component's listing."

Notification Procedure:

Delete "22314"; substitute: "22304–6178".

Record Access Procedures:

In first paragraph, delete "22314"; substitute: "22304–6178".

RDCAA 240.3

System Name:

Legal Opinions (48 FR 26179), June 6, 1983.

Changes:

Categories of Records in the System:

Delete third paragraph, "Adverse Actions"; add: "MSPB Appeals—Files contain interoffice memorandums, citations used in determining the legal position, statements of witnesses, pleadings and MSPB decisions."

Authority for Maintenance of the System:

Add: "Civil Service Reform Act of 1978."

Add: *Purpose(s):* To maintain a historical reference for matters of legal precedence within DCAA to ensure consistency of action and the legal sufficiency of personnel actions."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and Purposes of Such Uses:

Delete entry; substitute: "See blanket routine uses at the beginning of this component's listing."

System Manager(s) and Address:

Delete "22314"; substitute: "22304–6178".

Notification Procedure:

Delete "22314"; substitute: "22304–6178"; and delete "7285"; substitute: "7288".

Record Access Procedures:

In first and second paragraphs, delete "22314"; substitute: "22304–6178".

Contesting Record Procedures:

Delete "Bldg 4, Room 4A320"; delete "22314"; substitute: "22304–6178".

RDCAA 240.5

System Name:

Standards of Conduct, Conflict of Interest (48 FR 26180), June 6, 1983.

Changes:

Authority for Maintenance of the System:

Add "18 USC 208."

Add: *"Purpose(s):* To provide a historical reference file of cases that are of precedential value to ensure equality of treatment of individuals in like circumstances."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and Purposes of Such Uses:

Delete entry; substitute: "See blanket routine uses at the beginning of this component's listing."

System Manager(s) and Address:

Delete "22314"; substitute: "22304–6178".

Notification Procedure:

Delete "Bldg. 4, Room 4A320"; delete "22314"; substitute: "22304–6178"; delete "7285"; substitute: "7288."

Record Access Procedure:

In first paragraph, delete "22314"; substitute: "22304–6178"; in second paragraph, delete "Room 4A320"; delete "22314"; substitute: "22304–6178".

Contesting Record Procedures:

Delete "Room 4A320"; delete "22314"; substitute: "22304–6178".

RDCAA 260.5

System Name:

Congressional Committee Correspondence (48 FR 26181), June 6, 1983.

Changes:

System Name:

Delete "Committee".

System Location:

After "Primary System," delete "Executive Office;" substitute: "Policy Liaison Division".

Categories of Individuals Covered by the System:

Delete entry; substitute: "Any individual member of Congress or a staff member of a Congressional Committee who has written to DCAA about a matter under the purview of DCAA."

Categories of Records in the System:

Delete entry; substitute: "Copies of correspondence from the Congressional member or Committee staff member, the reply made by DCAA and any backup material developed in the process of preparing the reply."

After *"Authority for Maintenance of the System,"* add: *"Purpose(s):* To maintain a record of all Congressional inquiries and the DCAA responses thereto."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and Purposes of Such Uses:

Delete entry; substitute: "See blanket routine uses at the beginning of this component's listing."

Retrievability:

After "subject", delete "Committee"; substitute: "Congressional"; after "name of the", add "Congressional member".

Retention and Disposal:

Delete entry; substitute: "Files maintained by the Policy Liaison Division are for permanent retention. They are retained in active files for five years and retired to the Washington National Records Center."

System Manager(s) and Address:

After "Headquarters, DCAA", delete "Executive Officer"; substitute: "Chief, Policy Liaison Division".

Notification Procedure:

Delete "Executive Officer"; substitute: "Chief, Policy Liaison Division"; delete "4C346"; substitute: "4A250"; delete "7319"; substitute: "7521".

Records Access Procedures:

In first paragraph, delete "Executive Officer"; substitute: "Chief, Policy Liaison Division"; delete "22314"; substitute "22304–6178". In the second paragraph, delete "Executive Officer"; substitute: "Chief, Policy Liaison Division".

RDCAA 322.7

System Name:

Students and Instructors (48 FR 26185), June 6, 1983.

Changes:

After *"Authority for Maintenance of the System,"* add: *"Purpose(s):* To provide records relating to application and selection of students and guest instructors for DCAA-sponsored training courses."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and Purposes of Such Uses:

Delete entry; substitute "See blanket routine uses at the beginning of this component's listing."

System Manager(s) and Address:

Delete "Regional Managers, DCAA"; substitute: "Regional Directors, DCAA".

Contesting Record Procedures:

Delete "22314"; substitute: "22304–6178".

RDCAA 358.1

System Name:

General EEO Files (48 FR 26186), June 6, 1983.

Changes:

System Location:

Delete entry; substitute: "Primary System—EEO offices throughout DCAA. Official mailing addresses are in the DoD Directory in the appendix to DCAA's systems notices.

"Decentralized Segments—Office of the EEO Officer, HQ, DCAA; Office of Counsel, HQ, DCAA; Regional EEO Officers, DCAA Regions."

After "*Authority for Maintenance of the System,*" add: "*Purpose(s):* To process and document EEO complaints in compliance with the provisions of 29 CFR 1613."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and the Purposes of Such Uses:

Delete entry; substitute: "To EEOC, Merit Systems Protection Board and U.S. Courts to process EEO complaints in compliance with the provisions of 29 CFR 1613.

Notification Procedure:

Delete "22314"; substitute: "22304–6178".

Record Access Procedures:

After "individuals", add: "for their records"; in first and third paragraph, delete "22314"; substitute: "22304–6178".

Contesting Record Procedures:

Delete "22314"; substitute: "22304–6178".

Record Source Categories:

After "affidavits of", delete "supervisors and".

RDCAA 358.21

System Name:

EEO Complaints Resolved by DCAA.

Changes:

System Name:

Delete "Resolved by DCAA".

After "*Authority for Maintenance of the System*", add: "*Purpose(s):* To process and document EEO complaints in compliance with the provisions of 29 CFR 1613."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and the Purposes of Such Uses:

Delete entry; substitute: "To EEOC, Merit Systems Protection Board and U.S. Courts to process EEO complaints in compliance with 29 CFR 1613."

Retrievability:

Delete entry; substitute: "Filed by case number in order received."

Retention and Disposal:

Delete "7"; substitute: "4."

System Manager(s) and Address:

Delete "22314"; substitute: "22304–6178".

Notification Procedures:

Delete "22314"; substitute: "22304–6178".

Record Access Procedures:

In the first paragraph, after "individuals", add: "for their records". In the first and third paragraphs, delete "22314"; substitute: "22304–6178".

Contesting Record Procedures:

Delete "22314"; substitute: "22304–6178".

RDCAA 358.3

System Name:

Grievance & Appeal Files (48 FR 16189), June 6, 1983.

Changes:

System Location:

Delete entry; substitute: "Grievant's servicing personnel office in Headquarters or in the regional offices whose addresses are in the DoD Directory in the appendix to DCAA's systems notices."

Categories of Individuals Covered by the System:

After "Employees", add: "or former employees"; delete "pursuant to Chapter 58, DCAAM 1400.1"; after "grievances," add: "that may be adjudicated under either Chapter 58, DCAA Personnel Manual or a negotiated grievance procedure."

Categories of Records in the System:

After "assignment of an examiner", add: "or selection of an arbitrator or referee"; after "transmittal", add: "memorandums and letters;".

After "*Authority for Maintenance of the System,*" add: *Purpose(s):* To record the grievance, the nature and scope of inquiry into the matter being grieved, and the treatment accorded the matter by management."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and Purposes of Such Uses:

Delete entry; substitute: "To arbitrators, referees, or other third party hearing officers selected by management and/or the parties to the grievance to serve as factfinders or deciders of the matter grieved. See blanket routine uses at the beginning of this component's listing."

Retrievability:

Delete entry; substitute: "Filed by subject matter, contract clause, or by name alphabetically."

Retention and Disposal:

Delete entry; substitute: "Review annually; destory entire file 1 year after the grievance has been decided or after the transfer or separation of the employee, whichever is shorter."

System Manager(s) and Address:

Delete entry; substitute: "Each servicing personnel officer in Headquarters or the regions whose addresses are in the DoD Directory in the appendix to DCAA's systems notices."

Record Access Procedures:

Delete "22314"; substitute: "22304–6178".

Record Source Categories:

After "Grievance examiner", add: "and persons interviewed by the grievance examiner"; delete "Persons interviewed by the Examiner other than witnesses." After "Deciding official," add: "arbitrator, referee, or other third party factfinder or decider". Delete "(decision)".

RDCAA 371.5

System Name:

Locator Records (48 FR 26192), June 6, 1983.

Changes:

System Location:

Delete "22314"; substitute: "22304–6178".

Categories of Records in the System:

After "room number", add: "office"; after "telephone", add: "number,".

After "*Authority for Maintenance of the System,*" add: "*Purpose(s):* To provide a ready reference of employee home address and telephone number for business, protocol and social purposes."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and Purposes of Such Uses:

Delete entry; substitute: "See blanket routine uses at the beginning of this component's listing."

Safeguards:

After "Building", add: "and/or office".

System Manager(s) and Address:

Delete "22314"; substitute: "22304–6178". Add: "Personnel Officers at the regional offices and the field audit office managers whose address are in the DoD Directory in the appendix to DCAA's systems notices."

Record Access Procedures:

Delete "22314"; substitute: "22304–6178".

RDCAA 440.2

System Name:

Time and Attendance Reports (48 FR 26194), June 6, 1983.

Changes:

After "*Authority for Maintenance of the System,*" add: "*Purpose(s):* To record the number of hours an employee works each day and the amount of sick and/or annual leave used. Supervisors review and certify accuracy of reports which are furnished to the appropriate Finance and Accounting office within the Department of Defense for payroll purposes."

Routine uses of Records Maintained in the System, Including Categories of Users, Uses, and Purposes of Such Uses:

Delete entry; substitute: "See blanket routine uses at the beginning of this component's listing."

System Manager(s) and Address:

Delete "Regional Managers,"; substitute: "Regional Directors,".

Notification Procedure:

Delete "Bldg. 4, Room 4A320"; delete "22314"; substitute: "22304–6178"; delete "7285"; substitute: "7246".

Record Access Procedure:

Delete "22314"; substitute: "22304–6178."

Contesting Record Procedures:

Delete "22314"; substitute: "22304–6178."

RDCAA 590.8

System name:

DCAA Management Information System (MIS) (48 FR 26196), June 6, 1983.

Changes:

System Location:

Delete entry; substitute: "Data Systems Branch, Management Division, Headquarters, DCAA; Financial Management Divisions, DCAA regional offices; field audit offices, respective DCAA regions whose addresses are in the DoD Directory in the appendix to DCAA's systems notices; Compuserve, Inc., 5000 Arlington Center Blvd., Columbus, OH 43220, which maintains systems data under contract with General Services Administration."

Categories of Individuals Covered by the System:

In the first paragraph, delete "Information Systems and Services Branch,"; substitute: "Data Systems Branch,". In the second paragraph, delete "Financial and Administrative Services"; substitute: "Financial Management". In the fourth paragraph, delete "Computer Sciences Corporation;"; substitute: "Compuserve, Inc.;".

After "*Authority for Maintenance of the System,*" add: "*Purpose(s):* To produce statistical reports reflecting agencywide audit planning, programming and performance in order to evaluate and analyze audit operations."

Routine Uses of Records Maintained in the System, Including Categories of Users, and Uses, Purposes of Such Uses:

Delete entry; substitute: "To Compuserve, Inc. to maintain data and computer operating systems necessary to permit DCAA personnel to process data, maintain system and produce required output reports. Computer Sciences Corporation does not obtain output from system and does not directly access stored data. See blanket routine uses at the beginning of this component's listing."

System Manager(s) and Address:

Delete entry; substitute: "Chief, Data Systems Branch, Management Division, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304–6178."

Notification Procedure:

Delete "Bldg. 4, Room 4A320"; delete "22314"; substitute: "22304–6178"; delete "7285"; substitute: "7246".

Record Access Procedures:

Delete "22314"; substitute: "'22304–6178".

Contesting Record Procedures:

Delete "22314"; substitute: "22304–6178".

RDCAA 590.9

System name:

DCAA Automated Personnel Inventory System (48 FR 26197), June 6, 1983.

Changes:

System Location:

Delete entry; substitute: "Office, Director of Personnel, and the Data Systems Branch, Management Division, Headquarters, DCAA, located at Cameron Station, Alexandria, VA 22304–6178. Regional personnel offices, whose addresses are in the DoD Directory in the appendix to DCAA's systems notices. Compuserve, Inc., 5000 Arlington Center Blvd., Columbus, OH 43220, which maintains systems data under contract with General Services Administration."

Categories of Individuals Covered by the System:

Delete entry; substitute: "All current civilian employees of DCAA, and former employees who were on Agency rolls any time after January 1, 1977."

Categories of Records in the System:

After "supervisory designation,"; add: "financial reporting requirements, and bargaining unit status;"; after "designation code,"; add: "and sex;"; after "educational level,"; add: "professional certifications,"; delete "assessments of employee potential for advancement and evaluations of past performance"; substitute: "performance evaluation and promotion evaluation; and"; delete "; and professional qualifications data including certification as a Certified Public Accountant or membership in recognized professional societies".

After *Authority for Maintenance of the System,*" add: *"Purpose(s):* To collect, store and retrieve information to meet personnel and manpower management information requirements in support of program operations, evaluation and analysis activities, and for satisfying external and internal reporting requirements."

Routine Uses of Records Maintained in the System, Including Categories of Users, Uses, and the Purposes of Such Uses:

Delete entry; substitute: "Designated automated data processing vendors with whom the Agency may contract are authorized to maintain and enhance data and computer operating systems necessary for DCAA personnel to process data, maintain and enhance the system, and produce required outputs. Vendors neither obtain output from the system nor access the stored data for other than validated, approved test procedures. See blanket routine uses at the beginning of this component's listing."

Storage:

Delete "career"; substitute: "employee performance".

Safeguards:

In first paragraph, delete "to gain access to data in system". Delete "Access to computerized data is restricted to systems analysts and programmers assigned to Headquarters, DCAA. Regional personnel do not have access to automated data base and can access system only for the purpose of obtaining output reports previously formatted by Headquarters, DCAA, personnel."; substitute: "Access to computerized data is restricted to systems analysts and programmers assigned to Headquarters, DCAA and personnel office employees and EEO specialists in Headquarters and regional offices whose address are in the DoD Directory in the appendix to DCAA's systems notices. Regional personnel can access system only for the purpose of obtaining output reports."

Retention and Disposal:

After "output printouts", add: "and reports"; delete "for data validation".

System Manager(s) and Address:

Delete "Chief, Information Systems Branch,"; substitute: "Director of Personnel,"; delete "22314"; substitute: "22304–6178".

Notification Procedure:

After "Information may be obtained from:" delete entry; substitute: "The SYSMANAGER.

"Written requests for information must include individual's full name, current address, telephone number and office of assignment.

"Individual may visit the Office of the SYSMANAGER.

"For personal visit, individual must furnish positive identification."

Records Access Procedures:

Delete entry; substitute: "Individuals desiring access to records about themselves in this system of records should submit a request as indicated under 'Notification Procedure', providing the information required therein."

Contesting Record Procedures:

Delete entry; substitute: "The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304–6178."

Record Source Categories:

In the first paragraph, delete "U.S. Civil Service Commission"; substitute: "the Office of Personnel Management." In the second paragraph, delete "Assessment of employee's potential and evaluation of performance"; substitute: "Performance evaluation and promotion appraisal information".

DEFENSE CONTRACT AUDIT AGENCY OFFICES

(Alphabetically by State and City)

California

DCAA Los Angeles Regional Office, 2500 Wilshire Boulevard, Suite 1270, Los Angeles, CA 90057–4366

DCAA San Francisco Regional Office, 450 Golden Gate Avenue, Box 36116, San Francisco, CA 94102–3563

Georgia

DCAA Atlanta Regional Office, 805 Walker Street, Suite 103, Atlanta, GA 30060–2731

Illinois

DCAA Chicago Regional Office, 527 LaSalle Street, Suite 652, Chicago, IL 60605–1096

Massachusetts

DCAA Boston Regional Office, 424 Trapelo Road, Waltham Federal Center, Waltham, MA 02154–6397

Pennsylvania

DCAA Philadelphia Regional Office, 600 Arch Street, Room 4400, Philadelphia, PA 19106–1604

Tennessee

Defense Contract Audit Institute, 4075 Park Avenue, Memphis, TN 38111–7492

Virginia

DCAA Headquarters, Cameron Station, Alexandria, VA 22304–6178

DEFENSE INVESTIGATIVE SERVICE

DELETIONS

V5–03

System Name:

National Agency Check (NAC) case control system (NCCS). (49 FR 26266) June 6, 1983.

Reason:

The NCCS (old V5–03) and DCCS (V5–04) have been consolidated into a single system Defense Integrated Management System (DIMS), the new V5–03, virtually without change.

DELETION

V5–04

System Name:

Defense Case Control System (DCCS) (49 FR 26267), June 6, 1983.

Reason:

The DCCS V5–04 records were consolidated with the new Defense Integrated Management System (DIMS), V5–03, virtually without change.

Defense Investigative Service (DIS) Systems Notices have been rewritten to add a "purpose(s)" caption and to delete the information concerning the purpose of the systems and their internal uses within the Department of Defense from the "Routine Use(s)" caption. This information is now set forth under the "Purpose(s)" caption.

No new routine uses or changes of purpose are reflected by these rewrites. Also some organizational and address changes have been made to reflect the current Defense Investigative Service organizational structure. None of these changes require an altered systems report. These notices reflect all of the systems of records subject to the Privacy Act of 1974 being maintained by the Defense Investigative Service as of December 31, 1984.

UNIFORMED SERVICES UNIVERSITY OF HEALTH SERVICES

AMENDMENTS

WUSU 01

System Name:

Uniformed Services University of Health Sciences (USUHS) Personnel Files (48 FR 26273), June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses.*

Delete the heading of *"Internal Users Uses, and Purposes."*

Delete the heading *"External Users, Uses, and Purposes"* and add the heading of *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

WUSU 02

System Name:

Uniformed Services University of Health Sciences (USUHS) payroll system (48 FR 26274, June 6, 1983)

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"To be used by USUHS Officials and Employees to produce data for budget purposes and as backup information for audits."

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal users, uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, uses and Purposes"* and add the heading *"Routine uses of Records Maintained in the System Including Categories of Users and Purposes of such uses."*

WUSU 03

System Name:

Uniformed Services University of the Health Sciences (USUHS) Student Record System (48 FR 25827), June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Use of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the first four words in paragraph following the above heading and add *"Data is."*

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses "*

WUSU 04

System Name:

Uniformed Services University of the Health Sciences (USUHS) Applicant Record System (48 FR 26275, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"To be used by Officials and Personnel of the USUHS for selecting students and conducting studies of the selection process."

Delete the heading *"Routine users of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

WUSU 04

System Name:

Uniformed Services University of the Health Sciences (USUHS) Applicant Record System (48 FR 26275, June 6, 1983).

Changes:

Add the following heading *"Purpose(s)"* before the heading *"Routine Uses of Records Maintained in the System, including Categories of Users and Purposes of Such Uses."*

Add the following paragraph under the above heading.

"To be used by Officials and Personnel of the USUHS for selecting students and conducting studies of the selection process."

Delete the heading *"Routine users of Records Maintained in the System, Including Categories of Users and Purposes of Such uses."*

Delete the heading *"Internal Users, Uses, and Purposes."*

Delete the paragraph under the above heading.

Delete the heading *"External Users, Uses, and Purposes"* and add the heading *"Routine Uses of Records Maintained in the System, Including Categories of Users and Purposes of Such Uses."*

Patricia H. Means,

OSD Federal Register Liaison Officer, Department of Defense.

April 18, 1985.

[FR Doc. 85-10238 Filed 5-28-85; 8:45 am]

BILLING CODE 3810-01-M

Federal Register

Wednesday
May 29, 1985

Part III

Department of Defense

Office of the Secretary

Privacy Act of 1974; Systems of Records

DEPARTMENT OF DEFENSE

Office of the Secretary

Privacy Act of 1974; DoD Systems of Records Notices

AGENCY: Department of Defense (DoD).

ACTION: Publication of record systems notices.

SUMMARY: The Department of Defense (DoD) is publishing in their entirety the notices for all of the systems of records, subject to the Privacy Act of 1974, maintained by the DoD as of December 31, 1984.

DATES: All of the system notices listed have been previously published in the **Federal Register** as required by 5 U.S.C. 552a(e)(11).

FOR FURTHER INFORMATION CONTACT: Mr. Aurelio Nepa, Jr., Staff Director, Defense Privacy Office, ODASD(A), The Pentagon, Washington, D.C. 20310–1100. Telephone 202/694–3027.

SUPPLEMENTARY INFORMATION: This compilation represents a complete listing, by component, of all the DoD systems of records subject to the Privacy Act of 1974, as amended (5 U.S.C. 552a) being maintained as of December 31, 1984.

The systems of records are maintained under the guidance of the various DoD components. The component system identifier appears as the first symbol in the system identification number assigned at the top of each record system. For example, a record system identified as "BO228–04 HT" signifies that the record system belongs to the Defense Mapping Agency because the first symbol is a "B". Following is a table of the DoD Components and their System Identifiers.

Components	System identifier
The Department of the Army	A
Defense Mapping Agency	B
Office of Inspector General, DoD	C
Office of the Secretary of Defense	D
Defense Advanced Research Projects Agency	E
Department of the Air Force	F
National Security Agency	G
Defense Nuclear Agency	H
Organization of the Joint Chiefs of Staff	J
Defense Communications Agency	K
Defense Intelligence Agency	L
United States Marine Corps	M
Department of the Navy	N
Defense Audiovisual Agency	P
Defense Contract Audit Agency	R
Defense Logistics Agency	S
Defense Investigative Service	V
Uniformed Services University of the Health Sciences	W

The DoD does not have a single centralized automated index to search all its systems of records. Therefore, anyone seeking access or requesting amendment of record pertaining to him or her in any record system should first determine with which DoD component the record system is affiliated. Then, after reviewing the desired component systems of records, contact the appropriate component official. This is usually the "system manager" of the particular record system concerned. Most of the large components maintain an address directory at the end of their systems or records listings for locations of decentralized records systems.

Requestors should also heed any special instructions established by a component set forth at the very beginning of their respective listings.

Patricia H. Means,

OSD Federal Register Liaison Officer, Department of Defense.

April 18, 1985.

BILLING CODE 3810-01-M

UNITED STATES ARMY

HOW SYSTEMS OF RECORDS ARE ARRANGED

Department of the Army records are arranged by major functional categories. Systems of records notices are grouped similarly. For example, a system of records about assignment of military personnel may be found in the 'military personnel' functional area - the 700 series; medical treatment records are in the 'medical' functional area - the 900 series. Some subjects, such as investigations, are treated as sub-elements of a major function; e.g., 'military police', 'security', and 'intelligence' investigations are found in the 500 series; 'criminal' investigations in the 400 series; 'military personnel' investigations in the 700 series. 'Civilian personnel' investigations, however, are not covered by Army system notices but can be found in Civil Service Commission systems of records - in this case, under 'CSC/GOVT-4'. The following list serves as a general guide to subjects which are retrieved by personal identifier and are contained in the Army systems of record notices. To this guide have been added Civil Service Commission systems of record notices which identify records in the temporary custody of the Army and bear CSC/GOVT identification numbers.

HOW TO USE THE INDEX GUIDE

As an aid in locating a particular system of records, follow the general guide below. The series in which the subject is located will appear as numbers of the system notice identification. For example: pay records for military and civilian personnel are in the 300 series; comparable system notices are A0305.08aDACA and A0306.0laDACA respectively. The first letter A represents the Army and the suffix letters are internal management accounting devices. System notices are published in numerical sequence. Following the identification number, the system notice is further identified by name, location, and the category of individuals included.

SUBJECT SERIES
SYSTEM IDENTIFICATION SERIES

Appeals, Grievances, Complaints (civilian)
A06l4... and CSC/GOVT-l

Awards and Decorations
A0600... and A07l8...

Civilian Personnel Investigations
A0502... and CSC/GOVT-4

Civilian Personnel Records
A08l4... and CSC/GOVT-3

Congressional Inquiries
A04ll...

Contractors
Al405... and Al5l9...

Court-martials
A0404...

Criminal Investigations
A0508...

Dependents' Education
Al0l5...

Housing
Al5ll...

Inspector General Inspections/ Investigations
A0224...

Intelligence/Counterintelligence
A0500...

Labor-Management Relations
A08l4...

Laundry and Drycleaning
Al427...

Law Enforcement
A0225... and A0509...

Legal Assistance
A0402...

Logistics
Al400...

Locator Files
A0l00...

Management Functions
A0200...

Medical Records (civilian)
A0609..., A0917... and CSC/GOVT-3

Medical Records (military)
A0714... and A0900...

Military History
A0228...

Military Personnel Records
A007..., A0200..., and A0700...

Non-appropriated Funds
A0314...

Passports
A1205...

Pay (civilian and military)
A0300...

Pharmacy Services
A0913...

Photographic Records
A1107...

Planning, Programming, and Operations
A0200...

Postal
A1108...

Privacy Act Requests
A0201...

Procurement
A1402...

Real Estate
A10504...

Review Boards (military)
A0708... and A0727...

Security Access/Clearance
A0506...

School Files
A1010... and A1012...

Telephone Directories
A1101...

Training
A0700..., A0800..., A1000..., A1111... and CSC/GOVT-3

Travel and Transportation
A0302..., A1201..., and A1205...

Veterinary Service
A0929...

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in

accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

AAFES 0703.07

SYSTEM NAME:

AAFES Employee Pay System Records

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; Exchange Regions, Area Exchanges; Post, Base, and Satellite Exchanges within the Continental United States and overseas.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of the Army and Air Force Exchange System.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee's name; Social Security Number; AAFES facility number; individual's pay, leave, and retirement records, withholding/deduction authorization for allotments, health benefits, life insurance, savings bonds, financial institutions, etc.; tax exemption certificates; personal exception and indebtedness papers; subsistence and quarters records; statements of charges, claims; roster and signature cards of designated timekeepers; payroll and retirement control and working paper files; unemployment compensation data requests and responses; reports of retirement fund deductions; management narrative and statistical reports relating to pay, leave, and retirement.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 6, GAO policy and Procedures Manual for Guidance of Federal Agencies; 10 U.S.C. 3012 and 8012.

PURPOSE(S):

To provide basis for computing civilian pay entitlements; to record history of pay transactions, leave accrued and taken, bonds due and issued, taxes paid; to answer inquiries and process claims.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system may be disclosed to:

Treasury Department: to record checks and bonds issued.

Internal Revenue Service: to report taxable earnings and taxes withheld; to locate delinquent debtors.

States and Cities/Counties: to provide taxable earnings of civilian employees to those states and cities or counties which have entered into an agreement with the Department of Defense and the Department of the Treasury.

State Employment Offices: to provide information relevant to the State's determination of individual's entitlement to unemployment compensation.

US Department of Justice/US Attorneys: for legal action and/or final disposition of debt claims against the Army and Air Force Exchange Service.

Private Collection Agencies: for collection action when the Army and Air Force Exchange Service has exhausted its internal collection efforts.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and in bulk storage; card files; computer magnetic tapes, discs and printouts; microfiches, microfilm.

RETRIEVABILITY:

Automated records are retrieved by employee's SSN within payroll block; manual records are retrieved by individual's surname or SSN.

SAFEGUARDS:

Records are restricted to personnel who are properly cleared and trained and have an official need therefor. In addition, integrity of automated data is ensured by internal audit procedures, data base access accounting reports and controls to preclude unauthorized disclosure.

RETENTION AND DISPOSAL:

The majority of documents are retained 4 years after which they are destroyed by shredding. Exceptions are Time and Attendance sheets: retained 2 years; W-2 data and employer quarterly Federal tax returns are retained 5 years; Payroll Registers are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, HQ Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is maintained in this system should inquire of the System Manager, furnishing their full name, SSN, current address and telephone number; if terminated, include date and place of separation.

RECORD ACCESS PROCEDURES:

Individuals who desire to access records pertaining to them in this system should follow information in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; personnel actions; other agency records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0207.02

SYSTEM NAME:

Customer Comments, Complaints, and Direct Line Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Users of the Army and Air Force Exchange Service who make inquiries, complaints, or comments on its operations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Customer's name, address and telephone number, information pertaining to the subject of inquiry, complaint, or comment and response thereto; customer opinion survey data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To aid the Exchange management in determining needs of customers and action required to settle customer complaints.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, stored in metal cabinets.

RETRIEVABILITY:

By customer's name.

SAFEGUARDS:

Records are accessible only by designated employees having official need therefor. Buildings housing records are protected by security guards.

RETENTION AND DISPOSAL:

Records are destroyed by shredding after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system of records contains information about them should write to the System Manager, ATTN: Director, Personnel Division, Dallas, TX 75222, providing their full name, current address and telephone number, case number that appeared on correspondence received from AAFES, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves in this system should write to the System Manager and furnish information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0306.12

SYSTEM NAME:

Personnel Security Case Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Pacific; HQ, AAFES-Europe; Exchange Regions, Area Exchanges; Post, base, and satellite Exchanges within the Continental United States and overseas.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons affiliated with the Army and Air Force Exchange Service by assignment, employment, contractual relationship, or as the result of an interservice support agreement on whom a personnel security clearance determination has been completed, is in process, or may be pending.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may contain pending and completed personnel security clearance actions on individuals by personal identifying data. It may also contain briefing/debriefing statements for special programs, sensitive positions, and other related information and documents required in connection with personnel security clearance determinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11652.

PURPOSE(S):

To assist in the processing of personnel security clearance actions; to record security clearances issued or denied; and to verify eligibility for access to classified information or assignment to a sensitive position. Records may be used by AAFES

commanders for adverse personnel actions such as removal from sensitive duties, removal from employment, denial to a restricted or sensitive area, and revocation of security clearance.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be released to Federal agencies based on formal accreditation as specified in official directives; regulations; to Federal, State, local, and foreign law enforcement, intelligence, or security agencies in connection with a lawful investigation under their jurisdiction.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in folders; cards; computer tapes, punched cards, or discs.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are located in locked safes or cabinets; access is restricted to designated individuals having need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file until the end of the fiscal year in which the individual is no longer employed or associated with the Army and Air Force Exchange Service; held 2 additional years in inactive status and retired to the National Personnel Records Center, St Louis, MO 63118.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: AAFES-SS, providing their full name, SSN, present address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should submit their request as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; investigative results furnished by the Defense Investigative Service and other Federal, Department of Defense, State, local, and/or foreign law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0307.01

SYSTEM NAME:

Carpooling Program

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons participating in carpool program who voluntarily provide information for release.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, home address and telephone number, map coordinate of home or nearby reference points, working hours, and similar information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To assign and administer allocated carpool parking assignments; establish priority of assignments, assist members and applicants in contacting one another and provide printout of individuals in systems to other participants who desire to arrange a carpool.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the City of Dallas, TX for inclusion in its Ridesharing Program. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; reference cards.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is accessible only to authorized personnel and those providing identification and purpose for which information is requested; may be accessed by persons seeking members who have provided consent for release of information.

RETENTION AND DISPOSAL:

Retained only on active participants; destroyed upon request/reassignment.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from the Administrative Services Division, HQ AAFES.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the Administrative Service Division, HQ AAFES and include individual's name, current address, and sufficient information to permit locating the record.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0401.04

SYSTEM NAME:

Official Personnel Folders and General Personnel Files.

SYSTEM LOCATION:

The Official Personnel Folder is located in the Personnel Office at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; regional offices and post and base area exchanges. Included in this system are the Employee Service Record Card Files and those records duplicated for maintenance at a site closer to where the employee works (e.g., in an administrative office or supervisor's work folder).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former employees of the Army and Air Force Exchange Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number, date of birth, home residence, mailing address, telephone number; records reflecting work experience, educational level achieved; letters of commendation; training courses in which enrolled and

certificates of completion; security clearance; personnel actions such as appointments, transfers, reassignments, separations, reprimands; salary and benefits documents to include allowances and insurance data; travel orders; and similar relevant information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

The Official Personnel Folder and other general personnel records are the official repository of the records, reports of personnel actions, and the documents and papers required in connection with these actions effected during an employee's service with the Army and Air Force Exchange Service. Records provide the basic source of factual data about a person's employment with the agency and have various uses by AAFES personnel offices, including screening qualifications of employees, determining status, eligibility, and employee's rights and benefits, computing length of service, and other information needed to provide personnel services.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Department of Labor, Veterans Administration, Social Security Administration, Federal agencies that have special civilian employee retirement programs; or a national, state, county, municipal, or other publicly recognized charitable or income security administration agency (e.g., State unemployment compensation agencies), where necessary to adjudicate a claim under the retirement, insurance or health benefits programs or to an agency to conduct studies or audits of benefits being paid under such programs. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; Kardex files; microfilm or microfiche, and in computer processible storage media.

RETRIEVABILITY:

By employee's name.

SAFEGUARDS:

Paper or microfiche/microfilmed records are located in locked metal cabinets or in secured rooms with access limited to those personnel whose official duties require access. Access to computerized records is limited, through use of access codes and entry logs, to those whose official duties require access.

RETENTION AND DISPOSAL:

The Official Personnel Folder is permanent. Upon employee's separation, it is transferred to the National Personnel Records Center (Civilian), 111 Winnebago Street, St Louis, MO 63118. Duplicate records maintained in an administrative office or at supervisory levels are destroyed 90 days after employee's separation. Service Record Card Files are retained for 5 years following employee's separation and retired to a records holding area for 15 additional years before being destroyed, except that those of employees of discontinued AAFES installations are retired to the National Personnel Records Center (Civilian). Automated personnel records are retained indefinitely for managerial and statistical studies; after an employee's separation, records are not used in making decisions concerning the employee.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Director, Personnel Division, Dallas, TX 75222. Individuals must furnish their full name, SSN, current address and telephone number; if terminated, also include date of birth, date of separation, and last employing location.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records concerning themselves should write to the System Manager, providing information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, educational institutions, officials and other individuals of the Army and Air Force Exchange Service, third parties responding to reference checks, previous employers, law enforcement agencies, physicians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0403.01

SYSTEM NAME:

Application for Employment Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222, for applicants of executive and managerial positions. Records of applicants for all other AAFES positions may be located also at AAFES-Europe, AAFES-Pacific, regional offices, and post, base exchanges and satellites.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who have applied for employment in the Army and Air Force Exchange Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications generally include individual's name, date of birth, SSN, home address, information on work and educational experience, military service, convictions for offenses against the law, specialized training, awards or honors; documents reflecting results of written examinations and ratings; reference checks and results; evidence of satisfactory physical condition, preemployment investigations and clearances deemed appropriate to the position for which application is made; notification from AAFES concerning selection/non-selection.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

The records are used in considering individuals who have applied for positions in the Army and Air Force Exchange Service by making determinations of qualifications including medical qualifications, for positions applied for, and to rate and rank applicants applying for the same or similar positions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By applicant's surname.

SAFEGUARDS:

Records are maintained in a secured area with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Applicant records may be retained up to 3 years; records for applicants hired become part of the person's Official Personnel Folder. Documents on individuals who are not hired may be held from 3 months to 3 years depending upon whether or not adverse reference and/or derogatory credit checks are received.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Director, Personnel Division, furnishing full name, SSN, current address and telephone number, and sufficient details concerning position and location thereof for which application had been submitted.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves in this system should write to the System Manager and furnish information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her previous employer(s) and personal references, law enforcement agencies, medical authorities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0403.05

SYSTEM NAME:

Employee Examination Records.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees under consideration for promotion to managerial positions

CATEGORIES OF RECORDS IN THE SYSTEM:

Test scores and cumulative data for those employees who take the AAFES test battery, consisting of (a) SET tests, (b) Thurstone Test of Mental Alertness, (c) Wesman Personnel Classification Test, (d) Thurston Temperament Schedule, and (e) Personagraph (Allston B. Hobby Associates).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

Used for research purposes and as a predictor of one's success under given situations for promotional aptitude to positions at the managerial level.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in locked containers.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Information is accessed only by designated individuals having official need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

Information is retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager, ATTN: Director, personnel Division, Dallas, TX 75222. Individual should furnish his/her full name, SSN, current address and telephone number, and, if separated, date of birth, date of separation, and last employing location in addition to the above.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records should write to the System Manager and furnish information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Individual tests taken by the employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0403.11

SYSTEM NAME:

Personnel Departure Clearance Records

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-Pacific; regional offices; base and post exchanges and satellites world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of the Army and Air Force Exchange Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, job data, reason for departure, and clearing offices' approval.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To ensure that departing employees have been properly out-processed.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in locked filing cabinets.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Information is accessed only by designated individuals having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are closed at the end of the fiscal year, held 1 year, and destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, ATTN: Director, Administrative Services Division, providing full name, SSN, current address and telephone number, and date and place of separation.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information about themselves in this system should write to the System Manager, providing information required in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; official personnel actions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0404.01

SYSTEM NAME:

Incentive Awards Case Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of the Army and Air Force Exchange Service nominated for or recipients of awards.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, grade/step, position title, award for which nominated and justification therefor, accomplishments, requirements of position held, organization in which employed, and similar relevant data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To consider and select employees for incentive awards and other honors and to publicize those granted.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices. Information may also be disclosed to public and private organizations, including news media, which grant or publicize employee awards or honors.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in filing cabinets.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessible only to designated individuals having official need therefor.

RETENTION AND DISPOSAL:

Records are retained for 2 years, following which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: PE, Dallas, TX 75222, providing full name, SSN, current address and telephone number, and sufficient details to permit locating the record.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should submit their request as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the nominating official; approving authority; individual's official personnel file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0405.03

SYSTEM NAME:

Personnel Appeals and Grievances

SYSTEM LOCATION:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; or HQ AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any employee of the Army and Air Force Exchange Service who has filed an appeal of an adverse action and/or is contesting a personnel action when the appeal/grievance has been referred to the appropriate General Counsel's office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence, documentation, and memoranda concerning the appeal/grievance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To determine propriety and legal sufficiency or the agency's action in the appeal or grievance matter.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in locked file cabinets.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Retained in the servicing General Counsel's office for 1 year after final decision is made; subsequently retired to the AAFES warehouse or servicing General Services Administration records holding center where it is held 6 years before being destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from the servicing General Counsel at the AAFES location where appeal/grievance was filed.

RECORD ACCESS PROCEDURES:

Individuals desiring to access records in this system of records pertaining to themselves should write to the appropriate General Counsel, furnishing full name, current address and telephone number, the latest correspondence received by them from the General Counsel's office, if available, and signature.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From AAFES personnel office responsible for records on the employee; from the AAFES Grievance Examiner; and from the AAFES employee and/or his/her representative.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0405.05

SYSTEM NAME:

Confidential Statement of Employment and Financial Interests

SYSTEM LOCATION:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All general officers, commissioned officers in the rank of lieutenant colonel or above, and all employees of the Army and Air Force Exchange Service at grade 13 and above whose basic duties and responsibilities require the exercise of judgment in making decisions or taking action in regard to contracting or procurement, auditing, and other matters having a significant economic impact on the interests of any non-Federal enterprise.

CATEGORIES OF RECORDS IN THE SYSTEM:

DD Form 1555, 'Confidential Statement of Employment and Financial Interest', and endorsements or documents relevant to information on this form.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11222.

PURPOSE(S):

These records are maintained to meet requirements of Executive Order 11222 on the filing of employment and financial interest statements. Such statements are required to assure compliance with the standards of conduct for Government employees contained in the Executive Order and title 18 of the U.S.C., and to determine if a conflict of interest exists between the employment of individuals by the Federal Government and their personal employment and financial interests.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These statements and amended statements required by or pursuant to Executive Order 11222, Part IV, are to be held in confidence and no information shall be disclosed except:

a. To disclose pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, either when the Government is party to a judicial proceeding or in order to comply with the issuance of a subpoena.

c. To disclose information to any source when necessary to obtain information relevant to a conflict-of-interest investigation or determination.

d. By the National Archives and Records Service, General Services Administration, in record management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

e. To disclose information to the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

f. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in locked file cabinets.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is accessible only to designated authorized persons who are properly screened, cleared and trained, having official need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Retained until individual no longer occupies a position for which DD Form 1555 is required; records are then maintained 2 years and destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the General Counsel at the AAFES location where the reports were filed.

RECORD ACCESS PROCEDURES:

Individuals wishing to request access to their records should contact the General Counsel at the AAFES location where the reports were filed. Individuals must furnish their full name, SSN, period covered by the report filed, and signature.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0405.11

SYSTEM NAME:

Individual Health Records

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, organizational location, date of birth, medical data recorded by treating nurse/physician, information provided by individual's personal physician regarding diagnosis, prognosis, and return to duty status, and similar relevant data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To provide health care and medical treatment to employees who become ill or are injured during working hours.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in locked file cabinets.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in the dispensary, available only to assigned medical personnel.

RETENTION AND DISPOSAL:

Records are maintained for 6 years following termination of individual's employment; then destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Director, Administrative Services; individuals must furnish full name, details concerning injury or illness and date and location of such, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should submit written request as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the employee; his/her physician; witnesses to an injury/accident.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0406.12

SYSTEM NAME:

Employee Career Development Plan File

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (HQ AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; regional offices; area; base and post exchanges world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number (SSN), current job title, grade, duty phone, job location, results of Skills Survey (AAFES Form 1200-61) specifically covering education/training courses completed, skills/experience acquired, skills used in daily work, and skills needed; career goals as identified on AAFES Form 1200-62 and progress in achieving goals, career appraisals, and employee/supervisor comments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To assist the servicing personnel office in identifying and referring qualified employees for vacant positions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in locked file cabinets.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Information is accessible only to designated individuals having an official need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

Records are retained until employee severs his/her employment with the Army and Air Force Exchange Service, at which time they are destroyed. Upon employee's transfer to another AAFES location, record is forwarded to the gaining personnel office.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, ATTN: Director, Personnel Division, providing full name, SSN, job location, and duty phone.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about them in this system should inquire of the System Manager, providing information required in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0408.05

SYSTEM NAME:

Individual Trainee Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service who have been selected for a college trainee or management development trainee position.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's employment application, trainee appointment documents; copy of college transcript and degree awarded; copy of employee qualification record, performance, and career appraisal

forms; statement of mobility; supervisor's recommendations; and similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To determine employee potential for participation in management development trainee program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; cards.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Records are stored in locked containers. Information is accessed only by designated individuals having official need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

Records concerning employees selected for the program are incorporated into their Official Personnel Folder. Records on non-selected individuals are retained 5 years, then destroyed. Statistical and summary data are retained for managerial purposes indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager, ATTN: Director, Personnel Division; individuals must furnish their full name, SSN, current address and telephone number; if separated, date of birth, date of separation, and last employing location must also be furnished.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records should write to the System Manager, providing information specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the applicant; official records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0408.14

SYSTEM NAME:

Tuition Assistance Case Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service who apply for tuition assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application, academic transcripts, curricula, grade reports, request for disbursement, agency approval/disapproval, similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To maintain information on participants in the tuition assistance program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in locked cabinets.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Information is accessed only by designated individuals having need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records are destroyed 2 years following individual's completion of course for which tuition assistance was granted.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: Director, Personnel Division; individual must furnish written request containing his/her full name, details concerning application for tuition assistance, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write to the System Manager, providing information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0409.01

SYSTEM NAME:

AAFES Accident/Incident Reports.

SYSTEM LOCATION:

Safety and Security Offices of Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals involved in accidents, incidents, or mishaps resulting in theft or reportable damage to AAFES property or facilities; individuals injured or become ill as a result of such accidents, incidents, or mishaps.

CATEGORIES OF RECORDS IN THE SYSTEM:

AAFES Accident Report, AAFES Incident Report, record of injuries and illnesses; physicians' reports; witness statements; investigatory reports; similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11807.

PURPOSE(S):

To record accidents, incidents, mishaps, fires, theft, etc., involving Government property; and personal

injuries/illnesses in connection therewith, for the purposes of recouping damages, correcting deficiencies, initiating appropriate disciplinary action; filing of insurance and/or workmen's compensation claims therefor; and for managerial and statistical reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Department of Labor, to support workmen's compensation claims. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; computer magnetic tapes and printouts; microfiche.

RETRIEVABILITY:

By name of individual involved or injured; by SSN.

SAFEGUARDS:

Records are accessed only by designated individuals having official need therefor in the performance of their duties, within buildings protected by security guards.

RETENTION AND DISPOSAL:

Paper records are retained for 2 years following which it is destroyed by shredding; information on microfiches is retained for 3 years; computer tapes reflecting historical data are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information exists on them in this system of records should write to the System manager, ATTN: Director, Safety and Security Division, providing their full name, present address and telephone number; sufficient details concerning the accident, mishap, or attendant injury to permit locating the record, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write to the System Manager, as indicated in 'Notification procedure', furnishing information required therein.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; medical facilities; investigating official; State Bureau of Motor Vehicles, State and local law enforcement authorities; witnesses; victims; official Department of Defense records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0410.01

SYSTEM NAME:

Employee Travel Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; regional offices; base, post exchanges and satellites of AAFES world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service authorized to perform official travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents pertaining to travel of persons on official Government business, and/or their dependents, including but not limited to travel assignment orders, authorized leave enroute, availability of quarters and/or shipment of household goods and personal effects, application for passport/visas; security clearance; travel expense vouchers; and similar related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To process official travel requests for military and civilian employees of the Army and Air Force Exchange Service; to determine eligibility of individual's dependents to travel; to obtain necessary clearance where foreign travel is involved, including assisting individual in applying for passports and visas and counseling where proposed travel involves visiting/transiting communist countries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to attache' or law enforcement authorities of foreign countries; to US Department of Justice or Department of Defense legal/intelligence/investigative agencies for security, investigative, intelligence, and/or counterintelligence operations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in locked filing cabinets.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Information is accessed only by designated individuals having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are destroyed after 2 years by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager, ATTN: Director, Administrative Services Division. Individuals must provide full name, SSN, current address and telephone number, details of travel authorization/clearance documents sought, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records should write to the System Manager, providing information specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, official travel orders, travel expense vouchers, receipts and similar relevant documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0505.02

SYSTEM NAME:

Biographical Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service at Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian employees of the Army and Air Force Exchange Service world-wide.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, position title and organizational location, home address, date and place of birth, marital status including names of spouse and children, educational background, military status, awards and decorations, community and civic interest data, photograph, and similar relevant information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To prepare feature articles for hometown newspapers, trade media, community interests, and similar public service groups.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices. Information may also be disclosed to public and private organizations including news media.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessed only by designated individuals having official need therefor, in buildings protected by security guards or military police.

RETENTION AND DISPOSAL:

Records are retained for 1 year following termination of individual's assignment or employment; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, providing their full name, current address and telephone number, details surrounding the event or incident, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves in this system should submit their request as indicated in 'Notification procedure', furnishing information required therein.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; official AAFES records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0602.04a

SYSTEM NAME:

Litigation Initiated by AAFES.

SYSTEM LOCATION:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals against whom AAFES has filed a complaint or similar pleading in a court or administrative body.

CATEGORIES OF RECORDS IN THE SYSTEM:

Pleadings and documents filed by parties to the action and documentation, correspondence, and memoranda pertaining thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To process complaints against individuals; to initiate litigation as necessary.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To process complaints or pleadings on behalf of the Army and Air Force Exchange Service.

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By surname of defendant in the proceeding.

SAFEGUARDS:

Records are maintained in buildings having security guards and are restricted to authorized personnel who are properly screened, cleared, and trained in Privacy Act matters.

RETENTION AND DISPOSAL:

Records are permanent. They are retained until judicial proceedings have been resolved, after which they are retired to the servicing AAFES warehouse or servicing General Services Administration records holding center.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: General Counsel, providing their full name, current address and telephone number, copy of latest correspondence from AAFES, if available, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write to the System Manager, providing information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From official records of the Army and Air Force Exchange Service; from any individual who can provide information concerning the complaint/proceeding; from similar relevant documentation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None..

AAFES0602.04b

SYSTEM NAME:

Claims and/or Litigation Against AAFES.

SYSTEM LOCATION:

Office of the General Counsel, Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has filed a claim against AAFES, a complaint or similar pleading in a court or administrative body in which an AAFES employee or the Army and Air Force Exchange Service is named as a defendant.

CATEGORIES OF RECORDS IN THE SYSTEM:

Claims, pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documention, and allied materials involved in representing the Army and Air Force Exchange Service in the Federal Court System.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To investigate claims and prepare responses; to defend the Army and Air Force Exchange Service in civil suits filed against it in the Federal Court System.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Department of Justice and US Attorneys' offices handling a particular case. Most of the information is filed in some manner in the courts in which litigation is pending and therefore is a public record. In addition, some of the information will appear in the written orders, opinions, and decisions of the courts which, in turn, are published in the Federal Reporter System under the name or style of the case and are available to individuals with access to a law library.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By last name of claimant/plaintiff.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who have need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Claim records are destroyed after 6 years. Litigation records are permanent; they are retained in the servicing General Counsel's Office until judicial proceedings have been resolved, following which they are retired to the servicing General Services Administration records holding center.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: General Counsel. Individual should provide his/her full name, current address and telephone number, latest correspondence received from the servicing General Counsel's office if available, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write to the System Manager and provide information specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From official records of the Army and Air Force Exchange Service; claimants; litigants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0604.02

SYSTEM NAME:

Unfair Labor Practice Claim/Charges Files.

SYSTEM LOCATION:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe, HQ AAFES-Pacific; personnel offices at Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service who are permitted to file charges/claims pursuant to Executive Order 11491, as amended.

CATEGORIES OF RECORDS IN THE SYSTEM:

Written allegations of unfair labor practice; supporting correspondence/documentation/memoranda.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012; Executive Order 11491, October 31, 1969, as amended.

PURPOSE(S):

To review and process charges/claims of unfair labor practices through formal/informal negotiations; for managerial and statistical reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to designated persons having official need therefor in the performance of their duties. Buildings housing records are protected by security guards.

RETENTION AND DISPOSAL:

Records are retained 5 years in an active file; then transferred to the servicing AAFES warehouse or General Services Administration records holding center for an additional 5 years, following which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is contained in this system of records may write to the System Manager, ATTN: General Counsel, furnishing their full name, SSN, last employing station, details sufficient to locate the record, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring to access records about themselves should write to the System Manager, providing information specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, the union representative, witnesses, official records of the Army and Air Force Exchange Service.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0702.22

SYSTEM NAME:

Check-Cashing Privilege Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-Pacific; Exchange Regions and Area Exchanges at posts, bases, and satellites worldwide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Customers of the Army and Air Force Exchange Service: military, dependents, retirees, and Exchange employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Customer's name, SSN, category of customer (i.e., dependent, retiree, active duty member), amounts of checks not paid by bank, collection efforts, and relevant documentation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To determine customer's eligibility to cash checks.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In overseas areas, information is disclosed to military banking facilities. These facilities are branches of US based financial institutions which are under contract to the Department of Defense to provide banking services to US military and affiliated civilian personnel overseas. Any financial losses sustained by these activities in support of the Department of Defense program are underwritten by the Department of Defense using appropriated funds. The financial institutions use the check-cashing information only to determine whether to cash checks or similar negotiable instruments for individuals - not to award or deny other banking privileges.

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records; computer tapes, discs, and printouts.

RETRIEVABILITY:

By customer name and SSN.

SAFEGUARDS:

All information is stored in locked rooms within secured buildings and is accessed only by designated personnel having official need therefor, primarily by individuals authorized to cash checks.

RETENTION AND DISPOSAL:

Information is retained until no longer needed, at which time it is destroyed by shredding or erasure.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system contains information concerning them should contact either the local Exchange where check was cashed (or refused) or HQ Army and Air Force Exchange Service, Dallas, TX 75222, furnishing full name, SSN or other acceptable identifying information that will facilitate locating the records.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records concerning themselves should write to the System Manager, furnishing information specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; his/her checks; financial institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0702.23

SYSTEM NAME:

Dishonored Check Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have negotiated dishonored checks at AAFES facilities and whose check cashing privilege is under review by the General Counsel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, SSN, indebtedness, collection efforts, and relevant documentation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To collect dishonored check indebtedness.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to civil or criminal law enforcement agencies for law enforcement purposes. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By surname of individual responsible for dishonored check.

SAFEGUARDS:

Records are maintained in buildings having security guard and are accessed only by personnel having official need therefor who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are retained by the General Counsel until indebtedness has been satisfied, determined to be uncollectible, or additional administrative action is required. Upon completion, records are transferred to the Comptroller Division and maintained with appropriate check cashing privilege records.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them may write to the System Manager, ATTN: General Counsel, providing their full name, SSN, current address and telephone number, latest correspondence from AAFES if available, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring to access information in this system concerning themselves should write as indicated in 'Notification procedure', providing the information required therein.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her employer, law enforcement investigative agencies, banking facilities, consumer reporting agencies, and sources that furnish information regarding individual's credit.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0702.34

SYSTEM NAME:

Accounts Receivable Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFEs-Alaska; continental United States and oversea exchange regions, area exchanges, and post and base exchanges and satellites within the AAFES system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

AAFES customers (military, retirees, civilians, and civilian dependents).

CATEGORIES OF RECORDS IN THE SYSTEM:

Charge or credit vouchers, oil company credit card tickets, cash receipts documents, purchase orders, receiving reports, and correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To process, monitor, and post-audit accounts receivable, to administer the Federal Claims Collection Act, and to answer inquiries pertaining thereto.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

US Department of Justice/US Attorneys: For legal action and/or final disposition of the debt claim.

Internal Revenue Service: To obtain locator status for delinquent accounts receivables; (Controls exist to preclude redisclosure of solicited IRS address data); and/or to report write-off amounts as taxable income as pertains to amounts compromised and accounts barred from litigation due to age.

Private collection agencies: For collection action when the Army has exhausted its internal collection efforts.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By customer's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel within steel storage cabinets.

RETENTION AND DISPOSAL:

Records are retained in current files until close of fiscal year in which receivable is cleared. At year end, files are stored for 6 years and subsequently destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: General Accounting Branch, Comptroller Division; telephone: 214/330-2631.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to HQ AAFES, ATTN: CM-G, Dallas, TX 75222 and contain the full name of the individual, current address and telephone number, AAFES activity at which the receivable was established, and date of transaction.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the customer; from correspondence between AAFES and vendors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0702.43

SYSTEM NAME:

Travel Advance Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees required to perform official travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, organization to which assigned, details of official travel, amount advanced, and similar relevant data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To monitor travel advances against individual's authorized official travel and to ensure settlement of indebtedness to the Government.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in metal filing cabinets.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Records are accessed only by designated employees having official

need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are destroyed 1 year following settlement of an individual's travel advance account.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Comptroller Division, CM-G, furnishing their full name, sufficient details concerning records sought, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves in this system should submit their request as indicated in 'Notification procedure', furnishing information required therein.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, records of the AAFES office issuing travel advance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0704.07

SYSTEM NAME:

Fidelity Bond Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ, AAFES-Pacific; Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of the Army and Air Force Exchange Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Fidelity bond application, transmittal letter to insurance company, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To assure that all employees applied for and were accepted by the bonding company for fidelity bond coverage.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to designated individuals having official need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Destroyed 3 years after bond becomes inactive.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information exists on them in this system of records may write to the System Manager, ATTN: Director, Personnel Division, providing their full name, SSN, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write to the System Manager, providing information required in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Fidelity bond applications completed by the employee; action by the bonding company; similar relevant correspondence and documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES0903.06f

SYSTEM NAME:

Personnel Management Information System.

SYSTEM LOCATION:

Centralized at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222. Segments of the system exist at servicing civilian personnel offices at AAFES-Pacific, AAFES-Europe, Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of the Army and Air Force Exchange Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, SSN, Exchange location, home address; date of birth; date hired, leave accrual data, retirement participation data, service award data, citizenship, marital status, sex, security clearance, military status, sponsor affiliation where employee is a dependent of a US Government/military member, job code and title, employment category, pay plan, wage schedule, base hourly rate, scheduled work week, Federal and State tax exemptions, type of insurance coverage, authorized deductions, life insurance coverage, physical examination documents, education and experience, licenses, career plans, Personnel Evaluation Reports, training course data, and similar relevant information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To produce reports and statistical analyses of the civilian workforce strength trends and composition in support of established manpower and budgetary programs and procedures; verify employment; provide data in support of Equal Employment Opportunity Program requirements; provide locator and emergency notification data; respond to union requests; identify training requirements; provide salary data for current and projected fiscal guidance, personnel data for current and projected staffing requirements; provide suspense system for within grade increases, length of service awards, performance ratings, pay adjustments and tenure groups; provide data for retirement processing, individual personnel actions; analyze leave usage; investigate complaints, grievances and appeals; respond to requests from courts and regulatory bodies; provide incentive awards information; provide qualified candidates to fill position vacancies; counsel employees on career

development; plan dependent services in overseas areas; determine validity of individual claims related to pay adjustments; and for other managerial and statistical studies, records, and reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer tapes/discs; printouts.

RETRIEVABILITY:

By name or SSN.

SAFEGUARDS:

Disc and tape files reside in restricted areas accessible only to authorized personnel who are properly screened, cleared, and trained. Manual records and computer printouts containing personal identifiers are maintained in locked file cabinets and are available only to individuals having official need therefor.

RETENTION AND DISPOSAL:

Disc files are retained for 18 months after employee separates and are destroyed with the exception of employees terminated under disciplinary action (ineligible for rehire), retired employees and all employees under the Universal Annual Salary Plan whose file remains a permanent record. Back-up tapes are retained for 90 days. Computer printouts are maintained as follows: system edit reports are destroyed upon verification that errors have been corrected; printouts produced for managerial reports are maintained for periods varying from 2 to 10 years; source documents and computer printouts which are included as part of the employee's Official Personnel Folder are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Director, Personnel Division, Dallas, TX 75222. Writer must furnish full name, SSN, current address and telephone number and, if terminated, include date of birth, date of separation, and last employing location.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information about themselves in this system should write to the System Manager, furnishing information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the employee, his/her supervisor, AAFES records and reports, Official Personnel Folder.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES1203.03

SYSTEM NAME:

Appointment of Contracting Officers.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; all regional offices within the Continental United States.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military or civilian personnel assigned to the Army and Air Force Exchange Service are appointed as contracting officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, job title and grade, qualifications, training and experience, request for appointment as contracting officer, copy of Certificate of Appointment, and other correspondence and documents relating to individual's qualifications therefor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To ascertain an individual's qualifications to be appointed as contracting officer; to determine if limitations on procurement authority are appropriate; to complete Certificate of Appointment.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is accessible only to designated persons having official need therefor in the performance of their duties. Records are maintained in building entrance which is limited to persons assigned to AAFES.

RETENTION AND DISPOSAL:

Records are retained only so long as individual's appointment as contracting officer is valid; upon termination, records are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: Director, Procurement Management Office, and provide their full name, and sufficient details to permit locating the pertinent records.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should direct an inquiry as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, personnel records, former employers, educational institutions, AAFES records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES1300.01

SYSTEM NAME:

Resource Management and Cost Accounting Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; Exchange Regions and Area

Exchanges at posts, bases, and satellites world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel assigned/attached to an organizational entity of AAFES.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records by individual of manhours applied to the accomplishment of assigned tasks or projects. Specific data elements include name, SSN/employee identification number, organizational element, military rank/civilian grade, job title, clearance status, rating data, regular/overtime wage rates, regular/overtime hours worked, hours of leave taken, record of official travel, project code, accounting code and cost data, workload units accomplished, file references and related information, and records control data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To project manpower and monetary requirements; to allocate available resources to specific projects; to schedule workload and assess progress; to project future organizational milestones; to evaluate indivdual performance and equipment efficiency; to set standards and methods; to record and control personnel and equipment utilization; to document inventories; to interpolate training needed by unit or individual; to monitor use of overtime; to control and monitor obligations and expenditures of Government funds; to provide audit trail; to generate statistical reports of workload and production levels and other trends within the organization; and to provide other accounting and monitoring reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Punch cards, magnetic tapes, cards, or discs; microform, microfiche, computer printouts, and paper records.

RETRIEVABILITY:

By individual's name, SSN or employee identification number; information may also be accessed by a non-personal data element such as project code, cost accounting code, or organizational element.

SAFEGUARDS:

Automated systems employ computer hardware/software features. All records are maintained in controlled areas, within buildings/rooms which are secured during non-duty hours. Personal information is accessed only by individuals who have need therefor in their official duties.

RETENTION AND DISPOSAL:

Information in magnetic media is erased after 1 year; manual records are detroyed after 1 year by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system contains information on them should contact the System Manager, appropriate Director or Division Chief in organization in which employed or assigned, and should furnish full name, SSN, office believed to have the record, and time frame, any other information which will assist in locating the information, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information from this system of records should address an inquiry as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From employee time cards; organization manpower rosters; individual personnel and training records; production records; and similar relevant AAFES documents and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES1504.03

SYSTEM NAME:

Personal Property Movement and Storage Files.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army and Air Force Exchange Service whose permanent change of station is authorized by AAFES.

CATEGORIES OF RECORDS IN THE SYSTEM:

Orders authorizing shipment/storage of personal property to include privately owned vehicles and house trailers/mobile homes; Cash Collection Vouchers; Application for Shipment and/or Storage of Personal Property; Transportation Control and Movement Document; Personal Property Counseling Checklist; Government Bill of Lading; storage contracts, loss and damage claims, and similar related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

Used by the Army and Air Force Exchange Service to arrange for the movement, storage and handling of personal property; to identify/trace lost or damaged shipments; to answer inquiries and monitor effectiveness of personal property traffic management functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is disclosed to commercial carriers for the purposes of identifying ownership, verifying delivery of shipment, supporting billing for services rendered, and justifying claims for loss, damage, or theft. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; microfilm; magnetic tapes, and computer printouts.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is maintained in secured areas, accessible only to authorized personnel having an official need-to-know. Automated segments are further protected by code numbers and passwords.

RETENTION AND DISPOSAL:

Documents relating to packing, shipping, and/or storing of household

goods within the Continental United States are destroyed after 3 years; those relating to overseas areas are destroyed after 6 years. Documents regarding shipment of privately owned vehicles/mobile homes are destroyed after 2 years. Shipment discrepancy reports are destroyed after 2 years or when claim/investigation is settled, whichever is later. Administrative files reflecting queries and responses are retained for 2 years; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, ATTN: Director, Administrative Services Division, and should provide their full name, SSN, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information about themselves in this system should address their inquiry to the System Manager, providing information required in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Provided by the individual whose personal property is shipped/stored; by the carrier/storage facility.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES1609.02

SYSTEM NAME:

AAFES Customer Service.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; regional, area, post and base Exchanges in the United States.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

AAFES customers who purchase merchandise on a time payment, layaway, or special order basis, or who need purchase adjustments or refunds.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of layaway tickets, requests for refunds, special order forms/procurement request/logs, cash receipt/charge or credit vouchers, repair vouchers, warranty documents, correspondence between AAFES and the customer and/or vendor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 8012.

PURPOSE(S):

To record customer transactions/payment for layaways and special orders; to determine payment status before finalizing transactions; to identify account delinquencies and prepare customer reminder notices; to mail refunds on cancelled layaways or special orders; to process purchase refunds; to document receipt from customer of merchandise subsequently returned to vendors for repair or replacement and initiate follow-up actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file boxes and cabinets.

RETRIEVABILITY:

By customer's surname, document control number, and/or due date.

SAFEGUARDS:

Records are maintained in secured areas, accessible only to authorized personnel having need for the information in the performance of their duties.

RETENTION AND DISPOSAL:

Cancelled or completed layaway tickets are held for 6 months after cancellation or delivery of merchandise; purchase orders are retained for 2 years; refund vouchers are retained for 6 years; returned merchandise slips are retained for 6 years; cash receipt vouchers are retained for 3 years; repair/replacement order slips are held 2 years. All records are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, providing name and sufficient details or purchase to enable locating pertinent records, current address and telephone number.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; vendor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

AAFES1609.03

SYSTEM NAME:

AAFES Catalog System.

SYSTEM LOCATION:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-Pacific.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Exchange customers who place a catalog sales order.

CATEGORIES OF RECORDS IN THE SYSTEM:

Customer name, SSN, mailing address; name and address of recipient of order, description and price of item ordered, method of shipment, amount of order/refund, returned check identifier, claim data for returns/damages to shipments, and similar relevant data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3018 and 8012.

PURPOSE(S):

To locate order information to reply to customer inquiries, complaints; to create labels for shipment to proper location; to refund customer remittances or to collect monies due; to provide claim and postal authorities with confirmation/certification of shipment for customer claims for damage or lost shipments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records; magnetic tapes and printouts; microfiche, microfilm.

RETRIEVABILITY:

By customer order information, SSN, or insurance number assigned to shipment.

SAFEGUARDS:

Access to information is restricted to persons having official need therefor; computer operations rooms are locked and visitors screened for entry.

RETENTION AND DISPOSAL:

Information is maintained in computer files for 180 days following completion of shipment. Microfilm and microfiche are retained for 2 years for postal claim purposes; destroyed after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them should write to the System Manager, ATTN: Chief, Catalog Sales Center, providing name, current address and telephone number, and sufficient details to permit locating pertinent records.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write to the System Manager, providing information required in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0101.02DAAG

SYSTEM NAME:

Carpool Information/Registration System

SYSTEM LOCATION:

Decentralized to Army installation/activity level; official mailing addresses are in the organizational directory in the Appendix to Army System Notices (48 FR 25773, June 6, 1983).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel participating in carpool programs who voluntarily provide information for release.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of individual, SSN, home phone and address, office address and phone, map coordinate of home or nearby reference points, working hours, and similar information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To assign and administer allocated carpool parking assignments; establish priority of assignments, assist members and applicants in contacting one another and provide printout of individuals in system to other participants who desire to arrange a carpool.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket Routine-Uses at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Reference cards, computer cards, disk or tape, file folders.

RETRIEVABILITY:

By name, SSN, grid coordinate reference, and working hours.

SAFEGUARDS:

Accessible only to authorized personnel and those providing identification and purpose for which information is requested; may be accessed by persons seeking members who have provided consent for release of information.

RETENTION AND DISPOSAL:

Retained only on active participants; destroyed upon request/reassignment.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Information may be obtained from command/installation/activity level.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the command/installation/activity and include individual's name, current address, and sufficient information to permit locating the record.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0101.20DAMI

SYSTEM NAME:

Controlled Accountable Document Inventory System

SYSTEM LOCATION:

Document Control Center/Security Office of Army installations or major commands to the extent that classified inventories are directed by the Commander. Official mailing addresses are in the Appendix to Army system notices (48 FR 25573, June 6, 1983).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Custodians of classified Defense information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Custodian's name, SSN, and a listing of controlled classified documents for which custodian is responsible. Records may include document title, originator, type, and date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012; 5 U.S.C., section 301.

PURPOSE(S):

To conduct periodic inventory of classified documents and to determine or validate custodial accountability of those documents.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes/discs, computer printouts; paper records.

RETRIEVABILITY:

By custodian's surname or SSN.

SAFEGUARDS:

Access is restricted to security officers for verifying inventory of classified documents and to others having similar official need. Information is housed in buildings controlled by security guards during non-duty hours.

RETENTION AND DISPOSAL:

Retained until the next inventory has been completed satisfactorily following which it is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals who desire to know whether or not this system of records contains information on them should write to the commander of the installation where information was collected or maintained.

RECORD ACCESS PROCEDURES:

An individual should write to the commander as indicated under 'Notification procedure', and provide his/her name, SSN, date and place of employment, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual who receipts for classified documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

A0102.02DAAG

SYSTEM NAME:

Office Visitor/Commercial Solicitor Files

SYSTEM LOCATION:

Segments may be maintained at Headquarters, Department of the Army, staff, field operating agencies, commands, installations, and activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Visitors to Army installations/activities and/or commercial solicitors who represent an individual, firm, corporation, academic institution, or other enterprise involved in official or business transactions with the Department of the Army and/or its elements.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, name and address of firm represented, person/office visited, purpose of visit, and status of individual as regards past or present affiliation with the Department of Defense.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To provide information to officials of the Army responsible for monitoring/controlling visitor's/solicitor's status and determining purpose of visit so as to preclude conflict of interest.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name of visitor/solicitor.

SAFEGUARDS:

Records are maintained in file cabinets with access limited to officials having need therefor.

RETENTION AND DISPOSAL:

Retained for 1 year after which records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the commander/supervisor maintaining the information.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records in this system of records should inquire of the appropriate commander.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0102.03DAAG

SYSTEM NAME:

Personnel Locator/Organizational Roster/Telephone Directory

SYSTEM LOCATION:

Segments are maintained by offices and/or Army telephone switchboards at Headquarters, Department of the Army, Staff and field operating agencies, commands, installations and activities. Official mailing addresses are in the organizational directory in the appendix to Army system notices (48 FR 25773, June 6, 1983).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel, civilian employees, and in some instances their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include cards or listings/compilations of individual's name, Social Security Number, unit of assignment and/or home address, unit and/or home telephone number, and related information. Military alert rosters, organizational telephone directories, and listings of office personnel are included in this system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To provide commanders and supervisors with emergency notification data, and operators and other users with locator data.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, card files, loose-leaf and bound notebooks; magnetic tape/disc.

RETRIEVABILITY:

By individual's surname. Rosters may be retrieved by unit or organization.

SAFEGUARDS:

Records are maintained in file cabinets, locked desks, or rooms accessible only to authorized personnel having official need therefor.

RETENTION AND DISPOSAL:

Individual records are destroyed upon transfer or separation of individual; rosters are destroyed upon update.

SYSTEM MANAGER(S) AND ADDRESS:

Commander or supervisor of organization maintaining locator or directory.

NOTIFICATION PROCEDURE:

Information may be obtained from commander or supervisor of organization to which individual is/was assigned or employed.

RECORD ACCESS PROCEDURES:

Requests should be made as indicated under 'Notification procedure'. Individual should provide full name, and some detail such as organization of assignment, that can be verified, except that, in cases where individual has provided written consent to release of home address/telephone number to the general public, no identification is required.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; official Army records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0102.13DAPC

SYSTEM NAME:

Administrative Military Personnel Records

SYSTEM LOCATION:

Headquarters, Department of the Army Staff, major commands, field operating agencies, installations and activities performing unit level administration for military personnel, whether active, inactive (reservist, MOBDES), and including the National Guard.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel (and in some instances, their dependents) at the local supervisory level (i.e., company, platoon/squad, or comparable office size) when the individual's MPRJ is maintained elsewhere.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records/documents of a temporary nature which are needed in the day-to-day administration/supervision of the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Section 301

PURPOSE(S):

To provide supervisors a ready source of information for day-to-day operations and administrative determinations pertaining to assigned/attached personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, index cards, microfiche, magnetic tape/disk.

RETRIEVABILITY:

By individual's surname or SSN.

SAFEGUARDS:

Information is stored in locked rooms/buildings with access restricted to individuals whose duties require a need-to-know. Where information exists on word processing disk/diskettes/tapes or in automated media, the administrative, physical, and technical requirements of Army Regulation 380-380 are assured to preclude improper use or inadvertent disclosure.

RETENTION AND DISPOSAL:

Records are destroyed not later than 30 days after individual transfers/separates.

SYSTEM MANAGER(S) AND ADDRESS:

Commander US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them should inquire of their immediate supervisor.

RECORD ACCESS PROCEDURES:

Requests should be made of the custodian of the record at the location assigned/attached; individual must provide full name, SSN, and particulars which facilitate locating the record.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Copy of documents in individual's Official Military Personnel File, Military Personnel Records Jacket, Career Management Information File; his/her supervisor; other Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0224.04DAIG

SYSTEM NAME:

Inspector General Investigative Files

SYSTEM LOCATION:

Primary: The Inspector General's Office, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Secondary: Inspector General Offices at major Army commands, field operating agencies, installations and activities, Army-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who has been the subject of, witness for, or referenced in an Inspector General investigation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigation containing authority for the investigation, matters investigated, narrative, documentary evidence, and transcripts of verbatim testimony or summaries thereof.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3039 and 3040.

PURPOSE(S):

To determine the facts and circumstances surrounding allegations or problems concerning any Army activity, or function, including civil functions, the US Army Reserves, and

Federal activities of the Army National Guard, and to present evidence to the Secretary of the Army, the Chief of Staff, Army, or the Commander who directed the investigation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in binders/folders/file cabinets.

RETRIEVABILITY:

By case name, derived from either nature of the allegation, geographic location of investigation, or name of subject or complainant.

SAFEGUARDS:

Buildings employ security guards and access is limited to authorized personnel. Files are stored in locked containers and access given only to persons with an official need to know.

RETENTION AND DISPOSAL:

Requests for assistance and/or complaints acted on by the Inspector General, HQDA are retained for 2 years following completion and closing of case, at other Inspector General Offices, records are destroyed 1 year after completion. Automated records are transferred to a history file and erased after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Inspector General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is contained in this system of records may write to the System Manager, furnishing full name, present address, nature of complaint, proof of personal identification, and identification of the Inspector General Office to which Complaint was submitted.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records may inquire of the System Manager, providing information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340.21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, witnesses; Army records and reports, public media material; other sources providing pertinent evidence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this System of records which fall within 5 U.S.C. 552(k)(2) or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a:(c)(3), (d), (e)(4)(G), (e)(4)(H), and (f).

A0224.05DAIG

SYSTEM NAME:

Inspector General Action Request/ Complaint Files.

SYSTEM LOCATION:

Primary: The Inspector General's Office, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Secondary: Inspector General Offices at major Army commands, field operating agencies, installations and activities, Army-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual (military, civilian retiree, Reservist, family member, private citizen) who submits a request for assistance or complaint to an inspector general.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's request/complaint, all related reports of investigation, inquiry, studies, memoranda, and reference material; name, component, and functional relationship or complainant to military; correspondence reflecting disposition of request/complaint.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3039, 3040 and 3065(a).

PURPOSE(S):

To record complaints, allegations of wrong-doing, and requests for assistance, to document inquiries, research facts and circumstances, sources of information, impressions and conclusions; to record action taken and notifications of interested parties and agencies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Blanket Routine Uses at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; computer magnetic tapes.

RETRIEVABILITY:

By requester's surname, cross-referenced to case number.

SAFEGUARDS:

Information is stored in locked containers accessible only to designated persons having official need therefor.

RETENTION AND DISPOSAL:

Information pertaining to cases that attract public or Congressional attention; result from investigations or alleged violations of laws, executive orders, and directives that define the permissible scope of US intelligence activities; develop into investigations of espionage, sabotage, or subversion; involve systemic problems in Army administration, or result in significant change in Army organization or policies; or are deemed to be historically significant by the System Manager, are permanent. Other files accumulated in HQDA offices and in field commands authorized an Inspector General who also reports to HQDA, are destroyed after 5 years; all other Inspector General records are destroyed after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Inspector General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager and provide full name, present address, and specific details concerning the investigation to include subject, date, and location of the Inspector General Office which performed the investigation. Requester should also indicate his or her role in the investigation.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records concerning themselves may write to the System Manager, providing the information in 'Notification procedure'; request must be signed by the individual.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; witnesses; records and reports maintained by organizations/individuals party to matters being investigated; Army personnel and pay records; security dossiers; public media documents; Federal, State, local, and foreign Government agency records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(k)(2) or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(4)(G), (e)(4)(H), and (f).

A0225.12DAIM

SYSTEM NAME:

Access to Computer Areas, Systems Electronically and/or Data Control Records.

SYSTEM LOCATION:

Information Processing and/or Communications Activities Army-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel assigned to the Army Information Processing and/or Communications installation; contractor personnel; authorized customers/users.

CATEGORIES OF RECORDS IN THE SYSTEM:

Operator's/user's name, SSN, organization, telephone number and office symbol; security clearance; level of access; subject interest code; user identification code; data files retained by users; assigned password; magnetic tape reel identification; abstracts of computer programs and names and phone numbers of contributors; similar relevant information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To administer passwords and ID's for operators/users of data in automated media; to identify data processing and communications customers authorized access to or disclosure from data residing in Information Processing and/or Communications activities; to determine propriety of individual access into the physical data residing in automated media.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; punch cards; magnetic tapes/discs.

RETRIEVABILITY:

Name, subject, user identification code, news item number, password, application program key word/author.

SAFEGUARDS:

All information is maintained in secured areas accessible only to designated individuals having official need therefor in the performance of official duties. Storage and processing areas meet the administrative, physical, and technical requirements Army Regulation 380-380. Either Army Information Processing Installation security guards or remote location operators check access against system reports.

RETENTION AND DISPOSAL:

Individual data remain on file while a user of computer facility; destroyed on person's reassignment or termination.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Chief of Staff for Information Management, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should inquire at the Army Information Processing Installation Operations Center where information is believed to reside, providing their full name, sufficient details to permit locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals wishing to access information about themselves should address an inquiry as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

System Managers, computer facility managers, automated interfaces for user codes on file at Army sites.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0228.01DAMH

SYSTEM NAME:

Army History Files

SYSTEM LOCATION:

US Army Center of Military History, Headquarters, Department of the Army, Washington, DC 20314.

Decentralized segments exist at historical offices at Headquarters, Department of the Army and field operating agencies, major commands, and the U.S. Army Military Historical Research Collection, Carlisle Barracks, PA 17013.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel associated with the Army; individuals who offer historically significant items or gifts of money to the Army Museum System.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical resumes and personal working files of U.S. Army personnel; personal papers donated by individuals for historical research; photographs of Army personages; requests for historical documents regarding U.S. Army activities and responses thereto; copy of donor's proffer of gift agreement and correspondence with donor regarding status and/or location of donation(s).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012; 5 U.S.C., section 301.

PURPOSE(S):

To provide a record of donations and contributions of historical property to U.S. Army Museums and historical holdings; to enable Army museums and historical holdings to provide upon request by the donor or donor's heirs, information concerning the status/location of his/her donation; to enable the Army to establish title to the property.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system may be disclosed to a municipal corporation, a soldier's monument association, a State museum, an incorporated museum or exhibition operated and maintained for educational purposes only, a post of the Veterans of Foreign Wars or the American Legion, or other Federal museums upon donation or transfer of the historical property to one of those organizations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, magnetic tapes/discs, and photographs.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Records are maintained in secured areas accessible only to persons having need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Permanent. Some historical material and photographs are retired to the Washington National Records Center when no longer needed; other such material is transferred to the Military History Research Collection at Carlisle Barracks, PA for preservation. Inquiries about historical events or persons, and responses thereto, are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Military History, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the System Manager.

RECORD ACCESS PROCEDURES:

Individuals may request access to their records by writing to the System Manager, furnishing their full name, address and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her Army record, official Army documents, public records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0239.01DAAG

SYSTEM NAME:

Request for Information Files

SYSTEM LOCATION:

These records exist at Headquarters, Department of the Army, staff and field operating agencies, major commands, installations and activities receiving requests to access records pursuant to the Freedom of Information Act or to declassify documents pursuant to Executive Order 12356. They also exist in offices of Initial Denial Authorities (see Army Regulation 340-17) when an individual's request is denied. Upon appeal of that denial, record is maintained in the Secretary of the Army's Office of General Counsel.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who requests an Army record under the Freedom of Information Act, or requests mandatory review of a classified document pursuant to Executive Order 12356.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's request, related papers, correspondence between office of receipt and records custodians, Army staff offices and other government agencies; retained copies of classified or other exempt materials; and other selective documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 552: Freedom of Information Act, as amended by Pub. L. 93-502; Executive Order 12356.

PURPOSE(S):

To control administrative processing of requests for information either pursuant to the Freedom of Information Act or to Executive Order 12356, including appeals from denials.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; microfilm.

RETRIEVABILITY:

By requestor's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who are properly trained and have official need therefor.

RETENTION AND DISPOSAL:

Records reflecting granted requests are destroyed after 2 years. When requests have been denied, records are retained for 5 years, except that, if appeals result, records are retained 4 years after final denial by the Army or 3 years after final adjudication by the courts, whichever is later.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Requests should be addressed to the custodian of the record sought; if unknown, write to: HQDA (DAAG-AMR-S), 2461 Eisenhower Avenue, Alexandria, VA 22331.

RECORD ACCESS PROCEDURES:

Written requests should be addressed to the office that processed the initial inquiry or access request. Individual may obtain assistance from the System Manager. Personal visits may be made to the office maintaining the records upon presentation of acceptable identification such as valid driver's license, and furnishing verbal information that can be verified.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21(32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army organizations, Department of Defense components, and other Federal, state, and local government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The majority of records in this system are not exempted. Copies of documents residing in the Office of an Initial Denial Authority having a law enforcement mission which fall within (j)(2) are exempt from the following provisions of Title 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), and (g). Copies of documents maintained by other Initial Denial Authorities not having a law enforcement mission which fall within 5 U.S.C., section 552a (k)(1) through (k)(7) are exempt from the following provisions of Title 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (f).

A0240.01DAAG

SYSTEM NAME:

Privacy Case Files

SYSTEM LOCATION:

These records exist at Headquarters, Department of the Army, staff and field operating agencies, major commands,

installations and activities receiving Privacy Act requests. They also exist in offices of Access and Amendment Refusal Authorities (see Army Regulation 340-21) when an individual's request to access and/or amend his/her record is denied. Upon appeal of that denial, record is maintained by the DA Privacy Review Board. Official mailing addresses are in the Appendix following the Army's inventory of system notices, at 48 FR 25773, June 6, 1983.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who request information concerning themselves which is in the custody of the Department of the Army, including requests to amend such records pursuant to Title 5, U.S.C. 552a(d) (Privacy Act of 1974), as amended.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents which notify requestors of the existence of records on them, providing or refusing access to or amendment of records, acting on appeals or refusals to provide access to or amend records, and providing or developing information for use in litigation. Included are requests, approval and refusal actions, appeals and actions on appeals, including DA Privacy Review Board minutes and actions, copies of the requested and amended/unamended records, statements of disagreement; and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., 3012; 5 U.S.C. 552a.

PURPOSE(S):

To process and coordinate individual requests for access, and amendment of personal records; to process appeals on denials of requests for access or amendment to personal records by the data subject against agency rulings; and to ensure timely response to requestors.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; microfilm.

RETRIEVABILITY:

By name of requestor on whom the records pertain.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Offices of Access and Amendment Refusal Authorities: Approved requests, unappealed refusals and refusals fully overruled by appellate authorities: Destroy after 4 years; refusals upheld in whole or in part by appellate authorities: Destroyed after 10 years, provided legal proceedings are completed.

Offices of appellate authorities: Appeals adjudicated fully in favor of requestor: Destroyed after 4 years. Appeals refused in full or in part: destroyed after 10 years, provided legal proceedings are completed.

Other offices: Destroyed after 4 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, ATTN: DAAG-AMR-S, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Requests should be addressed to the custodian of the record sought; if unknown, write to: HQDA (DAAG-AMR-S) at the above address.

RECORD ACCESS PROCEDURES:

Written requests should be addressed to the office that processed the initial inquiry, access request, or amendment request. Individual may obtain assistance from the System Manager.

Personal visits may be made to the office maintaining the records upon presentation of acceptable identification such as valid driver's license, and furnishing verbal information that can be verified from individual's case file.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting and appealing initial determinations are contained in Army Regulation 340-21(32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army organizations, Department of Defense components, and other Federal, state, and local government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The majority of records in this system are not exempted. Copies of documents residing in the office of an Access and Amendment Refusal Authority having a law enforcement mission which fall within (j)(2) are exempted from the following provisions of Title 5 U.S.C., 552a: (c)(3), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f) and (g). Copies of documents maintained by the DA Privacy Review Board and by those Access and Amendment Refusal Authorities not having a law enforcement mission which fall within 5 U.S.C., section 552a (k)(1) through (k)(7) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (f).

A0241.01HQDA

SYSTEM NAME:

HQDA Correspondence and Control/ Central Files System.

SYSTEM LOCATION:

Office, Secretary of the Army; Office, Chief of Staff; Headquarters, Department of the Army Staff agencies.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who either initiated, or are the subject of, communications with the Headquarters, Department of the Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Inquiries, with referrals and responses, and other communications pertaining to any function or subject involving or of interest to Headquarters, Department of the Army level. Records may include, but are not restricted to, complaints, appeals, grievances, investigations, alleged improprieties, personnel actions, medical reports, intelligence, and similar matters. They may be either specific or general in nature and may include such personal information as an individual's name, SSAN, date and/or place of birth, description of events or incidents of a sensitive or privileged nature, commendatory or unfavorable data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Section 3012; 5 U.S.C. Section 301.

PURPOSE(S):

To control correspondence, document actions taken, and locate records for reference purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

NOTE.--Disclosure of information from documents or records which

properly become part of another system of records will be as authorized in the 'routine uses' portion of that system of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper and/or microfiche in Office, Secretary of the Army; Office, Chief of Staff Army, and those Army Staff (ARSTAF) agencies having primary functional responsibility for the subject matter being addressed. Selected identification data are stored in the automated index central computer facility.

RETRIEVABILITY:

Paper records are retrieved by date; microfiche is retrieved by subject (based on Alpha Numeric Filing System) and within the subject, is individually identified by cartridge number, year and sequence number and personal names if appropriate. Primary access to the automated index is accomplished through a document control number.

SAFEGUARDS:

Records are controlled; access to information from specified documents is restricted to persons who have been designated by their agency to have official need for the information in the performance of their duties. ARSTAF agencies are linked to the automated index by on-line terminals, thereby sharing a common data base, but do not have access to the record itself.

File areas within the Secretariat and the Office, Chief of Staff and certain ARSTAF file areas are protected by electronic surveillance systems with combination lock doors; all other file areas (within ARSTAF) are protected consistent with the sensitivity of Privacy Act data included therein. Users of the system receive training designed to preclude misuse or unauthorized disclosure of information.

RETENTION AND DISPOSAL:

Non-policy documents are kept 10 years. They are converted to microform and destroyed after verification that the microform is an acceptable substitute for the original document. The hard copy and microform remain in current files area for 2 years after completion of action, then are retired to the Washington National Records Center (WNRC).

Policy action files are permanent. Original documents are converted to microform. The hard copy and microform remain in current files area for 2 years, then are retired to WNRC. The hard copy is destroyed at a future date after the microform is properly certified to meet archival standards set by General Services Administration.

Information in the automated index is kept permanently. At the beginning of each calendar year the index of all permanent documents added to the central file that year is transferred to tape. The tape is kept in-house to support Army operations and is destroyed when no longer needed for current operations. A duplicate copy of that tape is transferred to the Machine Readable Archives, National Archives and Records Service, GSA.

SYSTEM MANAGER(S) AND ADDRESS:

The Administrative Assistant to the Secretary of the Army: for OSA records.

The Director of the Army Staff: For Communications directed to the Office of the Chief of Staff, Army.

Heads of Army Staff agencies: For records in their functional areas.

All of the above officials are located in The Pentagon, Washington, DC 20310. (except for the Chief of Engineers who is located at the Pulaski Building, Washington, DC 20314).

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system contains information about them should contact the System Manager having functional responsibility or interest. Inquiries should include full name, SSAN, current address, details that will assist in identifying the records sought, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records should address their inquiry as outlined in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; correspondence emanating within the Army Secretariat, the Office, Chief of Staff, and ARSTAF agencies; other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Portions of the records in this system may be exempted under 5 U.S.C. section 552a(k)(1) through (k)(7) from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (f). Documents are generated by other elements of the Army or are received from other agencies and individuals. Because of the broad scope of the contents of this system and since the introduction of documents is largely unregulatable, specific portions or documents that may require an exemption cannot be predetermined. Therefore, and to the extent that such material is received and maintained, selected individual documents may be exempted from disclosure under any of the provisions of subsections (k)(1) through (k)(7), Title 5, U.S.C. 552a.

A0301.07DAAG

SYSTEM NAME:

Army Club Membership Files

SYSTEM LOCATION:

Decentralized at Army installations; files are maintained by the Officers' or NCO club manager at Army installations having club activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military (Active Reserve, Retired), personnel, their dependents, and/or civilian employees who apply for membership in any Army club.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, SSN, address, phone number, name of spouse, credits, merchandise code, date of purchase, card number, club bill, and similar related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To administer club accounts, prepare billings, collect monies, and disseminate information concerning club activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards, magnetic tape/disc, computer printouts.

RETRIEVABILITY:

By member's name, SSN, or club membership number.

SAFEGUARDS:

Information is maintained in secured areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained as long as member is active; destroyed 3 years after membership is discontinued.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from: The Adjutant General, ATTN: Director, MWR Business Operations, 2461 Eisenhower Avenue, Alexandria, VA 22331.

RECORD ACCESS PROCEDURES:

Individuals may inquire of the club of which a member for information pertaining to him/her, furnishing full name, SSN, present address, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21, (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0301.08bDACA

SYSTEM NAME:

Contractor Indebtedness Files

SYSTEM LOCATION:

Primary: US Army Finance and Accounting Center, Ft Benjamin Harrison, IN 46249.

Secondary: All Army installation and commands, and Defense Contract Administration Services Regions that administer contracts for the Department of the Army.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Contractors, as individuals, determined indebted to the United States Government.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence between contracting officer, administrative contracting officer and/or the US Army Finance and Accounting Center and the contractor, that terminates contract, demands payment and establishes debt, and any other related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Claim Collection Act of 1966, 80 Stat. 308, 31 U.S.C., Section 951-53.

PURPOSE(S):

To initiate collection action against a contractor who is determined to be indebted to the United States, to determine whether judicial proceedings should be initiated against the contractor and to maintain and distribute a list of contractors determined to be indebted to the United States.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

List of contractors determined to be indebted to the US Government is furnished to all government agencies for administrative offset prior to payment on contract.

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Fair Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3) when an individual is responsible for a debt to the US Army, provided the debt has been validated, is overdue, and the debtor has been advised of the disclosure and his rights to dispute, appeal or review the claim; and/or whenever a financial status report is requested for use in the administration of the Federal Claims Collection Act. Claims of the United States may be compromised, terminated or suspended when warranted by information collected.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, stored in steel filing cabinets.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessible only by authorized personnel and are locked after duty hours. Building employs security guards.

RETENTION AND DISPOSAL:

Files are permanent. They are retained in active file until end of calendar year in which final action is taken, held 2 years after file is closed then transferred to the Washington National Records Center. Copies of files that are sent to the General Accounting Office for determination of judicial proceedings or further collection action are retained in the US Army Finance and Accounting Center until notification is received that the file has been closed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system of records contains information about them should contact the System Manager, ATTN: FINCP-F, furnishing full name and the contract number concerned.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records in this system should submit a written request as indicated in 'Notification Procedure' and furnish information required therein.

CONTESTING RECORD PROCEDURES:

The Army's Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, contracting offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0302.03DACA

SYSTEM NAME:

Subsidiary Ledger Files (Accounts Receivable)

SYSTEM LOCATION:

Finance and Accounting Offices, world-wide; addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel with the Department of the Army, Department of Defense, and other government agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual control files for services rendered.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To maintain records of charges due the Army for services provided to effect collection action, i.e., telephone, quarters, food, clothing, etc.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; card files.

RETRIEVABILITY:

By individual's surname, or SSN.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are destroyed 3 years after closing ledger accounts.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Ft Benjamin Harrison, IN 46249.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may inquire of the System Manager or from the finance and accounting office where service was provided. Individual should provide full name, SSN, current address, and sufficient details to enable locating the record.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records pertaining to them should follow the requirements in 'Notification Procedures'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, finance and accounting offices, member's commanding officer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0302.06DACA

SYSTEM NAME:

Absentee Apprehension/Reward/Expenses Payment System

SYSTEM LOCATION:

Decentralized to Army Finance and Accounting Offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who may have apprehended service members who are absentees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual payment vouchers and documents used for the payment of rewards and expenses for apprehension of absentees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DOD Annual Appropriation Act.

PURPOSE(S):

To provide basis for making payments for rewards and expenses.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper vouchers and documents in file folders.

RETRIEVABILITY:

File numerically by voucher numbers by disbursing station symbol numbers and alphabetically by individual's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Vouchers and documents used for payment are destroyed after 3 years except those to which exception was taken by the General Accounting Office which is retained until cleared; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Ft. Benjamin Harrison, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained from the Finance and Accounting Officer who made the payment.

Individual must provide full name, current address and pertinent information regarding items or payment to permit locating records.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records should follow information in 'Notification Procedures'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; from Army records and reports; and similar relevant sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0305.05aDACA

SYSTEM NAME:

Travel Payment System

SYSTEM LOCATION:

Decentralized to Finance and Accounting Offices world-wide; addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel of the Department of Defense, US Army, US Navy, and US Air Force, and other individuals who perform invitational travel for Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual travel vouchers and documents used to effect travel allowance payments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Department of Defense Annual Appropriations Act; 5 U.S.C., Sections 5701-5742; 10 U.S.C., Sections 828, 832, 946, 3012; 28 U.S.C., Section 1821; 37 U.S.C., Sections 404-427.

PURPOSE(S):

To provide basis for reimbursing military and civilian personnel for expenses incident to travel for official Government business purposes and to account for such payments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies'

as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, cards, magnetic tape/disks, cassettes, computer printouts, and microfiche.

RETRIEVABILITY:

By individual's surname and/or SSN.

SAFEGUARDS:

Records are accessible only to authorized persons who are properly screened, cleared and trained. Buildings employ security guards and/or military police patrols. Access to automated files is controlled by assigned passwords.

RETENTION AND DISPOSAL:

Individual vouchers and documents used for payment are retained at the installation making payment until end of month, following which they are sent to US Army Finance and Accounting Center.

Signature cards used for approval of certain vouchers are retained at installation where payments are made until 3 years after date of revocation of authority, following which they are destroyed.

Records of travel payments are retained at installation making current payments. Military member's record is transferred to new servicing finance office upon permanent change of station or to the US Army Finance and Accounting Center upon death or separation from active duty. Civilian employee's record is transferred to new servicing finance office upon reassignment and destroyed upon termination of service. Records for individuals performing invitational travel are destroyed 1 year from date of final payment.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Army, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring information on them from this system should inquire of the Finance and Accounting Office who currently pays them. For periods of Army service prior to current assignment, request should be addressed to the Commander, US Army Finance and Accounting Center, ATTN: FINCR, Indianapolis, IN 46249. Individual must provide full name and Social Security Number as well as current address.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records pertaining to them should write either to the appropriate Finance and Accounting Officer where record is believed to exist or to the Commander, US Army Finance and Accounting Center providing information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Department of Defense staff agencies and field commands/installations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0305.08DACA

SYSTEM NAME:

Military Pay System-Active Army (Manual)

SYSTEM LOCATION:

Decentralized to Army Finance and Accounting Offices world-wide; addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Reserve Enlisted Program 63 Reservist and National Guard, active duty military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual military pay records, casual payment receipts, substantiating documents, temporary pay records, transmittal letters, locator files, financial data record folders, miscellaneous military pay files and personal financial records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 U.S.C., Section 101 et seq.

PURPOSE(S):

To provide a basis for establishing computation of each active member's military pay entitlement, to provide a history of pay transactions, and to answer inquiries or claims pertaining to such entitlements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to: Treasury Department: To record check and bond issue data and taxable earnings and taxes withheld from military personnel.

Social Security Administration: To record earned wages by member under the Federal Insurance Contributions Act.

Veterans Administration: To record the collection of premiums for National Service Life Insurance.

Disclosed to those states and cities which have an agreement with the Department of the Army to verify tax liability against members' state and city income tax returns.

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and in bulk storage, card files.

RETRIEVABILITY:

By SSN, name, substantiating document number.

SAFEGUARDS:

Records are accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Retention periods vary according to category of record but total retention periods do not exceed 56 years. Disposition is as required by AR 37-104-3, AR 635-10 and AR 640-10.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager, ATTN: FINCP, and furnishing full name, SSN, Military Status, and home address.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records in this system pertaining to them should write to either the appropriate Finance and Accounting Office or the System Manager and provide the information listed in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From Department of Defense staff and field installations and the Treasury Department.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0305.10aDACA

SYSTEM NAME:

Joint Uniform Military Pay System-Active Army (JUMPS-AA)

SYSTEM LOCATION:

Centralized at US Army Finance and Accounting Center, Indianapolis, IN 46249. Decentralized segments exist at Army Finance and Accounting Offices world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active duty military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual military pay records, casual payment receipts, substantiating documents, temporary pay records, transmittal letters, locator files, financial data record folders, miscellaneous pay files, and personal financial records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 U.S.C., 101 et seq.

PURPOSE(S):

To provide basis for computing each active member's pay entitlements, to provide a history of pay transactions, and to answer inquiries and claims pertaining to such entitlements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system may be disclosed to:

Treasury Department: To record check and bond issue data and taxable earnings and taxes withheld from military personnel.

Social Security Administration: To record earned wages by member under the Federal Insurance Contributions Act.

Veterans Administration: To record the collection of premiums for National Service Life Insurance and to transfer contributions to Post Vietnam Era Veterans Education Account.

States and Cities which have an agreement with the Department of the Army: To verify tax liability against members' state and city income tax returns.

American Red Cross: To assist military personnel and their dependents in determining the status of monthly pay, dependents allotments, loans, and related financial transactions.

Department of Health, and Human Services: The name, rank and SSN of each member of the Armed Forces on active duty to the Inspector General for comparison with appropriate rolls reflecting recipients of Aid to Families with Dependent Children.

City of New York: Department of Income Maintenance: Name and address of allottees whose ZIP Codes are in New York City and dollar amount of allotments for the purpose of detecting and curtailing fraud and abuse in Federal Assistance Programs, specifically Aid to Families with Dependent Children, and Food Stamps.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and bulk storage, card files, computer magnetic tapes and paper printouts, and microfilm.

RETRIEVABILITY:

By SSN, name, and substantiating document number.

SAFEGUARDS:

The US Army Finance and Accounting Center employs security guards. An employee badge and visitor registration system is in use. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Access to computer magnetic tape files is restricted to the member's servicing finance and accounting officer. Computer equipment and files are located in a separate secured area. Within finance and accounting offices Army-wide, access is limited to designated personnel having official need for the information in the performance of their duties.

RETENTION AND DISPOSAL:

Individual military pay records are converted to microfiche which are retained for 56 years. Other records are retained for varying periods but total retention does not exceed 56 years; disposition is to Federal Records Centers; destruction thereafter is by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained from either the appropriate finance and accounting office or the Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249. Individual must furnish full name, SSN, military status, and home address.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Commander, US Army Finance and Accounting Center, ATTN: FINCP, Indianapolis, IN 46249 or the appropriate finance and accounting officer and should contain the information indicated in 'Notification procedure'. In addition, information may be obtained by calling: 317/542-2891.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From Department of Defense staff and field installations, the Social Security Administration, financial institutions, the Treasury Department, and automated systems interface.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0305.10bDACA

SYSTEM NAME:

Joint Uniform Military Pay System-Reserve Components-Army

SYSTEM LOCATION:

Centralized at US Army Finance and Accounting Center, Indianapolis, IN 46249. Decentralized segments exist at Army Finance and Accounting Offices worldwide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the US Army National Guard and US Army Reserve who are drawing inactive duty training pay.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual military pay records, substantiating documents, transmittal letters, index cards, financial data record folders, miscellaneous military pay vouchers, personal financial history records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 U.S.C., section 101 et seq.

PURPOSE(S):

To maintain a record of member's drill attendance, entitlements and deductions in order to compute and disburse his/her pay while keeping a record of taxes and disbursements other than those to the member.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system may be disclosed to:

Treasury Department: To record check issue data, taxable earnings and taxes witheld.

Individual States of the US: To furnish wages earned for the calendar year; these data are furnished to the state of home record.

Army National Guard Bureau: To furnish budget data to account for every expenditure within categories established.

Individual National Guard States Associations: To furnish a report and an associated check regarding state sponsored life insurance premium witheld.

American Red Cross: To assist military personnel and their dependents in determining the status of monthly pay, dependents allotments, loans, and related financial transactions.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and bulk storage; cards, computer magnetic tape and paper printouts, microfiche.

RETRIEVABILITY:

By SSN, name of the member, and document number.

SAFEGUARDS:

The US Army Finance and Accounting Center employs security guards. An employee badge and visitor registration system is in use. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Access to computer magnetic tape files is restricted to the members' servicing finance and accounting officer. Computer equipment and files are located in a separate secure area. Within finance and accounting offices, Army-wide, access is limited to designated personnel having official need for the information in the performance of their duties.

RETENTION AND DISPOSAL:

Individual military pay records are converted to microfiche which are retained for 56 years. Other records are retained for varying periods but total retention does not exceed 56 years; disposition is to Federal Records Centers; destruction thereafter is by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Individuals may also contact US Property and Fiscal Officer, Army National Guard of each state and/or the District of Columbia, Puerto Rico and the Virgin Islands. Individuals may also contact the finance and accounting officer at Ft Indiantown Gap, PA; Ft McPherson, GA; Ft Riley, KS; Presidio of San Francisco, CA. These finance and accounting officers are responsible for US Army Reserve pay accounts only. Individuals must provide full name, SSN, and military status.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the Commander, US Army Finance and Accounting Center, ATTN: FINCP, Indianapolis, IN 46249 or telephoned to 317/542-2891 and should contain the information indicated in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

The source of all data to establish and maintain JUMPS-RC-Army originates at unit level; i.e., all units of US Army National Guard and US Army Reserve which perform inactive duty training and whose members receive drill pay as a result of this training furnish the data to support the system.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0305.10cDACA

SYSTEM NAME:

Joint Uniform Military Pay System-Army-Retired Pay

SYSTEM LOCATION:

US Army Finance and Accounting Center, Indianapolis, IN 46249

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired Army members, beneficiaries of deceased retired Army members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual retired military pay records, correspondence with individuals concerning their retired pay accounts, all documents substantiating entitlement to retired pay.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 1401.

PURPOSE(S):

To establish and compute pay of retirees and their beneficiaries, to produce permanent record of transactions, and to prepare financial, budgetary, and actuarial reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information in this System may be disclosed to:

Veterans Administration: to record the collection of premiums for National Service Life Insurance.

States and Cities-To verify tax liability against retiree's state and city income tax returns.

American Red Cross-To assist military personnel and their dependents in determining status of monthly pay, dependents allotments, loans, and related financial transactions.

Military banking facilities: Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces, information as to last known residential or home of record address

may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or thge individual has defaulted on a loan that, if restitution is not made by the individual, the US Government will be liable for the losses the facility may incur.

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, computer magnetic tape, and microfiche.

RETRIEVABILITY:

By SSN and name.

SAFEGUARDS:

The US Army Finance and Accounting Center employs security guards. An employee badge and visitor registration system is in use. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Access to computer magnetic tape files is restricted to Director, Retired Pay Operations. Computer equipment and files are in separate secured area.

RETENTION AND DISPOSAL:

Individual retired military pay records are converted to microfiche and retained for 56 years; destruction is by shredding. The retention periods for other records vary according to category of record, but total retention periods do not exceed 56 years after termination of the account. (Account is terminated by either death of retiree, or if the retiree has designated annuitants under Retired Servicemen's Family Protection Plan or the Survivor Benefit Plan, the subsequent death or ineligibility of the annuitant.) Records are destroyed at the end of the 56 year retention period.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager or by calling 317/542-3911.

RECORD ACCESS PROCEDURES:

Individuals may request access to records in this system pertaining to them by writing to the Commander, US Army Finance and Accounting Center, ATTN: Department 90, Indianapolis, IN 46249. Individual should provide full name, SSN of retiree, and signature. Visits are limited to the Inquiries Office, US Army Finance and Accounting Center, Room 122G, Building 1, Indianapolis, IN.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From Department of Defense agencies, the Veteran's Administration, Social Security Administration, Department of Treasury, financial institutions and insurance companies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0305.10dDACA

SYSTEM NAME:

Health Professions Scholarship Program.

SYSTEM LOCATION:

Fitzsimons Army Medical Center, Denver, CO 80240. A segment of this system exists at the Army Medical Department Personnel Support Agency, 1900 Half Street, SW, Washington, DC 20324.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the US Army Reserve who are enrolled in the Army-Health Professions Scholarship Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contract between the Army and the University participating in the Health Professions Scholarship Program; tuition payments; individual's military pay records, cost data worksheets, active duty military pay vouchers, personal financial history records, monthly payroll listings of current members showing entitlements and deductions, bank identification data for deposit of pay, member's permanent home address, current mailing address and telephone number, orders to active duty, student's elective to defer entry on active duty, and similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Chapter 104, et. seq; Pub. L. 92-426.

PURPOSE(S):

To establish the pay account of students accepted into the Health Professions Scholarship Program; to determine appropriate pay, deductions, reimbursable expenses, taxes and disbursements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

Department of the Treasury: to record check issue data, taxable earnings and taxes withheld.

States and cities/counties which have an agreement with the Department of the Army: to verify tax liability against member's state and city/county tax returns.

Social Security Administration: to record earned wages by member under the Federal Insurance Contributions Act.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tapes; computer printouts; microfilm; ledger cards.

RETRIEVABILITY:

By member's name, SSN. Conventional indexing is used to retrieve data.

SAFEGUARDS:

Information is accessible only to authorized personnel having official need therefor. Records are stored in secured buildings protected by Military Police/security guards.

RETENTION AND DISPOSAL:

Individual pay records are retained at the Finance and Accounts Office, Fitzsimmons Army Medical Center while reservist is enrolled in the Health Professions Scholarship Program. Upon completion of program, member's records are forwarded to US Army Finance and Accounting Center, Indianapolis, IN 46249 for recoupment determination.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Finance and Accounting Officer, Fitzsimmons Army Medical Center Denver, CO 80240 so long as reservist is enrolled in the Scholarship Program. Thereafter, information may be obtained

from the Commander, Army Medical Department Personnel Support Agency, Washington, DC 20324.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records concerning themselves in this system of records may write as indicated under 'Notification procedure', providing his/her full name, present address and telephone number, and sufficient detail to locate the record.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; university/college in which student is enrolled; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0305.11DAPE

SYSTEM NAME:

USMA Cadet Pay and Accounts System

SYSTEM LOCATION:

US Military Academy, West Point, NY 10996

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the US Corps of Cadets, US Military Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Monthly payroll listings of Corps of Cadets members showing entitlements and deductions; bank identification data for deposit of pay; individual account activity pertaining to funds held in trust by the USMA Treasurer.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Sections 205, 4340 and 4350; Title 6, General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies.

PURPOSE(S):

To compute pay entitlement and deductions for Federal, State, and local taxes; Social Security; Servicemen's Group Life Insurance; Combined Federal Campaign; barber, laundry and dry cleaning charges; advance pay, and funds deposited with USMA Treasurer to be held in trust to pay for required uniforms, books, and equipment.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Treasury Department: To record check and bond issue data and taxable earnings and taxes withheld.

States and Cities: To provide taxable earnings information of cadets to those states and cities which have entered into an agreement with Department of the Army and Treasury Department.

Social Security Administration: To record earned wages by Member under the Federal Insurance Contributions Act.

Veterans Administration: To record the collection of premiums for National Service Life Insurance.

Financial institutions are furnished listings of their depositors and amounts to be credited to individual depositor accounts.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and computer printouts; paper records in file folders.

RETRIEVABILITY:

By Cadet number.

SAFEGUARDS:

Records are maintained in buildings which are secured and patrolled and are accessible only to personnel who have need therefor in the performance of official duties. Automated master data and back-up files are further protected by assignment of passwords.

RETENTION AND DISPOSAL:

Original payrolls are submitted monthly to the US General Accounting Office Field Office at the US Army Finance and Accounting Center, Indianapolis, IN. Duplicate payrolls are retained locally for 3 years and then destroyed by shredding. Information in automated media is retained for varying periods - generally 1-3 months, except that annual tax tapes are retained for 1 year before being erased.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent, US Military Academy, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Requests from individuals may be submitted to the US Military Academy, Finanace and Accounting Officer, West Point, NY; telephone 914/938-2607. Individual should provide full name, SSN, graduating class year, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals may request access by writing to the System Manager, furnishing information indicated in 'Notification procedure'. Personal visits may be made to the Finance and Accounting Officer, US Military Academy; individual must provide acceptable identification such as valid driver's license and information that can be verified with his/her payroll.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Department of Army, Department of the Treasury, financial institutions and insurance companies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0306.01DACA

SYSTEM NAME:

Civilian Employee Pay System

SYSTEM LOCATION:

Army Finance and Accounting Offices world-wide and US Property and Fiscal Offices in the US, Puerto Rico, Virgin Islands, and the District of Columbia having civilian payroll responsibilities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees and contract teachers employed by Department of the Army, Office, Secretary of Defense, and specified elements of the Navy and Air Force.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employees' pay, leave, and retirement records; individual withholding/deduction authorization for dependents, allotments, health benefits, savings bonds, etc.; tax exemption certificates; personal exception and indebtedness papers; statements of charges, claims, repatriated payment files; roster of authorized timekeepers and signature cards; payroll and retirement control and working paper files; unemployment compensation data requests; reports of retirement fund deductions;

management narrative and statistical reports relating to pay, leave, and retirement.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 6, General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies.

PURPOSE(S):

To provide basis for computing civilian pay entitlements; to record history of pay transactions; to record leave accrued and taken, bonds due and issued, taxes paid; to answer inquiries and process claims.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

Treasury Department: To record checks and bonds issued.

Social Security Administration: To report earned wages by employees under the Federal Insurance Contributions Act.

Internal Revenue Service: To record taxable earnings and taxes withheld.

Office of Personnel Management: To record monies paid into Federal Retirement Fund and to provide information pertaining to health benefits.

States and cities: To provide taxable earnings of employees to those states and cities which have entered into an agreement with the Department of the Army and the Treasury Department.

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'Consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and bulk storage; card files, cnmputer magnetic tapes, disks and printouts, and microfilm.

RETRIEVABILITY:

Automated records are retrieved by SSN within payroll block; manual records are retrieved by surname within payroll block.

SAFEGUARDS:

Records are restricted to personnel who are properly cleared and trained, and have an official need therefor. In addition, integrity of automated data is ensured by internal audit procedures, data base access accounting reports, and controls to preclude unauthorized disclosure.

RETENTION AND DISPOSAL:

Individual pay record files are permanent; they are retained at installation while member is actively employed. They are forwarded to new installation when member is transferred to another Army activity. When employee transfers to another agency under the Department of Defense not serviced by Army or separates from Federal Service, record is forwarded to the Office of Personnel Management. Microfilm of manually maintained individual retirement records is sent to the National Personnel Records Center after 3 years.

Personnel exceptions and indebtedness files are permanent. These documents are filed in individual's Official Personnel Folder (OPF). Upon separation or transfer, if OPF is not on file locally, records are forwarded to National Personnel Records Center, General Services Administration, St. Louis, MO 63118.

Repatriated personnel payment files are permanent; forwarded to National Personnel Records Center after 3 years.

Subsistence and quarters rate deviation files are permanent; they are retired on discontinuance of the installation.

Retention periods vary for other records according to category of record. The minimum retention period is 2 years and the maximum period is 12 years, after which records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Army, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, US Army Finance and Accounting Offices, or if National Guard Technician, from the National Guard Bureau, 5600 Columbia Pike, Falls Church, VA 22041, or from US Property and Fiscal Offices.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed as indicated in 'Notification procedure', and should include individual's full name, SSN, current address, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, former employers, DOD Staff agencies and field commands, Social Security Administration, Treasury Department, financial organizations and automated systems interface.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0306.02DACA

SYSTEM NAME:

Nonappropriated Fund Employee Pay System

SYSTEM LOCATION:

Decentralized segments at installations/activities world-wide having nonappropriated fund entities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of the Department of the Army who are paid from nonappropriated funds and who are under exclusive control of the Secretary of the Army or his designees but not paid from appropriated funds or not otherwise excluded; authorized, voluntary off-duty enlisted or officer personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual records of appointment or assignment; officially authenticated time and attendance records, supported by substantiating documents; individual leave records, payroll control files, individual withholding authorization files, withholding tax exemption certificate files, withholding tax files, savings bond schedule files, other deduction type files, payroll journal and check register, earnings statement, earnings records, tips received, pay check stubs or envelopes, subsistence and quarters files, unemployment compensation data request files, health, hospitalization and life insurance files, income tax withheld, employer and employee Federal Insurance Contributions Act files, Federal Unemployment Insurance tax files, Employer Quarterly Federal Tax Return, state tax files, city tax files, Fair Labor Standards Act files, and total employer liability for accrued leave at separation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 2105, 5531, 5533; Pub. L. 92-203; Fair Labor Standards Act.

PURPOSE(S):

To calculate the net pay due each employee; to provide a history of pay

transactions, entitlements and deductions; to maintain a record of leave accrued and taken; to keep a schedule of bonds due and issued; to record taxes paid; to respond to inquiries or claims.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Data required by law, e.g., employees' earnings, taxes withheld, Federal Insurance Contributions Act contributions, are provided to the Treasury Department, the Social Security Administration, Internal Revenue Service, states and cities which have an agreement with the Department of the Army to receive taxable earnings information.

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and bulk storage, card files, magnetic tapes, discs, and computer printouts.

RETRIEVABILITY:

By individual's surname and SSN within each nonappropriated fund activity payroll.

SAFEGUARDS:

Files are maintained in areas accessible only to designated personnel who have need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Individual pay records are permanent; they are forwarded to the National Personnel Records Center after 3 years. They are retained at installation while member is actively employed; forwarded to new installation when member is transferred. Upon separation, or termination of employment, files are placed in an inactive status and retained 18 months after close of pay year.

Leave records are retained 10 years and then destroyed.

Individual insurance and retirement records are destroyed 6 years after termination of involvement with nonappropriated fund activity.

Other management and accounting information reports are retained from 1 to 3 years before destruction.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: FINCD. Individual should furnish full name, SSN, period and location of employment, and signature.

RECORD ACCESS PROCEDURES:

Requests from individuals should be sent to the System Manager, furnishing details required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Time and Attendance reports, former employers, Social Security Administration, Treasury Department, DOD staff agencies and field installations, Government benefit programs, servicing civilian personnel offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0306.20DACA

SYSTEM NAME:

Military and Civilian Waiver Files

SYSTEM LOCATION:

US Army Finance and Accounting Center, Indianapolis, IN 46249.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and former Army members or civilian employees who apply for waiver of claims arising out of erroneous payments of pay and allowances.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains application, employment history, reports of investigation, copies of vouchers, certificates, record of disposition, and correspondence with the U.S. General Accounting Office, Army staff offices, and other government agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To determine the validity of waivers or to make referrals to the US General Accounting Office.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individuals surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel having official need therefor, within buildings which employ security guards.

RETENTION AND DISPOSAL:

Records are retained until waiver is approved/denied.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: Chief, Claims/Inquiries Division, telephone: 317/542-2793.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information about themselves in this system of records should write to the System Manager, ATTN: Chief, Claims/Inquiries Division, Centralized Pay Operations, providing their full name, SSN, current address, and signature.

CONTESTING RECORD PROCEDURES:

The army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army Finance and Accounting Offices; and other Government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0309.05DAAG

SYSTEM NAME:

Resource Management and Cost Accounting Files

SYSTEM LOCATION:

Headquarters, Department of the Army, Staff and field operating

agencies, major commands, installations and activities. Official mailing addresses are contained in the appendix to the Army's inventory of system notices published at 48 FR 25773, June 6, 1983.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel assigned/attached to the organization.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records by individual of man-hours applied to the accomplishment of assigned tasks or projects. Specific data elements include name, SSN/employee identification number, organizational element, military rank/civilian grade, job title, clearance status, rating data, regular/overtime wage rates, regular/overtime hours worked, hours of leave taken, record of official travel, project code, accounting code and cost data, workload units accomplished, file references and related information, and records control data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 10 U.S.C. 3012.

PURPOSE(S):

To project manpower and monetary requirements; to allocate available resources to specific projects; to schedule workload and assess progress; to project future organizational milestones; to evaluate individual performance and equipment efficiency; to set standards and methods; to record and control personnel and equipment utilization; to document inventories; to interpolate training needed by unit or individual; to monitor use of overtime; to control and monitor obligations and expenditures of Government funds; to provide audit trail; to generate statistical reports of workload and production levels and other trends within the organization; and to provide other accounting and monitoring reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Punch cards, magnetic tapes, cards, or discs; microform, microfiche, computer printouts and paper records.

RETRIEVABILITY:

By individual's name, SSN or employee identification number; information may also be accessed by a non-personal data element such as project code, cost accounting code, or organizational element.

SAFEGUARDS:

Automated systems employ computer hardware/software safeguard features. All records are maintained in controlled areas, within buildings/rooms which are secured during non-duty hours. Personal information is accessed only by individuals who have need therefor in their official duties.

RETENTION AND DISPOSAL:

Magnetic media are erased after 1 year; manual records are destroyed after 1 year by pulping, tearing, or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Ave, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system contains information on them should contact the agency head/installation commander of the Department of the Army organization to which they are (or were) assigned/employed and should furnish full name, SSN, office believed to have the record, and time frame, any other information which will assist in locating the information and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information from this system of records should address an inquiry as indicated in 'Notification procedure', providing the information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Employee time cards; organization manpower rosters; individual personnel and training records; production records; travel orders; unit inventory records; and other relevant Army documents and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0314.08DACA

SYSTEM NAME:

Check Cashing Privilege Files

SYSTEM LOCATION:

All Army installations/activities with facilities to cash checks.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons whose checks, written at Army facilities, have been dishonored and/or whose check cashing privileges have been suspended or revoked.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents related to advancing, revoking, or suspending, restoring and general supervision of check cashing privileges. Included are letters to individuals about bad checks, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices from banks that the bank was in error, notices to activities that check cashing privileges have been suspended or restored for certain individuals, returned checks, lists of persons whose privileges have been suspended or withdrawn, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To determine individuals to be denied check cashing privileges at installation check cashing facilities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair credit reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards, paper records in file folders, and computer tapes.

RETRIEVABILITY:

By individual's name or SSN.

SAFEGUARDS:

Files are maintained in areas accessible only to authorized persons having an official need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Destroyed 3 years after individual has made restitution for dishonored check.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Army, US Army Finance and Accounting Center, Ft Benjamin Harrison, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained from the installation commander where check was cashed.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records pertaining to themselves should write to the installation commander, furnishing full name, SSN, details relevant to the incident, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the dishonored check, the individual, banking facilities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0314.09DACA

SYSTEM NAME:

Nonappropriated Fund Accounts Receivable System

SYSTEM LOCATION:

Nonappropriated fund activities at Army installations world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and past members of Officer or Noncommissioned Officer Club facilities whose accounts show balances other than zero; persons using Post billeting facilities on a fee paid basis (bachelor officer quarters, visitor officer quarters and guesthouse facilities) and persons no longer using such facilities whose accounts have other than zero balances; any individual having a statement of account for the billing period, individuals occupying government housing at any military installation; individual class B telephone subscribers; members, customers or civilians having 30 day credit terms for 'charge' sales and/or dues obligations to NAF activities; all persons whose accounts have been dishonored by banking institutions and their checks returned to NAF activities; individuals who have cash loans charged to their accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, SSN, rank, amount of charges, billings of items or services furnished, subsidiary ledgers containing detail of services billed and paid by individual; work order forms, invoice listings, monthly receipt vouchers, date and method of payment, file of billings associated with returned/dishonored checks, and relevant similar documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 66; 10 U.S.C. 2481 and 3012, 5 U.S.C. 5101; Pub. L. 216, section 401; Pub. L. 784, section 113.

PURPOSE(S):

To maintain current rosters as subsidiary records for accounts receivable and cash accountability control; to provide monthly statements to customers; to provide ledger balances for activity financial statements; to prepare aged listing of accounts receivable, 30, 60, and 90 days; to answer inquiries of members on account status and specific transactions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes and/or discs by account in numerical and alphabetical order; computer hard copy printouts filed in binders; copies of statements filed in folders.

RETRIEVABILITY:

By customer name and SSN.

SAFEGUARDS:

Records are maintained in lock-type cabinets within storage areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Destroyed after 3 years following audit with no exceptions or irregularities disclosed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Individuals may submit written request to the custodian of nonappropriated funds activities at the installation where record is believed to exist.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records pertaining to them in this system should write to the appropriate nonappropriated fund activity custodian, furnishing full name, SSN, and account number.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From daily transaction registers/ journals received from billeting officer, signal officer, and/or club officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0314.24DAAG

SYSTEM NAME:

Nonappropriated Fund Employee Insurance and Retirement Files

SYSTEM LOCATION:

The Adjutant General's Office, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army nonappropriated fund employees who participate in the NAF Group Insurance and Retirement Plan.

CATEGORIES OF RECORDS IN THE SYSTEM:

Monthly and cumulative insurance and retirement deductions for each employee; name, and SSN.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. 95-595; 26 U.S.C., 401a.

PURPOSE(S):

To substantiate initial enrollment and subsequent change in the NAF Group Insurance and Retirement Plan; to verify monthly deductions and to compute annuities, refunds, and death benefits.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503 June 6, 1983.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes/discs, microfiche, paper records.

RETRIEVABILITY:

By individual's surname within each NAF activity.

SAFEGUARDS:

Records are located in controlled areas within building having security guards; information is accessed only by individuals who are properly cleared and trained and have need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records are permanent; retained in active file until individual terminates employment, retires or is deceased; held 1 additional year and subsequently retired to the Washington National Records Center, Suitland, MD.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: DAAG-NFI, 2461 Eisenhower Avenue, Alexandria, VA 22331.

RECORD ACCESS PROCEDURES:

Individuals should address requests as specified in 'Notification procedure', furnishing their full name, SSN, NAF activity in which employed, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; NAF personnel officers

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.01DACA

SYSTEM NAME:

Out-of-Service Accounts Receivables

SYSTEM LOCATION:

U.S. Army Finance and Accounting Center, Ft Benjamin Harrison, IN 46249.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Separated and retired military/civilian personnel and others indebted to the U.S. Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of current and former military members and civilian employees' pay accounts showing entitlements, deductions, payments made, and any indebtedness resulting from deductions and payments exceeding entitlements. These records include, but are not limited to:

a. Individual military pay records, substantiating documents such as military pay orders, pay adjustment authorizations, military master pay account printouts from the Joint Uniform Pay System (JUMPS), records of travel payments, financial record data folders, miscellaneous vouchers, personal financial records, credit reports, promissory notes, individual financial statements, and correspondence;

b. Applications for waiver of erroneous payments or for remission of indebtedness with supporting documents including, but not limited to: statements of financial status (personal income and expenses), statements of commanders and/or accounting and finance officers, correspondence with members and employees;

c. Claims of individuals requesting additional payments for service rendered with supporting documents including, but not limited to, time and attendance reports, leave and earnings statements, travel orders and/or vouchers, and correspondence with members and employees;

d. Delinquent accounts receivable from field accounting and finance officers including, but not limited to, returned checks, medical services billings, collection records, and summaries of the Army Criminal Investigations Command and/or Federal Bureau of Investigation reports;

e. Reports from probate courts regarding estates of deceased debtors;

f. Reports from bankruptcy courts regarding claims of the United States against debtors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C., section 3711; 10 U.S.C., section 2774; and 12 U.S.C., section 1715.

PURPOSE(S):

To process, monitor, and post-audit accounts receivable, to administer the Federal Claims Collection Act, and to answer inquiries pertaining thereto.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

US Department of Justice/US Attorneys: for legal action and/or final disposition of the debt claims. The litigation briefs (comprehensive, written referral recommendations) will restructure the entire scope of the collection cases.

Internal Revenue Service: to obtain locator status for delinquent accounts receivables; (Automated controls exist to preclude redisclosure of solicited IRS address data;) and/or to report write-off amounts as taxable income as pertains to amounts compromised and accounts barred from litigation due to age.

Private collection agencies: for collection action when the Army has exhausted its internal collection efforts.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)) when an individual is responsible for a debt to the U.S. Army, provided the debt has been validated, is overdue, and the debtor has been advised of the disclosure and his rights to dispute, appeal or review the claim; and/or whenever a financial status report is requested for use in the administration of the Federal Claims Collection Act. Claims of the United States may be compromised, terminated or suspended when warranted by information collected.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in collection file folders and bulk storage; card files; computer magnetic tapes and printouts; microfiche.

RETRIEVABILITY:

By Social Security Number, name, and substantiating document number;

conventional indexing is used to retrieve data.

SAFEGUARDS:

The U.S. Army Finance and Accounting Center employs security guards. An employee badge and visitor registration system is in effect. Hard copy records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Computerized records are accessed by custodian of the records system and by persons responsible for servicing the records system in the performance of their official duties. Certifying finance and accounting officers of debts have access to debt information to confirm if the debt is valid and collection action is to be continued. Computer equipment and files are located in a separate secured area.

RETENTION AND DISPOSAL:

Individual military pay records and accounts receivables are converted to microfiche and retained for 6 years. Destruction is by shredding. Retention periods for other records vary according to category, but total retention does not exceed 56 years; these records are sent to the Federal Records Center General Services Administration at Dayton, Ohio; destruction is by burning or salvage as waste paper.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system of records contains information about them should contact the System Manager, ATTN: FINCP-F, furnishing full name, Social Security Number, and military status or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records in this system pertaining to them should submit a written request as indicated in 'Notification procedure' and furnish information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information is received from Department of Defense staff and field installations, Social Security Administration, Treasury Department, financial organizations, and automated system interface.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0319.04DACA

SYSTEM NAME:

Validation Files

SYSTEM LOCATION:

US Army Finance and Accounting Center, Indianapolis, IN 46249

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army military member or Department of Army civilian or former military member or individual suspected of fraud or improper payment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigation, copies of vouchers/orders/notices of exception/military pay orders/certificates of dependency, sworn statements, and correspondence between the Comptroller of the Army, US General Accounting Office, Department of the Army staff agencies, US Army Criminal Investigation Command, and/or other governmental agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101.

PURPOSE(S):

To obtain data for determining propriety and validity of Army financial transactions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel having official need therefor.

RETENTION AND DISPOSAL:

Records are destroyed after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Individuals should furnish their full name, SSN, current address and telephone number.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information concerning themselves should write to the System Manager, providing information required under 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Federal Bureau of Investigation, Criminal Investigation Detachments, finance officers, Provost Marshals and individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0319.06DACA

SYSTEM NAME:

Household Goods Shipment Excess Cost Collection Files.

SYSTEM LOCATION:

US Army Finance and Accounting Center, Indianapolis, IN 46249.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army and Air Force members who have shipped excess household goods.

CATEGORIES OF RECORDS IN THE SYSTEM:

Government bills of lading, supporting documents, and copy of excess cost billing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

PURPOSE(S):

To establish liability and issue notices of amounts due the United States for excess household goods shipments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper in file folders.

RETRIEVABILITY:

By service number/SSN.

SAFEGUARDS:

Building employs security guards. An employee badge and visitor registration system is utilized. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are destroyed after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Individuals should furnish their full name, SSN, current address and telephone number.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information concerning themselves should write to the System manager, providing information required under 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From paid Government bills of lading.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.07DACA

SYSTEM NAME:

FHA Mortgage Payment Insurance Files

SYSTEM LOCATION:

US Army Finance and Accounting Center, Indianapolis, IN 46249

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Army military member with more than 2 years of active duty service who applies for an FHA loan.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application, certificate of eligibility, record of payments, notices of termination of eligibility, and correspondence with FHA and other Government offices.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C., 3101.

PURPOSE(S):

To determine the amount of insurance payments and to control authorized payments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By Army member's surname.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized persons having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are destroyed 10 years after final separation of the individual from the Army.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Individuals should furnish their full name, SSN, current address and telephone number.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information concerning themselves should write to the System Manager, providing information required under 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the applicant, his/her commanding officer, FHA, and other government records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.10DACA

SYSTEM NAME:

Conversion Files

SYSTEM LOCATION:

US Army Finance and Accounting Center, Indianapolis, IN 46249

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active and former members of the Armed Services and civilians who file military payment certificate (MPC) claims and/or foreign currency claims.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application for exchange of military payment certificates; letter request for exchange of MPC and foreign currency; military pay vouchers; substantiating documents such as receipts; and correspondence between the US Army Finance and Accounting Center and claimant, and other Army and Government agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012.

PURPOSE(S):

To evaluate claim and, if approved, issue Treasury check to claimant.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By claimant's surname.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are destroyed 10 years after final action on claim.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Individuals should furnish their full name, SSN, current address and telephone number.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information concerning themselves should write to the System Manager, providing information required under 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Government agencies, records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.11DACA

SYSTEM NAME:

Disbursing Office Establishment and Appointment Files

SYSTEM LOCATION:

US Army Finance and Accounting Center, Indianapolis, IN 46249.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army military members or Department of Army civilians who are appointed a deputy or bond issuing agent; individuals appointed an accountable officer or special disbursing agent.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include Department of the Army Form 1866 (Designation and Appointment of Deputy to Disbursing Officer), USAFAC Form 35-12FL (Certification as Issuing Agent of U.S. Saving Bonds), USAFAC Form 35-13FL (Letter to Federal Reserve Bank on Bond Issuing Agent) and letter requests for the approval and appointment of other than Finance Corps officers as accountable officers and special disbursing agents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012.

PURPOSE(S):

To obtain data in the appointment or termination of deputies and bond issuing agents and the appointment or termination of other than Finance Corps officers as accountable officers and special disbursing agents.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are destroyed 10 years after revocation of appointment.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System manager. Individual should furnish their full name, SSN, current address and telephone number.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information concerning thermselves should write to the System Manager, providing information required under 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Finance and Accounting Officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.13DACA

SYSTEM NAME:

Bankruptcy Processing Files

SYSTEM LOCATION:

US Army Finance and Accounting Center, Indianapolis, IN 46249.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army military members or Department of Army civilian employees for whom bankruptcy notice has been received.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's court notices; financial statements; certificates for deductions; agreements; military pay vouchers; correspondence between the Judge Advocate General, US Attorney, US District Courts, and other government agencies relevant to the proceeding.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012.

PURPOSE(S):

To obtain data for submitting claims of the Army to the Department of Justice for filing with the bankruptcy court and controlling financial transactions on pay accounts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to designated persons having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are destroyed 5 years after conclusion of bankruptcy proceedings.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Individual must furnish full name, SSN, current address, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information concerning themselves should write to the System Manager, providing information required under 'Notification procedure.'

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From courts, government records, and similar documents and sources relevant to the proceeding.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0319.14DACA

SYSTEM NAME:

Pecuniary Charge Appeal Files

SYSTEM LOCATION:

US Army Finance and Accounting Center, Indianapolis, IN 46249

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army military members or civilian employees held pecuniarily liable for charges for which an appeal is filed.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigations, copies of vouchers, certificates, statements and correspondence between Department of the Army staff agencies and other Government agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012.

PURPOSE(S):

To obtain data for determining the propriety of the pecuniary liability ruling.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are destroyed 10 years after close of case.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager. Individual must provide full name, SSN, current address and telephone number.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information concerning themselves should write to the System Manager, providing information required under 'Notification procedure.'

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0320.01DAEN

SYSTEM NAME:

Corps of Engineers Management Information System Files

SYSTEM LOCATION:

Finance and accounting offices in Corps of Engineers Division and District Offices; addresses may be obtained from the Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilians and military employees of the Corps of Engineers located at Division ald District Offices.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employees name, SSN, pay rate, employing office, organizational location, cost codes, functional designator funds, coverage under Fair Labor Standards Act, travel advance record, and similar information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.s.C., section 301.

PURPOSE(S):

To compute employee labor and travel costs charged to the job worked on in the management of financial expenditures.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape and printouts; microfilm.

RETRIEVABILITY:

By SSN.

SAFEGUARDS:

Computers in which system information resides are located in locked rooms which are accessible only to authorized persons possessing a special badge or password. Microfilm produced by contract with vendors is maintained by the contractor under lock and key.

RETENTION AND DISPOSAL:

Cost data as input documents and voucher output listings comprising employee labor and travel costs, and audit trail tapes of valid transactions, are destroyed after 6 years and 3 months; punched cards which process these data are destroyed upon completion of audit by General Accounting Office. Internal/external output files containing these data are destroyed after 30 years. Utility files (output reports for maintaining and controlling transactions) are destroyed after 5 years. Magnetic tape data base containing transactions results processed by the update programs are retained for 30 years. Computer printouts and magnetic tapes are retained on microfilm. Records prior to July 2, 1975 are destroyed after 10 years and 3 months; those created on/after

July 2, 1975 are destroyed after 6 years and 3 months.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from the servicing Comptroller office within the Corps of Engineers, District/Division.

RECORD ACCESS PROCEDURES:

Individual requests should be addressed as provided in 'Notification procedure'; individuals must provide his/her full name, and SSN.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; official Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0401.02DAAG

SYSTEM NAME:

Mailing List for Army Newspapers/ Periodicals/Catalogs

SYSTEM LOCATION:

HQDA Staff and Field Operating Agencies, Major Commands, field installations and activities, Army Service Schools/Colleges, Army National Guard Bureau Headquarters and field activities. Official addresses are in the appendix to the Army inventory of System Notices at 48 FR 25773, June 6, 1983.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Name and current mailing address of recipients of Army and/or National Guard magazines, newspapers, professional and trade publications, journals, catalogs, admissions policies and procedures, digests, and newsletters. Recipients may be current or former Army and/or National Guard personnel, staff and faculty or graduate/ resident/correspondence student of Service Schools, military reservists, ROTC cadets, civilian academicians, professional or other personnel who have requested inclusion on mailing lists.

CATEGORIES OF RECORDS IN THE SYSTEM:

Mailing lists containing names and addresses of recipients of various periodicals published by the Army and/ or the National Guard which have public relations value. Types of periodicals include but are not limited to the following:

a. Journals, catalogs, admissions policies and procedures, published by military schools and colleges, medical facilities, and training institutions.
b. Army newspapers or digests containing official or quasi-official but non-directive data of either a technical or administrative nature. Other personal data may be included such as Alumni Association Member number, professional society or trade organization of which a member and related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012; 32 U.S.C., section 110.

PURPOSE(S):

To produce mailing lists for distribution of Army periodicals, newspapers and various journals, catalogs, digests and newsletters; to perform statistical analyses and surveys of reader interest and opinion.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, magnetic tape disc, cards, printouts, and addressograph plates.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Records are accessed and maintained only by authorized personnel who have need therefor.

RETENTION AND DISPOSAL:

Retained until no longer needed, normally until individual requests deletion, after which record is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of Department of Army Staff and Field Operating Agencies, Major Commands, commanders of installations/activities, Army Service Schools/Colleges and National Guard activities that publish periodicals, command newspapers, catalogs or other special-interest recurring publications.

NOTIFICATION PROCEDURE:

Information may be obtained from either the editor of the publication, registrar of the school, or the Public Affairs Officer of the Army or National Guard office publishing the periodical.

RECORD ACCESS PROCEDURES:

Requests should be addressed as indicated in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; records of the Army or National Guard organization publishing the document.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0401.07aOSA

SYSTEM NAME:

Media Contact Files

SYSTEM LOCATION:

Office of the Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310 and their field operating agencies at Los Angeles, CA; Washington, DC; and Kansas City, MO; public affairs offices of Army Staff agencies, major commands, installations and activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Journalists, authors, editors, columnists, researchers, news media representatives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address, telephone number, biographical data; public media affiliation; correspondence between the Army and the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012

PURPOSE(S):

To maintain contact with public media representatives on issues of common interest.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards; papers in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is accessed only by individuals having need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records may inquire of the System Manager, providing full name, present address, and telephone number.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; newspapers, libraries, Army and Department of Defense records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0401.08DAJA

SYSTEM NAME:

Prosecutorial Files

SYSTEM LOCATION:

Decentralized at Staff Judge Advocate Offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who is pending trial by court-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

Witness statements; pre-trial advice; documentary evidence; exhibits; evidence of previous convictions; personnel records; recommendations as to the disposition of the charges; explanation of any unusual features of the case; charge sheet; and criminal investigation reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11476, June 19, 1969, Manual for Court-Martial, United States; as revised by Executive Order 12473, effective August 1, 1984.

PURPOSE(S):

To prepare for prosecution before court-martial.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Permanent.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, Washington, D.C. 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Individual should furnish his/her full name, current address and telephone number, case number and office symbol of Army element which furnished correspondence to the individual, other personal identifying data that would assist in locating the records, and signature.

RECORD ACCESS PROCEDURES:

Individuals should submit a written inquiry to the System Manager, supplying information required under 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

TheArmy's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From official Army records and reports, investigative documents, law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0402.01DAJA

SYSTEM NAME:

General Legal Files

SYSTEM LOCATION:

Office of the Judge Advocate General, Headquarters, Department of the Army, Offices of Staff Judge Advocates, Judge Advocates, and Legal Counsels of Washington, DC 20310-2200; subordinate commands, installations, and organizations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have been the subject of civil or criminal matters referred to the Office of the Judge Advocate General or to legal offices of subordinate commands, installations, and organizations for legal opinion, legal review, or other action.

CATEGORIES OF RECORDS IN THE SYSTEM:

Inquiries with substantiating documents, personnel actions, investigations, petitions, complaints, correspondence and responses thereto.

Examples of records include: Elimination and separation proceedings; questions pertaining to entitlement to pay, allowances, or other benefits; flying evaluation boards, line of duty investigations; reports of survey; other boards of investigating officers; DA Suitability Evaluation Board cases; DA Special Review Board efficiency report appeals; petitions to the Army Board for the Correction of Military Records; matters pertaining to on-post solicitation, revocation of privileges, and bars to entry on military installations; matters pertaining to appointments, promotions, enlistments, and discharges; matters pertaining to prohibited activities and conflicts of interest for Army personnel and employees; Article 138, UCMJ complaints; private relief legislation; military justice matters including requests for delivery of service members for trial by civilian authorities appeals from non-judicial punishment imposed under Article 15, UCMJ; appeals under Article 69, UCMJ;

Secretarial review of officer dismissal cases; petitions for clemency, requests for pardons, and requests for grants of immunity for civilian witnesses; matters pertaining to civilian employees and employees of nonappropriated fund instrumentalities including employment, pay, allowances, benefits, separations, discipline and adverse actions, grievances, equal opportunity complaints, awards, and claims processed by other agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3037 and 3072.

PURPOSE(S):

To ensure legal sufficiency of Army operations, policies, procedures, and personnel actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system of records may be disclosed to the Department of Justice for grants of immunity and requests for pardons.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tapes/discs.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in locked file cabinets and/or in locked offices in buildings employing security guards or on military installations protected by military police patrols.

RETENTION AND DISPOSAL:

Records at the Office of General Counsel, OSA; Office of The Judge Advocate General; and Office of the Chief Counsel, Office, Chief of Engineers are permanent; at all other locations, records are destroyed upon obsolescence.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army Washington, DC 20310-2200.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System manager; individual must provide his/her full name, the address and telephone number, and any other personal data which would assist in identifying records pertaining to him/her such as current or former military status, date of birth, and, if applicable, specifics concerning the incident or event believed to be the basis for legal review.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records in this system about themselves should submit a written request as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system falling within 5 USC 552a(k)(1), (2), (5), (6), and (7) may be exempt from the following provisions of Title 5 USC 552a: (c)(3), (d), (e)(1), and (f).

A0402.06DAJA

SYSTEM NAME:

Legal Assistance Files

SYSTEM LOCATION:

Legal Assistance Office, Office of The Judge Advocate General's Office, Headquarters, Department of the Army, Washington, DC 20310; Staff Judge Advocate Offices at Army commands, installations, and activities; addresses are listed in the Appendix to the Army inventory of system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty or retired military personnel and/or their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, grade/rank, SSN, organization, and details of problem/incident/matter on which legal assistance is sought. Records may be in the form of correspondence, memoranda, opinions of legal assistance officers, and may include interviews, summary of problems considered, advice rendered, referrals made, and documents created as a result of assistance provided.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To respond to inquiries and settle issues; for management and statistical reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None authorized.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By client's surname.

SAFEGUARDS:

Records are maintained in secured buildings, accessible only to designated authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Destroyed by shredding 1 year from the closing date of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Legal Assistance Office, Office of The Judge Advocate General, HQDA (DAJA-LA), Washington, D.C. 20310; and the Staff Judge Advocates of organizations listed in the DOD directory.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is contained in this system of records may inquire of either the System Manager or the Staff Judge Advocate of the installation or command where legal assistance was sought. Individual should furnish his/her full name, SSN, and any details that will assist in locating the record.

RECORD ACCESS PROCEDURES:

Access may be obtained by addressing a written inquiry as indicated in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her attorney, Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0403.01DAJA

SYSTEM NAME:

US Army Claims Service Management Information System.

SYSTEM LOCATION:

US Army Claims Service, Office of The Judge Advocate General, Ft Meade, MD 20755-5360. Segments exist at subordinate field operating agencies and at Staff Judge Advocate Offices at Army installations throughout the world.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals, corporations, associations, countries, states, territories, political subdivisions presenting a claim against the United States.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of claimant, claim file number, type of claim presented, reports of investigation, witness statements, police reports, photographs, diagrams, bills, estimates, expert opinions, medical records and similar reports, copy of correspondence with claimant, potential claimants, third parties, and insurrers of claimants or third parties, copies of finance vouchers evidencing payment of claims, and similar relevant information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 939, 2733, 2734, 2734a, 2734b, 2737; 28 U.S.C., sections 2671-2680; 31 U.S.C, sections 3711 and 3721; 32 U.S.C., section 715.

PURPOSE(S):

To develop and preserve all relevant evidence about incidents which generate claims against the Army. Evidence developed is used as a legal basis to support the settlement of claims. Data are also used as a management tool to supervise claims operations at subordinate commands world-wide.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

Internal Revenue Service for tax purposes;

Department of Justice for assistance to deciding disposition of claims filed against the Government and for considering criminal prosecution, civil court action or regulatory orders;

US Claims and the Court of Appeals for the Federal Circuit, to support legal actions, considerations or evidence to support proposed legislative or regulatory changes, for budgetary purposes, for quality control or assurance type studies, or to support action against a third party;

Foreign governments, for use in settlements of claims under the North Atlantic Treaty Organization S atus of Forces Agreement or similar international agreements;

State governments for use in defending or prosecuting claim by the state or its representatives.

Department of Labor, for consideration in determining rights under Federal Employees Compensation Act or similar legislation;

Civilian and Governmental medical experts for evaluation of medical aspects and records and related material;

Office of management and Budget for preparation of private relief bills for presentation to the Congress;

Government contractors for use in defending or settling claims filed against them, including recovery actions, arising out of the performance of a Government contract;

Federal and State workmen's compensation agencies for use in adjudicating claims.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Index cards, paper records in file folders, computer disc.

RETRIEVABILITY:

By last name.

SAFEGUARDS:

Records are accessible only by authorized personnel who are properly instructed in the permissible use of the information. buildings housing records are locked after normal business hours.

RETENTION AND DISPOSAL:

Destroyed 10 years after final action.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the Commander, US Army Claims Service, Ft Meade, MD 20755, furnishing full name, current address and telephone number, claim number if known, date and place of incident giving rise to the claim, and any other personal identifying data which would assist in determining location of the records.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves in this system of records should write to the Commander, US Army Claims Service, Ft Meade, MD 20755-5360, furnishing information required by 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; investigative reports originating in the Department of the Army, Federal Bureau of Investigation, and/or foreign, State, or local law enforcement agencies; medical treatment facilities; Armed Forces Institute of Pathology; relevant records and reports in the Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0403.06DAJA

SYSTEM NAME:

TORT CLAIM FILES

SYSTEM LOCATION:

Office of The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310-2210.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have filed a complaint against the US Army in the US District Court under the Federal Tort Claims Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

Pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied material, including claims investigation, reports and files involved in representing the US Army in the Federal Court System.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

28 U.S.C., sections 2671-80.

PURPOSE(S):

To defend the Army in Civil suits filed against it in the Federal Court System.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Indormation is disclosed to the Department of Justic and United States Attorneys' offices handling the particular case. Most of the information is filed in some manner in the courts in which the litigation is pending and therefore is a public record. In addition,

some of the information will appear in the written orders, opinions, and decisions of the courts which, in turn, are published in the Federal Reporter System under the name or style of the case and are available to individuals with access to a law library.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tapes/discs.

RETRIEVABILITY:

By claimant's surname and court docket number.

SAFEGUARDS:

Records are maintained in file cabinets within secured buildings and available only to designated authorized individuals who have official need thereof.

RETENTION AND DISPOSAL:

Records are destroyed 10 years after final action on the case.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, Washington, DC 20310-2210.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the system Manager, furnishing their full name, current address and telephone number, case number that appeared on documentation, any other information that will assist in locating pertinent records and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on temselves should submit their request as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting condents and appaling initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0403.16DAJA

SYSTEM NAME:

Army Property Claim Files

SYSTEM LOCATION:

The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310-2210.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who, having damaged Government property, were not subject to the collection activities of other agencies or organizations and therefore require litigation on behalf of the Department of the Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of reports from the claim investigator, accident and police reports relating to damage, and pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied material involved in representing the US Army.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C., section 3711.

PURPOSE(S):

To negotiate with, or to sue, as appropriate, the individual or entity, including insurance carriers, responsible for loss or damage of US Army property.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Department of Justice, U.S. Attorney, and opposing parties and their attorneys as deemed necessary in litigating property claims.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file orders; magnetic tapes/discs.

RETRIEVABILITY:

By individual's surname and court docket number.

SAFEGUARDS:

Records are accessible only by authorized personnel who are properly instructed in the permissible use of the information. Buildings housing records are protected by security guards.

RETENTION AND DISPOSAL:

Records at The Judge Advocate General's Office are destroyed 10 years after final action; i.e., completion of litigation or determination that case will not be prosecuted. Claims settled by local Staff Judge Advocates are destroyed 5 years after final action.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, Washington, DC 20310-2210.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, furnishing their full name, current address and telephone number, case number that appeared on documentation, any other information that will assist in locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should submit their request as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports; Office of Personnel Management; Department of Justice, US Attorney, opposing counsel, and similar pertinent sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0403.17DAJA

SYSTEM NAME:

Medical Expense Claim Files

SYSTEM LOCATION:

Staff Judge Advocate Offices at Army commands, field operating agencies, installations and activities. A segment of the System is located at The Judge Advocate General's Office, HQDA, Washington, DC 20310-2210.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have received medical treatment at the expense of the US Army as a result of a tortuous or negligent act of a third party; third parties causing medical care to be furnished to individuals entitled to medical care at Government expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of medical and personnel records of individuals injured by a third party from whom the US Army is seeking to recover the costs of medical care furnished the injured party;

accident and police reports relating to the injury; claims investigation files; correspondence with attorneys representing the Army's interest; court documents; and similar pertinent documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

42 U.S.C., sections 2651-3; Executive Order 11060; 28 CFR Part 43.

PURPOSE(S):

To negotiate with the tortfeasor or an insurance carrier, or to sue the same to collect the value of medical care furnished the injured party.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Department of Justice, appropriate US Attorneys, civilian attorneys representing the injured party who agree also to represent the US Army's claim, and opposing parties and their attorneys.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tapes/discs.

RETRIEVABILITY:

By individual's surname and court docket number.

SAFEGUARDS:

Records are accessible only by authorized personnel who are properly instructed in the permissible use of the information. Buildings housing records are protected by security guards.

RETENTION AND DISPOSAL:

Records at The Judge Advocate General's Office are destroyed 10 years after final action; i.e., completion of litigation or determination that case will not be prosecuted. Claims settled by local Staff Judge Advocates are destroyed 5 years after final action.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, Washington, DC 20310-2210.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System manager, furnishing their full name, current address and telephone number, case number that appeared on documentation, any other information that will assist in locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should submit their request as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports; Office of Personnel Management; Department of Justice, US Attorneys, opposing counsel, and similar pertinent sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0404.02DAJA

SYSTEM NAME:

Courts-Martial files

SYSTEM LOCATION:

US Army Legal Services Agency, Falls Church, VA 22041-5013; Washington National Records Center, Suitland, MD 20409; National Personnel Records Center, St Louis, MO 63132; and offices of Staff Judge Advocates of subordinate commands and installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Army personnel tried by courts-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

Certain general and all special (BCD) courts-martial records of trial include a verbatim transcript of the trial and allied papers relating to the charged offenses and legal review of the case. General courts-martial examined pursuant to Article 69 and special (non-BCD) and summary courts-martial records of trial include only a summarized transcript of the trial as well as allied papers relating to the charged offenses, but do not necessarily include all records of review pursuant to Articles 69 or 73, Uniform Code of Military Justice. (See 'Retention and disposal' below.)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 801-940 (Uniform Code of Military Justice).

PURPOSE(S):

This records system is maintained because a verbatim transcript of all general court-martial trials (except those examined pursuant to Article 69) and special court-martial trials in which a bad conduct discharge (BCD) was approved, and a summarized transcript of all other court-martial proceedings is required by law. Records of trail are required each office and individual responsible for reviewing the legality of the courts-martial findings and sentence, determining whether clemency consideration is warranted, and answering inquiries from offices and individuals concerning the status of a particular case. Statistical data obtained from records of trial are used in determining jurisdiction and Army-wide trends on disciplinary infractions in the Armed Forces and serve as a guide for officials responsible for making local and Army-wide policy decisions regarding military justice activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Courts-martial records reflect criminal proceedings ordinarily open to the public; therefore, they are normally releasable to the public pursuant to the Freedom of Information Act.

Information from these records may be disclosed to the Department of Justice, the Veterans Administration, and Federal, State, and local law enforcement agencies for determination of rights and entitlements of the individuals concerned and for use in the enforcement of criminal of civil law.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Papers in file folders; index cards; computer disk-packs; courts-martial coding sheets.

RETRIEVABILITY:

By individual's name and Social Security Number; by court-martial number assigned to the case.

SAFEGUARDS:

All records are protected by systems of personnel screening and hand receipts. During non-duty hours, military police or contract guard patrols ensure protection against unauthorized access.

RETENTION AND DISPOSAL:

With respect to each court-martial, there is an original record and from 1 to 4 copies. One copy is given to the accused and the remaining copies are

used in the review of the case for legal sufficiency. The original record is disposed of as follows:

All records of trial by general courts-martial and those special courts-martial records in which a bad conduct discharge (BCD) was approved are retained in the Office of the Clerk of the Court, US Army Judiciary, for 1-2 years after completion of appellate review. Thereafter, the records are forwarded to the Washington National Records Center, Suitland, MD for permanent storage. Records of trial by special courts-martial (non-BCD) and summary courts-martial are retained in the staff judge advocate office of the general courts-martial authority for 1 year after completion of supervisory review and thereafter for 2 years in the records holding area or overseas records center. Records are then sent to the National Personnel Records Center (Military Records), St Louis, MO 63132, where they are retained for 7 years. Thereafter, the records are destroyed and the remaining evidence of conviction is the special (non-BCD) and summary courts-martial promulgating orders maintained in the individual's permanent records and any review(s) of the cases conducted pursuant to Article(s) 69 or 73, UCMJ. The original reviews of special (non-BCD) and summary courts-martial cases and a copy of all other reviews pursuant to Articles 69 or 73, UCMJ are maintained for 3 years in the office of the Chief, Examination and New Trials, US Army Judiciary, Falls Church, VA. They are retained an additional 7 years at the Washington National Records Center, Suitland, MD and destroyed. Statistical data obtained from general and special (BCD) courts-martial records are maintained permanently on some of the master index cards which serve as a means of listing records of trail sent to storage.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, Washington, DC 20310-2210.

NOTIFICATION PROCEDURE:

Requests from individuals as to whether there are any general or special (BCD) courts-martial records in the system pertaining to them should be addressed to the Clerk of the Court (JALS-CC), US Army Judiciary, Nassif Building, Falls Church, VA 22041-5013. Requests for information as to special (non-BCD) and summary courts-martial records should be addressed to the staff judge advocate of the command where the record was reviewed or, if no longer there, to the National Personnel Records Center (Military Records), 9700 Page Boulevard, St Louis, MO 63132.

Requests for information concerning reviews pursuant to Articles 69 or 73, UCMJ, should be addressed to the Chief, Examination and New Trials Division, US Army Judiciary, Nassif Building, Falls Church, VA 22041-5013. Written requests should include individual's full name, SSN, the record file number if available, and any other personal information which would assist in locating the records. Personal visits may be made to the Office of the Clerk of the Court or Chief, Examination and New Trials Division; individual must provide identification such as a valid driver's license or verbal information sufficient to permit locating the record.

RECORD ACCESS PROCEDURES:

Requests for access should be submitted as specified under 'notification procedure' above. Requests should be directed to the Clerk of the Court (JALS-CC), US Army Judiciary, Nassif Building, Falls Church, VA 22041-5013 if the type of courts-martial or reviewing command is unknown.

CONTESTING RECORD PROCEDURES:

The army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information from almost any source may be included in the record if it is relevant and material to courts-martial proceedings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 U.S.C. 552a: (d)(2), (d)(3), (d)(4), (e)(2), (e)(3), (e)(4)(H), and (g). The rules exempting this system are set forth in 32 CFR Part 505.9.

A0405.02DAJA

SYSTEM NAME:

Foreign Jurisdiction Case Files.

SYSTEM LOCATION:

Office of The Judge Advocate General, Headquarters, Department of the Army, International Affairs Division, Washington, DC 20310. (Copy of record will exist for shorter periods in Office of the Staff Judge Advocate at the command where case originated.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the US Army; civilians employed by, serving with, or accompanying the US Army abroad; and dependents of such individuals who have been subject to the exercise of civil or criminal jurisdiction by foreign courts or foreign administrative agencies and/or sentenced to unsuspended confinement.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual case reports concerning the exercise of jurisdiction by foreign tribunals, trial observor reports, requests for provision of counsel, records of trials, requests for local authorities to refrain from exercising their jurisdiction; communications with other lawyers, officials within the Department of the Army and/or Defense, diplomatic missions; other selected relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To monitor development and status of each individual case to ensure that all rights and protections to which US personnel abroad and their dependents are entitled under pertinent international agreements are accorded such personnel; to obtain information to answer queries regarding the status and disposition of individual cases involving the exercise of civil or criminal jurisdiction by foreign courts or foreign administrative agencies to render management and statistical reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in secured buildings, accessible only to designated authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Individual case files are retained for 30 years following completion of the case. Consolidated and summary reports are permanent records at the Office of The Judge Advocate General.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of The Army Washington, DC 20310

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is maintained in this system of records may inquire of either the System Manager or the Staff Judge Advocate of the installation or command where legal assistance was sought. Individual must furnish full name, current address and telephone number, case number and office symbol appearing on official correspondence concerning the matter, any other identifying information, and signature.

RECORD ACCESS PROCEDURES:

Access may be obtained by addressing a written inquiry as indicated in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her attorney, foreign government agencies, Department of State, law enforcement jurisdictions, relevant Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0406.01USAREUR

SYSTEM NAME:

Civil Process Case Files

SYSTEM LOCATION:

Office of the Judge Advocate, Headquarters, US Army, Europe and Seventh Army, APO New York 09403; segments exist at other Army Judge Advocate Offices in the Federal Republic of Germany.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military members of the Armed Forces, civilian employees of the US Government, and their dependents upon whom service is made of documents issued by German civil courts, customs and taxing agencies, and other administrative agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents from German authorities regarding payment orders, execution orders, demands for payment of indebtedness, notifications to establish civil liability, customs and tax demans, assessing fines and penalties, demands for court costs or for costs for administrative proceedings, summonses and subpoenas, paternity notices, complaints, judgments, briefs, final and interlocutory orders, orders of confiscation, notices, and other judicial or administrative writs; correspondence between US Government authorities and the Federal Republic of Germany; identifying data on individuals concerned; and similar relevant documents and reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012; North Atlantic Treaty Organization Status of Forces Agreement.

PURPOSE(S):

To ensure that US Forces obligations under the North Atlantic Treaty Organization Status of Forces Agreement are honored and the rights of US Government employees are protected by making legal assistance available.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to foreign law enforcement or investigatory or administrative authorities, to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements regulating the stationing and status in Federal Republic of Germany of Defense military and civilian personnel. Information disclosed to authorities of the Federal Republic of Germany may be further disclosed by them to claimants, creditors or their attorneys.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in steel filing cabinets.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

All information is maintained in areas accessible only to designated individuals having official need therefor in the performance of their duties. Records are housed in buildings protected by military police or security guards.

RETENTION AND DISPOSAL:

Paper records are destroyed 2 years after completion of case; card files are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records may write to the Office of the Judge Advocate General, Headquarters, US Army Europe and Seventh Army, ATTN: Chief, International Affairs Division, APO New York 09403. Individuals must furnish their full name, rank/grade, service number, sufficient details to permit locating the records, and signature.

RECORD ACCESS PROCEDURES:

Personnel desiring access to information about themselves should write as indicated in 'Notification procedure', furnishing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; German authorities; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0406.08DAJA

SYSTEM NAME:

Patent, Copyright, Trademark, and Proprietary Data Files

SYSTEM LOCATION:

Primary: Headquarters, Department of the Army, Office of The Judge Advocate General, The Pentagon, Washington, DC 20310.

Secondary: Office of the Staff Judge Advocate at major Army commands, field operating agencies, and installations; addresses are listed in the Appendix to the Army inventory of system notices. (See 48 FR 25773, June 6, 1983.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have submitted inventions to the Government; inventors with patents or applications for patents procured on behalf of the Department of the Army or in which the Government has an interest; authors of copyrightable or copyrighted material in which the Government has an interest; and

Government employees to whom copyright assistance has been rendered.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to: disposition of rights in Government employees' inventions; foreign patent filings; licensing of Government-owned patents, copyrights, and service marks; Government interest in or under patents, applications for patent, and copyrights procured on behalf of the Department of the Army; and invention disclosures including drawings, patentability search reports, evaluation reports, applications, amendments, petitions, appeals, interferences, licenses, assignments, other instruments, and relevant correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To determine the rights in Government employee inventions, and to maintain evidence and record of: Documents used in filing for foreign patents; invention disclosures submitted to the Department of the Army; patents and applications for patent procured on behalf of the Army or in which the Army has an interest; patent and copyright licensing and assignments; and copyright assistance rendered.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from the system may be disclosed to the U.S. Patent and Trademark Office, Department of Commerce, and/or to the Copyright Office, Library of Congress.

In the event of legal proceedings and litigation, information may be disclosed to the Civil Division, Department of Justice.

For foreign patent filings records are presented to the Director of Patent Administration, Department of National Defense in Ottawa, Ontario, Canada.

Parties to a licensing arrangement have access to the specific files involved.

Concerned contractors and/or Government agencies have access in order to conduct patent investigations and evaluations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in buildings protected by secured guards, and are accessible only to authorized persons having need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

At the primary location: records pertaining to patent matters are retained for 20 to 25 years depending on the specific case; those concerning copyright matters are retained either for 56 years or on expiration of copyright not renewed, after which they are destroyed by shredding. Records at the secondary location are destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, Washington, DC 20310; senior patent attorney at each secondary location.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in the system of records may write to the System Manager, ATTN: DAJA-IP, furnishing full name, current address and telephone number, the case number or other identifying information on correspondence emanating from the Army.

RECORD ACCESS PROCEDURES:

Individuals desiring access to their records in this system should write to the System Manager, furnishing information required under 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army records, the Government agency interested in the invention or copyright, research material in libraries, the Patent and Trademark Office, and/or the Copyright Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0408.01DAJA

SYSTEM NAME:

Patent, Copyright, and Data License Proffers, Infringement Claims, and Litigation Files

SYSTEM LOCATION:

Office of the Judge Advocate General, Department of the Army, Patents, Copyrights, and Trademarks Division, Nassif Building, 5611 Columbia Pike, Falls Church, VA 22041-5013.

Segments of this System may exist at the Office, Chief of Engineers; the headquarters, U.S. Army Materiel Command and/or its major subordinate field commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Claimants or defendants in administrative proceedings or litigation with the Government for improper use, infringement, enforcement of agreements, or comparable claims concerning patents or copyrights; individuals having copyrights in material in which the Department of the Army is interested; individuals who own patents which they offer to license to Department of the Army; individuals seeking private relief before the Congress because of right in inventions, patents, copyrights, or data licenses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to the administrative assertion of claims by and against the Government and to litigation with the Government for alleged misuse of patents, copyrights, trademarks, and data, including inquiries, investigations, settlements, communications with claimants or defendants, and related correspondence; documents relating to advice and assistance provided in obtaining licenses for Department of the Army use of copyright material; documents relating to the investigation and disposition of patent license offers; documents relating to investigations in connection with processing proposed legislation or bills for private relief of individuals because of right of individuals in inventions, patents, copyrights, or data, including reports of investigations, comments or recommendations, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To maintain evidence and record of claims and litigation involving Department of the Army concerning patents, trademarks, copyrights, and data; to maintain evidence and record of Department of the Army attempts to use copyrighted material and to receive the copyright owner's permission for such use; to maintain record and evidence of patent license offers received and investigations and reports pursuant thereto; and to maintain record and

evidence of investigations of proposed legislation or bills for private relief.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Government agencies involved in the claims or litigation and the Civil Division, Department of Justice, have access to the records to determine the validity of allegations and to properly prosecute or defend the case; Government agencies potentially interested have access to the records of offered licenses to determine actual interest; Congress receives reports on Department of the Army's position on particular bills for private relief.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessible only by authorized personnel who are properly instructed in the permissible use of information therein.

RETENTION AND DISPOSAL:

Destroyed after 25, 30 or 35 years depending on the specific case.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters Department of the Army, Washington, DC 20310-2200.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this System of records may write to the System Manager, furnishing their full name, current address and telephone number, case number that appeared on documentation, any other information that will assist in locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should submit their request as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, the Army organizational element interested in the copyrighted material or offered license, employment records, pertinent Government patent files, Department of Justice and/or the Government agencies involved in the claims or litigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0410.01DAJA

SYSTEM NAME:

Litigation Case Files

SYSTEM LOCATION:

Office of The Judge Advocate General, Litigation Division, Headquarters, Department of the Army (HQDA), legal offices of other HQDA staff agencies, field operating agencies, major commands, and installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has filed a complaint against the US Army or its personnel in the Federal Civil Court System; military and civilian personnel in the Department of the Army who are named individually as defendants in civil litigation initiated by or against the Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied materials involved in representing the US Army in the Federal Court System.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To defend the Army in civil suits filed against it in the Federal Court System.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is disclosed to the Department of Justice and US Attorneys' offices handling a particular case. Most of the information is filed in some manner in the courts in which the litigation is pending and therefore is a public record. In addition, some of the information will appear in the written orders, opinions, and decisions of the courts which, in turn, are published in Federal Reporter System under the name or style of the case and are available to individuals with access to a law library.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tapes/discs.

RETRIEVABILITY:

By individual's surname and court docket numbers.

SAFEGUARDS:

Records are maintained in file cabinets within secured buildings and available only to designated authorized individuals who have official need therefor.

RETENTION AND DISPOSAL:

Records at The Judge Advocate General's Office and the Chief of Engineers' office (for civil works) are destroyed after 30 years, except that those cases determined to have precedential, policy, or otherwise significant, value are permanent. Records in other legal offices are destroyed 6 years after completion of litigation.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310-2210.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to The Judge Advocate General or the Chief of Engineers (for civil works cases), at the above address. Requester should provide full name, current address and telephone number, case number that appeared on documentation, any other information that will assist in locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write to the official listed under 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Department of the Army records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0411.03OSA

SYSTEM NAME:

Congressional Inquiry File

SYSTEM LOCATION:

Office, Chief of Legislative Liaison, Office, Secretary of the Army, The Pentagon, Washington, DC 20310.

A segment of this system may exist at Department of the Army staff agencies, field operating agencies, major commands, installations and activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen who writes to a Member of Congress and is so identified by that member in his/her request to the department of the Army for information related to the citizen's request.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's request to the Member of Congress, the Member's inquiry to the Army, the Army's response, and relevant supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 1034.

PURPOSE(S):

To conduct necessary research and/or investigations so as to provide information responsive to Congressional inquiries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; microfilm records in an automatic retrieval device.

RETRIEVABILITY:

Coded by Congressman and individual's name.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized persons having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

In the Office, Chief of Legislative Liaison, OSA, records are destroyed after 5 years. In other offices of legislative coordination and control at Army Staff level and at headquarters of major and subordinate commands, records are destroyed after 3 years; at lower echelons, records are destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Legislative Liaison, Office of the Secretary of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records may write to the System manager or to the legislative liaison and control officer at the Army Staff or field office known to have the record. Individual must provide full name, current address and telephone number, and sufficient detail to permit locating the record.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual Member of Congress; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0411.05OSA

SYSTEM NAME:

Biographies: Members of Congress

SYSTEM LOCATION:

Chief of Legislative Liaison, Office of the Secretary of The Army, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current Members of the U.S. Congress.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical information on members of the Congress, their voting trends, and committee memberships.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 1034.

PURPOSE(S):

To provide background information on Members of Congress before whom Army representatives may be testifying or for whom escorts may be provided, to familiarize them with the members' attitudes and relationships with the Department of Army.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in looseleaf binders.

RETRIEVABILITY:

By last name of Member of Congress.

SAFEGUARDS:

Records are maintained in secured areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are retained only for the tenure of the Member of Congress.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Legislative Liaison, Office of the Secretary of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Requestor should identify the full name and State or representation of the Member of Congress.

RECORD ACCESS PROCEDURES:

Information may be accessed by writing to the System manager, furnishing information specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Official public records such as the Congressional Record, Congressional Quarterly Weekly Report, official transcripts of unclassified committee hearings, and the Congressional Staff Directory.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0412.01MDW

SYSTEM NAME:

State, Official, and Special Military Funeral Plans.

SYSTEM LOCATION:

Office of Ceremonies and Special Events, US Army Military District of Washington, Ft McNair, Washington, DC 20319. Segments of the system may

exist at DOD commands and installations supporting State, Official, and Special Military Funerals.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Government officials or service-connected persons and dependent family members who are authorized a State, Official or Special Military funeral.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters, memoranda, maps, diagrams, ceremonial plans, and similar relevant documents for military honors and/or funeral support for only those authorized individuals who have requested special arrangements for their funeral ceremony.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To maintain funeral plans or requests by specifically authorized individuals who have requested special arrangements for their funeral ceremony; to facilitate coordination of military support for State, Official, or Special Military funerals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to other Government or State authorities as determined by the System Manager.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Records are maintained in safes and are accessible only to authorized personnel who have official need therefor in performance of their duties.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military District of Washington, Ft McNair, Washington, DC 20319.

NOTIFICATION PROCEDURE:

Information may be obtained from the Director, Ceremonies and Special Events, US Army Military District of Washington, Ft Leslie J. McNair, Washington, DC 20319.

RECORD ACCESS PROCEDURES:

Requests from the individual or designated representative should be made in person or addressed to the System Manager, ATTN: Director, Ceremonies and Special Events.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Information obtained from the individual or designated representative.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0412.07DAJA

SYSTEM NAME:

Witness Appearance Files

SYSTEM LOCATION:

Office of The Judge Advocate General, Headquarters, Department of the Army, Litigation Division, Washington, DC 20310-2210.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Witnesses requested by the United States Attorneys for Federal Court proceedings.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name and address of witnesses; name and address of US Attorneys requesting same; name and location of trial.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To locate and provide witnesses to US Attorneys conducting trials on behalf of the Department of the Army.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessible only to authorized personnel who are properly instructed in the permissible use thereof; buildings housing records are protected by security guards.

RETENTION AND DISPOSAL:

Destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, Washington, DC 20310-2210.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System manager, ATTN: Chief, Litigation Division, at the above address. Individual should provide his/her full name, current address and telephone number, case number appearing on correspondence, and any other personal identifying data that will assist in locating the record.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records in this system about themselves should submit a written request as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army records and reports, Department of Justice, US Attorneys, opposing Counsel, and similar pertinent sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0412.14OSA

SYSTEM NAME:

Biography Files

SYSTEM LOCATION:

Office of the Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310 and their field operating agencies at Los Angeles, CA; Washington, DC; and Kansas City, MO; public affairs offices of Army Staff agencies, field operating agencies, major commands, installations and activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Leading Department of the Army military and civilian personnel and other important personalities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical material including photographs, newspaper clippings, speeches, and related documents. Name, position/rank/grade, SSN, summary of service, and outstanding achievements may also be included.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To respond to queries from the press and Army agencies/commands relating to individuals concerned.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessed only by designated officials having need therefor in the performance of their assigned duties. Storage areas are locked during non-duty hours.

RETENTION AND DISPOSAL:

Records are retained as long as individual seems likely to be a recurring subject of press interest.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the public affairs officer in the organization to which the individual is or was assigned or employed. Individual should provide his/her full name, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Requests should be addressed as indicated in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; clippings from published media; published biographical data from Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0501.02bDACF

SYSTEM NAME:

Vendor Misconduct/Fraud/ Mismanagement Information Exchange Program

SYSTEM LOCATION:

Primary System is located at the US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA. Segments exist at Army activities and nonappropriated fund instrumentalities, the addresses of which may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are identified in reports of vendor misconduct, fraud, or mismanagement.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names of individuals; companies represented; reports of misconduct, fraud or mismanagement in procurement efforts concerning military installations/ activities; similar relevant documents and reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012(g).

PURPOSE(S):

To provide management officials of nonappropriated fund activities and commissaries with timely and useful information regarding incidents of vendor misconduct, fraud, and/or mismanagement and of individuals involved in such incidents through the collection, exchange and dissemination of relevant information to DOD components so as to permit informed responsible procurement decisions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name of individual, vendor, or company.

SAFEGUARDS:

Records are maintained in combination lock file safes when not under personal supervision of responsible officials.

RETENTION AND DISPOSAL:

Destroyed two years after final determination is rendered on case.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records should write to the System Manager, providing their full name, name of company, current address and telephone number, sufficient detail concerning incident or event to facilitate locating the record, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should address an inquiry as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Copies of reports of audits, inspections, administrative investigations (e.g., AR 15-6); summaries of criminal reports issued pursuant to Defense Acquisition Regulation 1-608 received from Army Staff agencies major Army commands, or the Army and Air Force Exchange Service, and/or Department of Defense agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0501.08eUSACIDC

SYSTEM NAME:

Informant Register

SYSTEM LOCATION:

Primary System is at Headquarters, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041. Segments of the system exist at subordinate elements of the US Army Criminal Investigation Command which exercise local administrative and technical control of informants.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals, civilian or military, who are used as informants by the US Army Criminal Investigation Command.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain cross indexed code numbers; name, race, military occupational specialty, sex, date and place of birth, home of record, educational level, area of utilization, civilian employment, handler, letters, vouchers, personal history, performance, citizenship, marital status, physical description, criminal history, expertise, talents, actions taken, and other related personal data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To monitor performance and reliability; to check utilization of informants; to maintain an accounting of expenditures connected with the informant; to answer Congressional inquiries concerning misuse or mistreatment of informants or those who allege they are not informants; to document fear-of-life transfers for military informants.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices. In addition, information may be disclosed to foreign countries under the provisions of Status of Forces Agreements or Treaties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files and paper records in file folders.

RETRIEVABILITY:

By individual's name, code number, or MOS.

SAFEGUARDS:

All information is stored in locked containers within secured buildings; information is accessible only by designated officials having need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records concerning Level I Drug Suppression Team informants are maintained for 10 years after termination of informant's service; information concerning other informants is retained for 5 years at HQ US Army Criminal Investigation Command; for three years at other locations of USACIDC. Destruction is by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Headquarters, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Requests from individuals should contain individual's full name, current address, date of birth, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information concerning themselves in this system of records must write to the System Manager, furnishing information specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the military personnel records if the informant is military, or the civilian personnel records if informant is a civilian employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 USC 552a(j)(2) are exempt from the provisions of 5 USC 552a: (c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), (g).

A0501.10DAMI

SYSTEM NAME:

Counterintelligence Research File System (CIRFS)

SYSTEM LOCATION:

Counterintelligence Production Division, Intelligence and Threat Analysis Center, US Army Intelligence and Security Command (USAINSCOM), Arlington Hall Station, Arlington, VA 22212.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have come to the attention of the US Army counterintelligence community during the course of intelligence operations or normal mission requirements.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains reports used by the US intelligence community and, in some cases, photographs of the individual. File is random in structure and personalities are coded for retrieval by a computerized index.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450

PURPOSE(S):

To assist the Counterintelligence Desk Analyst in compiling a historical record.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None authorized.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfilmed reels in cassettes and indexed on computer diskpack.

RETRIEVABILITY:

Microfilmed in random order. Retrieved by personality name via computer index which identifies the reel and document location containing the requested name.

SAFEGUARDS:

Building protected by security guards and storage point electronically monitored for illegal entry. Computerized index is access controlled by a code word that is issued only to properly screened, cleared and trained personnel. Code word is presently held only by the Assistant Chief of Staff for Intelligence and issued only to the team of a group conducting a screening operation of the CIRFS.

RETENTION AND DISPOSAL:

Records are permanent. They are photographed onto microfilm and the original document destroyed. The file is presently being screened for identification of documents no longer needed and selected documents are being destroyed at the direction of the Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; telephone: 301/677-4742/3.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Deputy Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755. Written requests must contain the full name and SSN of the individual, current address, and telephone number. For personal visits, the individual should furnish acceptable identification and verbal information that can be verified from his/her file card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From investigative reports of the Defense Investigative Service, US Army Intelligence and Security Command, other Federal and Department of Defense investigative and law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this System of records which fall within 5 U.S.C. 552a (K)(1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., Section 552a: (c)(3), (d), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

A0502.03aDAMI

SYSTEM NAME:

Intelligence Collection Files

SYSTEM LOCATION:

US Army Intelligence and Security Command, Ft Meade, MD 20755. Decentralized segments located at US Army Intelligence and Security Command groups, field stations, battalions, detachments, field offices and resident offices stationed worldwide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who qualified and may be accepted for sensitive intelligence duties with the US Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain documents which describe the requirements, the objectives, the approvals, the implementation, the reports, and the results of Department of the Army sensitive intelligence activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, paragraphs 2,3,4,5,6,7,8,9 and 14; 10 U.S.C., section 3012 (b)(c)(g); National Security Act of 1947, as amended.

PURPOSE(S):

To support contingency planning and military operations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by The Federal Bureau of Investigation and the Central Intelligence Agency.

Information may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of DOD military and civilian personnel and other countries where there are routine reciprocal exchanges of information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and visible, vertical card files; automated records on disc with video display of individual source records on cathode ray tube.

RETRIEVABILITY:

Alphabetically by last name, numerically by source and numerically by project number.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly cleared, and have a need-to-know for the information. Automated media are protected by authorized code word for access to system, controlled access to operations rooms, and controlled input distribution.

RETENTION AND DISPOSAL:

Records are permanent and retained in active file until no longer needed; then retired to the Investigative Records Repository, US Army Intelligence and Security Commmand, Ft Meade, MD 20755.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; telephone: Area Code 301/377-4742/3.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the Deputy Commander, United States Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755. Written requests must contain the full name and SSN of the individual, current address, and telephone number. For personal visits, the individual must furnish acceptable identification and verbal information that can be verified from his/her file.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From individual investigative reports of Defense Investigative Service, US Army Intelligence and Security Command, and other Federal and DOD investigative and law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(K)(1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

A0502.03bDAMI

SYSTEM NAME:

Technical Surveillance Index

SYSTEM LOCATION:

Decentralized locations at Investigative Records Repository, Headquarters, US Army Intelligence and Security Command, Ft Meade, MD; Systems Division, Office of the Deputy Chief of Staff, Intelligence, HQ, US Army Europe and Seventh Army, Heidelberg, Germany; Office of the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon; and Crimes Records Center, Ft Holabird, MD.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons whose conversations have been intercepted during technical surveillance operations conducted by, or on behalf of the Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name and citizenship, any associated telephone number or radio call sign; location, date, and time of the surveillance activity, and the source document.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

18 U.S.C., sections 2510-2520 and 3504.

PURPOSE(S):

To assist the Counterintelligence Officer in compiling a total investigative record.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None authorized.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes and paper records.

RETRIEVABILITY:

US Army Europe and Seventh Army segment uses a computerized retrieval system of name, address, telephone number or case designation. Other segments are retrieved manually by name, address, telephone number or case designation.

SAFEGUARDS:

Access to buildings is controlled by security guards. Records are maintained in General Services Administration approved security containers, physically separated from other materials, and are accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from: Headquarters, Department of the Army, ATTN: DAMI-CIS The Pentagon, Washington, DC 20310; telephone: 202/695-4474.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the appropriate decentralized repository. Written requests should contain the full name of the individual, current address, and telephone number.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the Army and other investigative agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a (K)(1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., Section 552a: (c)(3), (d), (e)(4)(G), (e)(4)(H), (e)(4)(I).

A0502.08DAMI

SYSTEM NAME:

Badge and Credential Files

SYSTEM LOCATION:

US Army Intelligence and Security Command, Ft Meade, MD 20755. Decentralized Segments exist at US Army Intelligence and Security Command groups, field stations, battalions, detachments, field or resident offices having assigned personnel who possess Military Intelligence badges and credentials.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who currently possess or in the past possessed Military Intelligence badge and credential.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card file contains the name, SSN, rank, and badge and credential number of each person who has been issued Military Intelligence badge and credential. This card file is an index to a numerical filing system consisting of envelopes having a badge and credential status and Control Card (MIA Form 70) attached which contains the name of the individual, badge and credential number, component (military or civilian), military occupational specialty, clearance of civilian, authority for issue, and comments which indicate the history of the badge and credential keyed to the individuals having been assigned the badge and credential.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, sections 2,3,4,5,6,7,8,9, and 14; 10 U.S.C., section 3012(b)(c)(d) and (g); National Security Act of 1947, as amended.

PURPOSE(S):

To maintain control and accountability over Military Intelligence badges and credentials.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to Federal investigative and/or intelligence agencies to ascertain if an individual legally possesses badges and credentials.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files.

RETRIEVABILITY:

Alphabetically by last name of possessor of badge and credential.

SAFEGUARDS:

Primary system is maintained in buildings employing security guards. Records are maintained in area accessible only to authorized personnel who are properly cleared and trained.

RETENTION AND DISPOSAL:

Records are maintained indefinitely. Destruction is authorized by Central Custodian of the badge and credential.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; telephone: 301/677-4742/3.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the Deputy Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755. Written requests must contain the full name and SSN of the individual, current address, and telephone number. For personal visits, the individual should furnish acceptable identification and verbal information that can be verified from his/her file card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

US Army personnel and security records and US Army Orders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0502.10aDAMI

SYSTEM NAME:

USAINSCOM Investigative Files System

SYSTEM LOCATION:

US Army Intelligence and Security Command, Ft Meade, MD 20755. Decentralized Segments are located at US Army Intelligence and Security Command groups, field stations, battalions, detachments, and field offices stationed worldwide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel of the US Army, including active duty, National Guard, reservists and retirees; civilian employees of the Department of the Army, including contract, temporary, part-time, advisory, and volunteer, citizen and alien employees located both in the US and in oversea areas; industrial or contractor personnel who are civilians working in private industry for firms which have contracts involving access to classified Department of Defense information; aliens granted limited access authorization to US Defense information; DOD alien personnel investigated for visa purposes; individuals about whom there is a reasonable basis to believe that they are engaged in, or plan to engage in, activities such as (1) theft, destruction, or sabotage of ammunition, equipment, facilities, or records belonging to DOD units or installations, (2) possible compromise of classified defense information by unauthorized disclosure or by espionage, (3) subversion of loyalty, discipline or morale of Department of Army military or civilian personnel by actively encouraging violation of lawful orders and regulations or disruption of military activities, (4) demonstrations on active or reserve Army installations or immediately adjacent thereto which are of such character that they are likely to interfere with the conduct of military operations, (5) direct threats to DOD military or civilian employees regarding their official duties or to other persons authorized protection by DOD resources, and (6) activities or demonstrations endangering classified defense contract facilities or key defense facilities of the Panama Canal approved by Headquarters, Department of the Army; certain non-DOD affiliated persons whose activities involve them with the DOD, namely, activities involving requests for admission to DOD facilities or requests for certain information regarding DOD personnel, activities, or facilities; persons formerly affiliated with the DOD; persons who applied for or are/were being considered for employment with or access to DOD such as applicants for military service, pre-inductees and prospective contractors; visa applicants, individuals residing on, having authorized official access to, or conducting or operating any business or other function at any DOD installation and facility; and US Army Intelligence and Security Command sources.

CATEGORIES OF RECORDS IN THE SYSTEM:

Requests for investigation and attachments thereto such as personal history statements; fingerprint cards; personnel security questionnaire; waivers for release of credit; medical and/or educational records; and National Agency check requests.

Investigations conducted by US Army Intelligence and Security Command or other DOD, Federal, State or local investigative agency to include: National Agency checks; local agency checks; military records; birth records; employment records; education records; credit records; interviews of education, employment, and credit references; interviews of listed and developed character references; interviews of neighbors; documents which succinctly summarize information in subject's investigative file; case summaries prepared by both investigative control offices and requesters of investigation interrogation reports; correspondence pertaining to the investigation or its adjudication by clearance authority to include: (1) information which reflects the chronology of the investigation and adjudication, (2) all recommendations regarding the future status of the subject, (3) actions of security/loyalty review boards, (4) final actions/determinations made regarding the subject, and (5) security clearance, limited access authorization, or security determination; index tracing reference which contains aliases and nee names of the subject and names of co-subjects; US Army Intelligence and Security Command form indicating dossier has been reviewed and all material therein conforms to Department of Defense policy regarding retention criteria; US Army Intelligence and Security Command form to indicate material has been removed and forwarded to the Defense Investigative Service; security termination statements; notification of denial, suspension, or revocation of clearance; record of US Army Intelligence and Security Command agent case assignments; reports of casualty, biographic data concerning Army personnel who are missing or captured; cross reference sheets which indicate the removal of investigative documents requiring limited access.

Case control and management documents that serve as the basis for conducting the investigation. This includes documents requesting the investigation; background data such as personal history statement, fingerprint cards, National Agency check requests, and release statments; and documents used in case management and control such as lead sheets, other field tasking documents, and transfer forms.

Card index of personnel investigations/operations which are under controlled access, to include US Army Intelligence and Security Command personnel, file procurement officers, and sensitive counter-espionage, counter-sabotage, and counter-subversion investigations and/or operations.

Accession file maintained to keep record of all persons and agencies authorized to receive Investigative Records Repository (IRR) Files.

Microfilm index and catalogue file, which is an index to all investigative holdings contained in microfilmed investigative records.

Investigative index card file record system maintained to keep a permanent record of all dossiers charged out of US Army Intelligence and Security Command on loan to user agencies or on permanent transfer to Defense Investigative Service.

Document account record or dossiers of their reproductions or microfiche files forwarded from and returned to US Army Intelligence and Security Command.

File containing a record of all favorable IRR dossiers destroyed because no action has transpired in the file within the past 15 years. File consists of either the last clearance certificate contained in the dossier or, if no clearance certificate exists, a summary card containing the name of the individual, his/her date and place of birth, his/her SSN, or Army service number, date and type of investigation.

and the name of the agency which conducted the investigation.

Records accounting for the disclosure of US Army Intelligence and Security Command investigative material made outside the US Army.

Card file containing a summary of all actions taken by the US Army Intelligence and Security Command in the conduct of security adjudication.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, Sections 2,3,4,5,6,7,8,9 and 14; Title 10 U.S.C., Section 3012(b)(c)(g); National Security Act of 1947, as amended; Executive Order 11652, Sections 1,2,3,4,5,6,7,8,9,10 and 12.

PURPOSE(S):

To provide information to assess an individual's acceptability for assignment to or retention in sensitive positions consistent with the interest of national security; to provide authorized protective service; and to conduct counterintelligence and limited reciprocal investigations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

Accredited Federal criminal and civil law enforcement agencies including those responsible for conducting their own investigations as to suitability for employment or access of current or potential employees formerly affiliated with the Department of Defense.

Other accredited Federal agencies serviced by the Office of Personnel Management but with a need to evaluate the suitability of potential employees formerly affiliated with the Department of Defense.

Congress, including the General Accounting Office.

Veterans Administration.

Specific uses of US Army Intelligence and Security Command Investigative files are:

To determine the loyality, suitability, eligibility, and general trustworthiness of individuals for assignment or appointment to sensitive military duties or to critical sensitive civilian positions.

To determine the eligibility and suitability of individuals for entry and retention in the Armed Forces.

To provide information for ongoing security and suitability investigations being conducted by Federal agencies.

To provide information to assist Federal agencies in the administration of criminal justice and prosecution of offenders.

To provide information in judicial or adjudicative proceedings including litigation, or in accordance with a court order.

To make statistical evaluations of investigative activities.

To provide protective services when authorized by the Secretary of Defense for the Department of Defense Distinguished Visitors Protection Program. The objective of this program is to provide physical protection for distinguished foreign visitors of Department of Defense and the Military departments and high ranking members of the Department of Defense and its agencies, and to assist the US Secret Service in its protective functions.

To provide information in response to Inspector General, Equal Employment Opportunity, other complaint investigations and Congressional inquiries.

To determine the eligibility and suitability of an individual for favorable personnel actions in the Armed Forces of the US, to include Reserve and National Guard.

For use in alien admission and naturalization inquiries conducted under Section 105 of the Immigration and Nationality Act of 1952, as amended.

For use in benefit determinations by the Veterans Administration.

The distribution of investigative information to other DA activities or outside agencies is based on this agency's evaluation of their needs and the relevance of the information to the use for which it is provided. Information collected for one purpose is not automatically used for the other purposes or by the other users indicated in this description.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Upon receipt of a valid request for an investigation, the request package is given a control number and placed in a case folder (paper record) together with identification data concerning the subject of the request for investigation and control number. The request is entered into an automated data processing system [US Army Intelligence and Security Command case control system), which is designed to provide statistical data and case control management information on the number and types of investigations that are opened, currently pending, and closed in US Army Intelligence and Security Command. This automated system triggers automatic requests upon the Defense Central Index of Investigations (DCII), a master index that holds reference to all Department of Defense investigations conducted by US Army Intelligence and Security Command and the Military Services investigative file repositories. If there are files on the subject, a request is generated by US Army Intelligence and Security Command upon the appropriate repository. Upon review of the request package and other investigative files retrieved through DCII, investigative requirements are then determined by the US Army Intelligence and Security Command Control Office and investigative leads are dispatched to the US Army Intelligence and Security Command field elements and other pertinent Governmental investigative agencies. Upon receipt of the investigative leads at the field level, a duplicate investigative file is prepared by the receiving field element. This file contains investigatory report and case control material pertaining only to the specific investigative leads assigned to the controlling field element. At this point the US Army Intelligence and Security Command investigative file enters into a pending status. During this pending status, investigative reports are prepared by US Army Intelligence and Security Command field elements and sent to the control office, based upon record and interview data obtained during the investigation. Upon completion of the investigation, the closed investigative file held by the US Army Intelligence and Security Command Control Office is forwarded thru the IRR to the requestor of the investigation. Upon receipt, the requestor adjudicates the investigation and returns it to the IRR for retention. The duplicate files prepared by US Army Intelligence and Security Command field elements are destroyed 120 days after the closing.

STORAGE:

Paper records in file folders, rolled microfilm, and microfiche.

RETRIEVABILITY:

File folders are maintained in terminal digit order by regular dossier number and SSN. In order to obtain the dossier number of the subject at least one personal identifier is required. For those subjects who have no identifying data such as date of birth, military service number or SSN, the name only index is searched. Additionally, a non-standard search is required. The name only index will provide a subject's name and dossier number only. The non-standard search will provide a listing of all subjects with identifying data. In these instances, some other identifying data must be furnished such as address.

Dossiers possibly identical with the subject may be forwarded to the requester.

Microfiche files are maintained in duplicate copy in separate locations in Microfilm Division, IRR. The records are maintained in terminal digit order according to regular dossier number or SSN.

Microfilm records are retrieved by name or dossier number.

SAFEGUARDS:

Building 4552, which houses the IRR, is under 24-hour guard and accessible only to authorized personnel. Only individuals accredited as file procurement officers may obtain and review IRR investigative records. Subordinate US Army Intelligence and Security Command elements and other official requesters are required to have General Services Administration approved containers for the storage of investigative files. Certified mail is used to forward any investigative files to official requesters of US Army Intelligence and Security Command subordinate elements.

RETENTION AND DISPOSAL:

Personnel security investigative files may be retained for 15 years after last action reflected in the file, except that files which resulted in adverse action against the individual will be retained permanently. However, once affiliation is terminated, acquiring and adding material to the file is prohibited unless affiliation is renewed.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; telephone: 301/677-4742/3.

RECORD ACCESS PROCEDURES:

Requests should be sent to the Deputy Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755. Written requests should contain the full name of the individual, SSN, previous service number (if any), current address, and telephone number. Visits are limited to Building 4552, Ft Meade, MD 20755; Visitors must provide acceptable identification (e.g. valid driver's license, employing office's identification card) and verbal information that can be verified with his/her case folder.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Department of Defense and Military Department records; Federal Agency records; State, county, and municipal records; employment records of private schools, colleges, universities, technical and trade schools; hospital records; real estate agencies; credit bureaus, loan companies, credit unions, banks, and other financial institutions which maintain credit information on individuals; Transportation companies (airlines, railroads, etc.); Other private records sources deemed necessary in order to complete an investigation; miscellaneous records such as: telephone directories; city directories; Who's Who in America; Who's Who in Commerce and Industry; Who Knows What - A listing of experts in various fields; American Medical Directory; Martindale-Hubbell Law Directory; US Postal Guide; Insurance Directory; Dunn and Bradstreet; and The US Army Register; any other type of miscellaneous record deemed necessary to complete the US Army Intelligence and Security Command investigation; the interview of individuals who have knowledge of the subject's background and activities; the interview of witnesses; the interview of victims; the interview of confidential sources; and the interview of other individuals deemed necessary to complete the US Army Intelligence and Security Command investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(K) (1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C. section 552a: (d), (E)(4)(G), (e)(4)(H), and (e)(4)(I).

A0503.03aDAMI

SYSTEM NAME:

Department of the Army Operational Support Activities Files

SYSTEM LOCATION:

US Army Intelligence and Security Command, Ft Meade, MD 20755.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Selected members of the US Army and civilian employees of the Department of the Army who participate in and have received support for conducting US Army intelligence and counterintelligence duties. Included are personnel of other Federal agencies who request and receive support from appropriate authority.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card file with automated index of individuals who have received support from Department of the Army in completing specialized duties within the Army's intelligence and counterintelligence activities. Card files and duplicate automated files of individuals indicating any identity and other data which may be used to identify them in their support of the Department of Army's intelligence and counterintelligence activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, sections 2,3,4,5,6,7,8,9 and 14; 10 U.S.C., section 3012(b) (c) (g); National Security Act of 1947, as amended.

PURPOSE(S):

To identify and manage the career of individuals performing duties in the Department of the Army specialized intelligence and counterintelligence assignments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Other Federal investigative and/or intelligence agencies use the file to verify identity and assignments.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, vertical card file, computer diskpack and printouts.

RETRIEVABILITY:

Alphabetically by individual's surname; automated files by SSN.

SAFEGUARDS:

Material is stored in General Services Administration containers approved for the storage of secret material. Building in which material is stored is locked during hours of nonoccupancy. Automated files are access controlled by a codeword issued only to properly screened, cleared, and trained personnel.

RETENTION AND DISPOSAL:

Permanent.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; telephone: 301/677-4742/3.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Deputy Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755. Written requests must contain the full name and SSN of the individual, current address, and telephone number. For personal visits, the individual must furnish acceptable identification and verbal information that can be verified from his/her file card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; investigative reports of Defense Investigative Service, US Army Intelligence and Security Command, and other Federal and Department of Defense investigative and law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(K)(1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (E)(4)(g), (e)(4)(H), (e)(4)(I), and (f).

A0503.06aDAMI

SYSTEM NAME:

Counterintelligence Operations Files

SYSTEM LOCATION:

Primary: US Army Intelligence and Security Command, Ft Meade, MD 20755. Decentralized segments exist at US Army Intelligence and Security Command groups, field stations, battalions, detachments, and field offices stationed world-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active and retired military personnel, Department of Defense affiliated civilians including contractor personnel employed by civilian firms having defense contracts, and individuals not affiliated with the Department of Defense only if there is a reasonable basis to believe that one or more of the following situations exist: theft, destruction or sabotage of weapons, ammunition, equipment, facilities or records belonging to Department of Defense units or installations; possible compromise of classified defense information by unauthorized disclosure or by espionage; subversion of loyalty, discipline or morale of Department of the Army military or civilian personnel by actively encouraging violation of laws, disobedience of lawful orders and regulations, or disruption of military activities; demonstrations on active or reserve Army installations or demonstrations immediately adjacent to them which are of such a size or character that they are likely to interfere with the conduct of military activities (Armed Forces Induction Centers, US Army Recruiting Stations located offpost and facilities of Federalized National Guard Units are considered to be active DOD installations. For the purpose of the sub-paragraph, Reserve Officer Training Corps installations on campuses are not considered to be active or reserve Army installations and coverage of demonstrations at or adjacent to such installations is not authorized); direct threats to Department of Defense military or civilian personnel regarding their official duties or to other persons authorized protection by Department of Defense resources; activities or demonstrations endangering classified Defense contract facilities or key defense facilities, including Panama Canal, approved by Headquarters, Department of the Army as key to the defense and operation of the Panama Canal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents used to conduct foreign counterintelligence operations and investigations pertaining to the US Army's responsibilities under the categories of counterintelligence, counterespionage, counter-sabotage, counter-subversion, and international terrorism.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, Security Requirements for Government Employment, in particular Sections 2 and 9c thereof; Executive Order 12036, US Intelligence Activities, in particular paragraphs 1-1104, 1-1112, 1-1113, 1-204(b) and 2-208; the National Security Act of 1947, as amended (10 U.S.C., section 3012 (b)(c) and (g).

PURPOSE(S):

To document investigations and operations pertaining to the US Army's responsibilities for counterintelligence, and to detect, identify, and neutralize foreign intelligence and international terrorist threats to the Department of Defense.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is provided to Federal agencies and other services and governmental agencies whose missions contain responsibility for foreign counterintelligence activities.

Information may be disclosed to foreign law enforcement, security, investigatory or administrative authorities in order to comply with requirements imposed by or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel and other countries where there are routine reciprocal exchanges of information.

This distribution of operational and investigative information to outside agencies is based on the evaluation by the US Army Intelligence and Security Command of the other activity's needs and the relevance of the information to the use for which it is to be provided. Information collected is not automatically used for all the purposes or by all the other users listed in this description.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Reports generated in the documentation of agency investigations and operations are retained in original report format as paper records in file folders. Other records and reports are maintained as paper records in file folders and in microfiche. Extracted information is converted into appropriate language for storage on a computer diskpack.

RETRIEVABILITY:

Paper records are retrieved by name or file number. Computerized data are retrieved by name, date of birth, place of birth, and aliases; by designation of the operation or investigation, or by identification of foreign intelligence agency.

SAFEGUARDS:

Files are maintained in three-position combination, fire resistant steel security containers housed in security controlled areas accessible only to authorized personnel. Computerized data are controlled by a codeword that is issued only to properly screened, cleared and trained personnel. System employs on-line, dial-up procedures, enhanced by shielding and other appropriate technical safeguards to protect data against potential compromising emanations and/or unauthorized access.

RETENTION AND DISPOSAL:

Paper records documenting foreign counterintelligence operations and investigations are permanent. At the termination of the operation/investigation, files are retired to the US Army Intelligence and Security Command's Investigative Records Repository. Computerized information is updated periodically and all previous copies destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Chief of Staff for Intelligence, Department of the Army, Washington, D.C. 20310.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the Assistant Chief of Staff for Intelligence, Department of the Army, Washington, D.C. 20310.

RECORD ACCESS PROCEDURES:

Requester should contact the Assistant Chief of Staff for Intelligence, Department of the Army, Washington, D.C. 20310, furnishing full name, SSN, current address, and telephone number. For personal visits, requester should present acceptable proof of identity such as a valid driver's license, military identification card, Department of Defense building pass, or other type of identification containing photograph and identity data.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a (K)(1), (2), or (5) are exempt from provisions of Title 5 U.S.C., section 552a: ((c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

A0506.01fDAMI

SYSTEM NAME:

Personnel Security Clearance Information Files

SYSTEM LOCATION:

Primary: Joint Adjudicative Clearance system (segment of the Defense Central Index of Investigation, Defense Investigative Service, Ft Holabird, MD 21203.

Decentralized segments may be maintained by offices at Department of the Army Staff agencies, major commands, installations, activities, and unified and specified commands, as records relate to the individual's personnel security and clearance status.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, civilian or military, affiliated with the US Army by assignment, employment, contractual relationship, or as the result of an interservice support agreement on whom a personnel security clearance determination has been completed, is in process, or may be pending.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may contain pending and completed personnel security clearance actions on individuals by personal identifying data. It may also contain briefing/debriefing statements for special programs, sensitive positions, and other related information and documents required in connection with personnel security clearance determinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Orders 10450 and 10865; 10 U.S.C., section 3012; 50 U.S.C., section 4039; and the National Security Act of 1947.

PURPOSE(S):

To assist in the processing of personnel security clearance actions, to record security clearances issued or denied; and to verify eligibility for access to classified information or assignment to a sensitive position.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be released to Federal agencies based on formal accreditation as specified in official directives, regulations, and demonstrated need-to-know; to Federal, State, local, and foreign law enforcement, intelligence, or security agencies in connection with a lawful investigation under their jurisdiction; and to commanders/agency heads for adverse personnel actions such as fraudulent enlistment proceedings, removal from sensitive duties, elimination from the service, removal from employment, denial to a restricted or sensitive area, and revocation of security clearance.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in folders, file cards; computer tape, punch cards, or disks.

RETRIEVABILITY:

Alphabetically by individual's surname or SSN.

SAFEGUARDS:

Records are stored in locked buildings which employ security guards and are subject to Military Police and/or local civilian law enforcement patrol security. All records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Use of computers, including remote terminals, requires knowledge of special transaction codes to preserve integrity of data.

RETENTION AND DISPOSAL:

Primary system files are destroyed at the same time as the dossier upon which security clearance action was based. Decentralized segment personnel security clearance files are either (1) destroyed upon termination of access, (2) destroyed 1 year from date of transfer or separation of individual, or (3) forwarded to the gaining organization. Investigative reports are forwarded to the United States Army Central Personnel Security Clearance Facility, Ft Meade, MD for inclusion in dossier at the United States Army Intelligence and Security Command Investigative Records Repository, Ft Meade, MD 20755. Dossiers are maintained no longer than 15 years from date of last entry unless significant adverse information is present, in which case retention is 25 years. Copies of investigative reports are destroyed upon completion of final action.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Central Personnel Security Clearance Facility, Ft Meade, MD 20755.

NOTIFICATION PROCEDURE:

Information concerning status or degree of personnel security clearance/access may be obtained from the Installation or Command Security Officer where applicant was assigned or

employed. Information contained in investigative files may be obtained from the appropriate investigative agency.

RECORD ACCESS PROCEDURES:

Requests for security clearance information should be sent to: Commander, ATTN: Security Officer, of the command or installation of assignment or employment. Requests should contain the full name of the individual, SSN, current address, and telephone number. For personal visits to the Security Office, the individual should be able to provide identification (e.g., driver's license, identification card) and verbal information that can be verified with office records. Requests for information contained in investigative files should be addressed to appropriate investigative agency with personal identifying data required by that system as published in the Federal Register.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; investigative results from the Defense Investigative Service, US Army Intelligence and Security Command, and other Federal, Department of Defense, and Army investigative or law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(K)(1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., Section 552a: (d), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

A0506.01jUSAREUR

SYSTEM NAME:

Employee Screening Program/ Installation Access Files

SYSTEM LOCATION:

Office of the Deputy Chief of Staff, Intelligence, Office of the US Commander, Berlin, Germany.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian applicants for and/or employees in positions in US Forces activities in the Berlin Command, other than Department of Defense civilians. Persons included are of various nationalities, paid from both appropriated and nonappropriated funds, as well as from funds provided by the German Occupation Costs Office, who are administered under the Berlin Tariff Agreement, which governs employment of the local national workforce. Non-US citizen applicants for and holders of passes authorizing unoffical access to closed US Forces installations and facilities in Berlin.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cards or paper files containing name; date and place of birth; SSN for US citizens; address; personal identity documents by type and serial number; employing or potential employing agency; type of position held or applied for and related information; dates security screening action initiated and completed; list of investigative agencies' files checked with results and disposition of case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To determine suitability of individuals for employment and to grant access to closed military installations as warranted.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information on security screening actions is provided to DOD and US Department of State law enforcement investigative agencies in Berlin for use in criminal/security investigative purposes when warranted.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in secured boxes and file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessible only by designated authorized persons having official need therefor in performance of their duties. Buildings are enclosed in a compound to which access is controlled at all times.

RETENTION AND DISPOSAL:

Files pertaining to US citizens are destroyed on transfer or separation of individual. Files on non-US employees on whom no derogatory information is developed during their tenure of service are held for 6 months after termination of employment, then destoyed; those records containing derogatory information are destroyed 2 years after individual is terminated. Files pertaining to applicants who are not accepted are destroyed upon notification by appropriate Civilian Personnel Officer. Files pertaining to non-US citizen applicants or holders of installation passes are disposed of in accordance with the following schedule: When file contains no or only minor derogatory information, destroyed upon notification from responsible official of surrender of pass. When pass is denied or withdrawn for cause, it is placed in the inactive file, held for 3 years and then destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff, Intelligence, Office of the US Commander Berlin, APO New York 09742.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager. Individual must furnish full name, date and place of birth, SSN (where appropriate) current address, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records should either write to the System Manager, as specified in 'Notification procedure', providing information specified therein; or on a personal visit provide acceptable identification such as national passport, government identity document, employing office's identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army or Department of Defense records and reports, officiai personnel file, law enforcement agencies, previous employers, financial institutions, educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0508.04USACIDC

SYSTEM NAME:

US Army Criminal Investigation Fund Vouchers.

SYSTEM LOCATION:

Headquarters, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

Segments of the system are located at USACIDC subordinate elements, the addresses of which may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Special agents of USACIDC or Military Police Investigator of the US Army who have made expenditures or have requested reimbursement from USACIDC limitation 015 contingency funds authorized by Army Regulation 37-47.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, grade, reason for such expenditure, receipts (or certificates when receipts are unavailable), relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012(g).

PURPOSE(S):

To maintain proper accounting of the USACIDC 015 contingency funds.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's name at USACIDC subordinate elements; by voucher number at HQ, USACIDC.

SAFEGUARDS:

Access is limited to designated authorized individuals having offical need for the information in the performance of their duties. Buildings housing records are protected by security guards.

RETENTION AND DISPOSAL:

Clothing records are transferred with the special agent; individual vouchers are destroyed 8 years after the last entry.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system may write to the Director, US Army Crime Records Center, USACIDC, ATTN: CICR-FP, 2301 Chesapeake Avenue, Baltimore, MD 21222-4099. Individual should provide his/her full name, current address and telephone number, date and place of birth, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, informant, or the statement of third parties pertaining to the expenditure.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0508.07aUSACIDC

SYSTEM NAME:

Criminal Investigation Accreditation and Polygraph Examiner Evaluation Files.

SYSTEM LOCATION:

Headquarters, US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041. Information concerning polygraph examiners is located at the Crime Records Center, USACIDC, 2301 Chesapeake Avenue, Baltimore, MD 21222 and subsequently at the Washington National Records Center, GSA, Suitland, MD.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for entry into the USACIDC program as an apprentice special agent, a polygraph examiner, for supervisory credentials; for the USACIDC officer specialty program or warrant officer appointments; or for laboratory technician credentials.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application, statement of personal history, personal identifiers, photographs, fingerprint cards, qualifications record, biography, information pertaining to assignment capability, letters of recommendation, educational institutional documents, character investigation data, reclassification actions, reassignment orders, commander's inquiry data, reports of investigation, reasons for withdrawal from program, reason for denying application, date of acceptance into program, date appointed, date of accreditation, badge number, credential number, agent sequence number, assignment, date assigned, marital status, and other data pertinent to the accreditation function, physical profile, date of last physical, assignment preference, transfer restrictions, job title, security clearance data, date of last background investigation, foreign language proficiency, special qualifications, service agreement, spouse's place of birth and citizenship, agent's place of birth, private licenses, hobbies, and last 10 assignments.

Polygraph examiner performance and evaluation data maintained at the Crime Records Center include individual's name, personal history statement, certificate number, polygraph examination history, year of polygraph report, ROI or CRC cross reference number, type of examination, and monitor's comments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012g.

PURPOSE(S):

To determine applicant's acceptance into or rejection from the USACIDC program; his/her continuing eligibility, placement or standing therein.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; cards; magnetic tapes.

RETRIEVABILITY:

By individual's surname; agent sequence number; SSN, badge/credential/polygraph certificate number.

SAFEGUARDS:

All records are maintained in buildings protected by security guards or a locked wire enclosure; information is accessed only by designated individuals having official need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

Records of accepted applicants are retained until the individual retires, is released from active duty, or is removed

from the USACIDC program; at that time, files are placed in inactive storage at HQ USACIDC for 2 additional years and then stored at the Washington National Records Center for an additional 3 years before being destroyed by shredding. Records of rejected applicants are retained at HQ USACIDC for 1 year; then destoryed by shredding. Information on Criminal Investigation Program Data Cards is maintained permanently. Information in automated media is retained for 90 days following termination of investigator's active status.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike Falls Church, VA 22041.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records may write to the Director, US Army Crime Records Center, USACIDC, ATTN: CICR-FP, 2301 Chesapeake Avenue, Baltimore, MD 21222-4099. Individuals must provide full name, SSN, date and place of birth, current address and telephone number, date of application into the program, sufficient details to permit locating the record, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should address an inquiry as indicated in 'Notification procedure', and provide information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her previous or present employers, financial institutions, relatives and former spouses, educational institutions, trade or fraternal organizations, neighbors past and present, work associates, social acquaintances, churches, public records, law enforcement and investigative agencies, Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Portions of this system which fall within 5 USC 552(k)(2), (5), or (7) are exempt from the following provisions of 5 USC 552a: (d), (e)(1 [illegible] e)(4)(G), (e)(4)(H), and (f).

A0508.11USACIDC

SYSTEM NAME:

Criminal Investigation and Crime Laboratory Files

SYSTEM LOCATION:

Headquarters, US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041. Segments exist at subordinate USACIDC elements, the addresses of which may be obtained from the System Manager. An automated index of cases is maintained at the Crime Records Center, 2301 Chesapeake Avenue, Baltimore, MD and at the Defense Investigative Service, Ft Holabird, MD.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, civilian or military, involved in or suspected of being involved in or reporting possible criminal activity affecting the interests, property, and/or personnel of the US Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, rank, date and place of birth, chronology of events; reports of investigation containing statements of witnesses, subject and agents; laboratory reports, documentary evidence, physical evidence, summary and administrative data pertaining to preparation and distribution of the report; basis for allegations; Serious or Sensitive Incident Reports, modus operandi and other investigative information from Federal, State, and local investigative agencies and departments; similar relevant documents.

Indices contain codes for the type of crime, location of investigation, year and date of offense, names and personal identifiers of persons who have been subjects of electronic surveillance, suspects, subjects and victims of crimes, report number which allows access to records noted above; agencies, firms, Army and Defense Department organizations which were the subjects or victims of criminal investigations; and disposition and suspense of offenders listed in criminal investigative case files, witness identification data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012(g).

PURPOSE(S):

To conduct criminal investigations and crime prevention activities; to accomplish management studies involving the analysis, compilation of statistics, quality control, etc., to ensure that completed investigations are legally sufficient and result in overall improvement in techniques, training and professionalism.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information concerning criminal or possible criminal activity is disclosed to Federal, State, local and/or foreign law enforcement agencies in accomplishing and enforcing criminal laws; analyzing modus operandi, and detecting organized criminal activity. Information may also be disclosed to foreign countries under the provisions of the Status of Forces Agreements, or Treaties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; card files and indices; automated indices.

RETRIEVABILITY:

By name or other identifier of individual.

SAFEGUARDS:

Access is limited to designated authorized individuals having official need for the information in the performance of their duties. Buildings housing records are protected by Security guards.

RETENTION AND DISPOSAL:

Criminal investigative case files are retained for 40 years, except that, at USACIDC subordinate elements, such files are retained from 1 to 5 years depending on the level of such unit and the data involved. Laboratory reports at the USACIDC laboratory are destroyed after 3 years. Destruction is by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records may write to the Director, US Army Crime Records Center, USACIDC, ATTN: CICR-FP, 2301 Chesapeake Avenue, Baltimore, MD 21222-4099. Individual must furnish his/her full name, date and place of birth, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Suspects, witnesses, victims, USACIDC special agents and other personnel, informants; various DOD, Federal, State, and local investigative agencies; departments or agencies of foreign governments; and any other individual or organization which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Portions of this system which fall within 5 USC 552a(j)(2) are exempt from the following provisions of 5 USC 552a: (c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0508.16aDAPE

SYSTEM NAME:

Absentee Case Files

SYSTEM LOCATION:

Primary US Army Deserter Information Point, US Army Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN 46249. A copy of all or portions of this system is maintained at the installation initiating the report of absence and at respective law enforcement agencies.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any active Army member absent without proper authority and administratively designated as a deserter pursuant to Army Regulation 630-10.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports and records which document the individual's absence; notice of unauthorized absence from US Army which constitutes the warrant for arrest; notice of return to military control or continued absence in hands of civil authorities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012(g).

PURPOSE(S):

To enter data in the FBI National Crime Information Center 'wanted person' file; to ensure apprehension actions are initiated/terminated promptly and accurately; and to serve management purposes through examining causes of absenteeism and developing programs to deter unauthorized absences.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is furnished to local, State, Federal, international, or foreign law enforcement authorities in efforts to apprehend, detain, and return offenders to military custody. In oversea areas, information may be disclosed to foreign governmental and civil authorities as required by local customs, law, treaties, and agreements with allied forces and foreign governments.

Information may be disclosed to the Veterans Administration for assistance in determining whereabouts of Army deserters through the Veterans and Beneficiarias Identification and Records Locator Subsystem.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper documents and the record copy of the Arrest Warrant are maintained in the Official Military Personnel Files; verified desertion data are stored on the Deserter Verification Information System at the US Army Deserter Information Point.

RETRIEVABILITY:

Manually, by name; automated records are retrieved by name, plus any numeric identifier such as date of birth, SSN, or Army serial number.

SAFEGUARDS:

Access is limited to authorized individuals having a need-to-know. Records are stored in facilities manned 24 hours, 7 days a week. Additional controls which meet the administrative, physical, and technical safeguard requirements of Army Regulation 380-380 are in effect.

RETENTION AND DISPOSAL:

Automated records are erased when individual returns to military custody, is discharged, or dies. Paper or microform records remain a permanent part of the individual's Official Military Personnel File.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system contains information about them should contact the US Army Deserter Information Point, US Army Enlisted Records Center, Ft Benjamin Harrison, IN, furnishing full name, SSN and/or Army serial number, address, telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information concerning themselves should provide information in 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Unit Commander, First Sergeants, subjects, witnesses, Military Police, US Army Criminal Investigation Command personnel and special agents, informants, DOD, Federal, State, and local investigative and law enforcement agencies, departments or agencies of foreign governments, and any other individuals or organizations which may furnish pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0508.17bDAPE

SYSTEM NAME:

Ration Control/Blackmarket Monitoring Files

SYSTEM LOCATION:

Office of the Provost Marshal, U.S. Army, Japan; U.S. Army, Europe and Seventh Army; U.S. Army, Southern Command; U.S. Forces Korea/Eighth Army.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the U.S. Army at oversea locations, their dependents, civilian employees, U.S. Embassy personnel, contract personnel, technical representatives, and individuals who are assigned to or under the judicial or administrative control of the U.S. Army who make purchases of controlled items from authorized resale activities at oversea locations, those authorized duty-free privileges at Class VI stores,

commissaries, and retail outlets located on U.S. facilities and installations overseas.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, SSN, passport number, citizenship, service component, dependency status, local address; sales slips and control sheets used in sale of controlled items by U.S. Forces; overspending/overpurchase printouts produced by central computer facilities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Section 3012; 5 U.S.C., Section 301; Status of Forces Agreement between the United States of America and the host country in which U.S. Forces are located.

PURPOSE(S):

To assist commanders and U.S. Armed Forces investigative agents in monitoring purchases of controlled items; to produce ration control plates for authorized users; to maintain record of selected controlled item purchases at retail facilities and suspected violators of the system; and to comply with Joint Service blackmarket monitoring control policy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide information to the host country, required by the Status of Forces Agreement between the United States of America and the host country.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, magnetic tapes, microfiche.

RETRIEVABILITY:

By name and/or SSN.

SAFEGUARDS:

Records are accessed only by authorized personnel having official need therefor. During off duty hours, the facility housing the records is secures by sound activated alarm.

RETENTION AND DISPOSAL:

Records are retained for 1 year; violations data are retained until the end of the individual's tour of duty or employment; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Provost Marshal at the oversea Army installation which issued the ration control authorization.

RECORD ACCESS PROCEDURES:

Individuals desiring to access records pertaining to them should inquire as stated under 'Notification procedure', furnishing full name, SSN, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From individual's application for ration control privileges; recorded sales at retail outlets and orders made through exchange catalog sales at U.S. military facilities in oversea locations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0508.24aDAPE

SYSTEM NAME:

Serious Incident Reporting Files

SYSTEM LOCATION:

Primary System is located at the Office of the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310. Segments are maintained at the installation initiating the report and at the respective major Army command.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen identified as the subject or victim of a serious incident reportable to Department of the Army in accordance with Army Regulation 190-40. This includes in general any criminal act or other incident which, because of its sensitivity or nature, publicity or other considerations should be brought to the attention of Headquarters, Department of the Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include the initial report of the incident plus any supplemental reports, including reports of final adjudication.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012(g).

PURPOSE(S):

To provide the military chain of command with timely information regarding serious incidents to permit a valid early determination of possible implication; to provide an early indication of acts or conditions which may have widespread adverse publicity; to provide a means of analysis of crime and conditions conducive to crime on which to base crime prevention policies and programs; and to meet the general needs of Department of the Army Staff agencies for information regarding selected incidents which impact on their respective areas of responsibility.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's name, SSN, installation number.

SAFEGUARDS:

Buildings employ security guards and control access. Distribution and access to files are based on strict need-to-know. Records are contained in locked safes when not under personal supervision of authorized personnel.

RETENTION AND DISPOSAL:

Destroyed 1 year after final report is completed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records may write to the System Manager. Individual should furnish his/her full name, current address and telephone number, sufficient details to permit locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Subjects, witnesses, victims, Military Police and US Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments, and any other individuals or organizations which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0509.02DACF

SYSTEM NAME:

Security Badge/Identification Card Files

SYSTEM LOCATION:

Offices which issue security badges and identification cards authorized by Army Regulations 606-5 and 190-21, located at Headquarters, Department of the Army, staff and field operating agencies, states' adjutant general, and installations/activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty, reserve, and retired military personnel and authorized dependents; Department of the Army civilians and authorized dependents; Medal of Honor recipients; visitors authorized for official purposes, e.g., vendors, deliverymen, utility and special equipment servicemen; accident investigators; contractor personnel and their authorized dependents; Red Cross personnel; and persons authorized by the Geneva Convention to accompany the Armed Forces.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application on appropriate Department of Army and Department of Defense forms specified by AR 606-5 (the original of which may be filed in the individual's personnel file) for identification and/or building security pass/badge issuance; individual's photograph, fingerprint record, special credentials, and allied papers; registers/logs reflecting sequential numbering of badges/cards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012(g).

PURPOSE(S):

To provide a record of security badges and identification cards issued; to restrict entry into installations/activities; and to ensure positive identification of personnel authorized access to restricted areas. Registers/logs maintain accountability for issuance and disposition of badges and identification cards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; cards; magnetic tapes, discs, cassettes; computer printouts; microfiche.

RETRIEVABILITY:

By individual's name, SSN, card/badge number.

SAFEGUARDS:

Data are maintained in secure buildings and are accessed only by authorized personnel who are trained and cleared for access. Information in computer facilities is further protected by alarms and established procedures for the control of computer access.

RETENTION AND DISPOSAL:

Applications for military identification cards are maintained by the issuing office for 1 year; those for civilian cards are retained 4 years, after which they are destroyed. Registers/ logs are destroyed 3 years after last badge has been accounted for.

Limited area credentials are replaced after 3 years or when a total of 5 of the total have been lost or unaccounted for, whichever occurs earlier; exclusion area credentials are replaced at least once every 3 years; controlled area credentials are replaced at the discretion of the major commander.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

NOTIFICATION PROCEDURE:

Information may be obtained from the issuing office where the individual obtained the identification card.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write to the issuing officer at the appropriate installation. Individual should furnish his/her full name, number of the identification card, if known, and current address.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0509.03DAPE

SYSTEM NAME:

Trophy Firearm Registration

SYSTEM LOCATION:

Primary System is located at the Office of the Deputy, Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310. Copies of War Trophy Firearm Registration records are maintained at the offices of provost marshals initiating the record.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the Armed Forces of the United States who acquire, during periods of hostilities, firearms approved for personal retention as war trophies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copy of DD Form 603, Registration of War Trophy Firearm; relevant supplementary correspondence or approvals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012(g).

PURPOSE(S):

To assure maintenance of records of service members' acquisition of firearms retained as war trophies is authorized within the meaning of the National Firearms Act and 18 U.S.C., section 102.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system may be furnished to the following agencies for investigation and prosecution for violations of the National Firearms Act:

Federal Bureau of Investigation; Drug Enforcement Administration; US Customs Service; Bureau of Alcohol, Tobacco and Firearms; US District Courts; US Magistrates; local law enforcement agencies; and, in oversea areas, most government law enforcement agencies as prescribed in Status of Forces Agreements.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets.

RETRIEVABILITY:

By owner's surname.

SAFEGUARDS:

Buildings employ security guards. Records are accessible only to authorized personnel having need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are created at the onset of hostilities and retained in Headquarters, Department of Army files until end of calendar year in which hostilities ceased; held 1 additional year or until arrangements are complete to transfer the records to Director, Bureau of Alcohol, Tobacco and Firearms, Department of Treasury, Washington, DC 20226.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: DAPE-HRE, furnishing full name, sufficient details to permit locating the records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual at time of registration.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0509.08aDAPE

SYSTEM NAME:

Registration and Permit Files

SYSTEM LOCATION:

Army installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen registering restricted items of property on a military installation or desiring to engage in restricted activities on a military installation. Items/activities include but are not limited to privately owned firearms/weapons, pets and hunting and fishing.

CATEGORIES OF RECORDS IN THE SYSTEM:

Registration form for items of restricted property; permit application for restricted activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To assist the commander in carrying out effective law enforcement, troop safety, and crime prevention programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is furnished to criminal justice elements outside the Department of Defense for investigation and prosecution when such cases fall within their jurisdiction or concurrent jurisdiction is applicable. These include: Federal Bureau of Investigation; US Customs Services; Bureau of Alcohol, Tobacco and Firearms; US District Courts; US Magistrates; state and local law enforcement, wildlife conservation and public health agencies; and, in oversea areas, host government law enforcement agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic disc/tape; microfiches; computer printouts.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Only authorized personnel have access to files. Physical security measures include locked containers/ storage areas, controlled personnel access, and continuous presence of authorized personnel.

RETENTION AND DISPOSAL:

Destroyed upon removal of the restricted property from the military installation or upon expiration of the permit.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system of records contains information on them may inquire of the System Manager. Individual must provide full name, present address, sufficient details to permit locating the records, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves in this system should follow requirements in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Any citizen desiring/required to register firearms/weapons, pets, etc. that will be maintained within or desiring to hunt/fish within the confines of and Army installation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Portions of this system of records which fall within 5 U.S.C. 552a(k)(2) are exempt from the following provision of Title 5 U.S.C., section 552a: (c)(3).

A0509.10DAPE

SYSTEM NAME:

Law Enforcement: Offense Reporting System (MPMIS)

SYSTEM LOCATION:

Decentralized to Army installation which created the Military Police Report; copy may be sent to Crime Records Center, Ft Holabird, MD dependent on nature of crime (see Army Regulation 190-45). A cross-reference index in either manual or automated media may exist at intermediate and higher command levels. In addition, information is stored on computer media at five contractor-operated Regional Data Centers located in the Washington,

DC area, and near Ft McPherson, GA; Ft Knox, KY; Ft Hood, TX; and Ft Ord, CA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who is the subject, victim, complainant, witness, or suspect in a criminal, civil, or traffic offense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Alleged or founded criminal information directed against or involving the Army which may be related to local criminal investigative files and comprising the following: Military Police Report (DA Form 3975) or similar reports containing investigative data, supporting or sworn statements, affidavits, provisional passes, receipts for prisoners or detained persons, Reports of Action Taken, (DA Form 4833), and disposition of cases. Personal information includes individual's name, grade/rank, organization, affiliation, Social Security Account Number, category of offense, involvement, and case number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To provide detailed information necessary for Army officials and commanders to discharge their responsibilities for maintaining discipline, law and order through investigation of complaints and incidents and possible criminal prosecution, civil court action, or regulatory order. Statistical data are derived from individual reports and stored in automated media at major Army Commands and headquarters Department of the Army for the purposes of: (1) Developing crime trends by major categories (i.e., rape, blackmarketing, drugs, crimes of violence, crimes against property, other crimes of misconduct, and (2) making comparative analyses within crime categories by offender, organizational, or geographical determinant. Such statistics are not used to make determinations about the rights, benefits, or entitlements of individuals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to Federal, State, and local (including Foreign Government) agencies for investigation and prosecution when cases are either within their jurisdiction or when concurrent jurisdiction applies. These include: Federal Bureau of Investigation, Drug Enforcement Administration, US Customs Service, Bureau of Alcohol, tobacco and Firearms, US District Courts, US Magistrates.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; Microfiche; magnetic tapes/discs; punched cards; computer printouts.

RETRIEVABILITY:

By individual's name, date of birth, SSN, case number.

SAFEGUARDS:

Access to information is controlled; limited to authorized personnel having official need therefor.

Regional Data Centers are contractor-operated under an Army approved security program. Contractor personnel participate in an on-going security education program under the Regional Data Security Officer. Regional Data Centers are connected through a communications network to 44 distributed data processing centers at Army installations. Technical, physical, and administrative safeguards required by Army Regulation 380-380 are met at installation data processing centers. Data are available only to installation personnel responsible for system operation and maintenance. Terminals not in the data processing center are under the supervision of a terminal area security office at each remote location protecting them from unauthorized use. Access to information is also controlled by a system of assigned passwords for authorized users of terminals.

RETENTION AND DISPOSAL:

Information is destroyed after 5 years except for that required by Army Regulation 190-45 to be sent to the Crime Records Center which is retained 40 years following final action.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system contains information about them should write to the commander of the installation where incident occurred; if more than 5 years have elapsed since occurrence, inquiry may be made of the Crime Records Center, Ft Holabird, MD. Individual must provide full name, SSN, details as to date and place of incident about which inquiry is made, and notarized signature.

RECORD ACCESS PROCEDURES:

Individual desiring access to his/her records should follow the requirements in 'Notification procedures'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; witnesses; victims; Military Police and/or US Army Criminal Investigation Command special agents; informants; investigative and law enforcement persons of Federal, state, local and foreign government agencies; any source that may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system which fall within 5 U.S.C. 552a(j)(2) are exempted from the following provisions of Title 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f) and (g).

A0509.18aDACF

SYSTEM NAME:

Commercial Solicitation Ban Lists

SYSTEM LOCATION:

Centralized list of commercial solicitors banned from Army installations is maintained at the US Army Community and Family Support Center. Segments exist at Army installations where commanders have banned agents. Listing of those so banned is furnished to Major Army Commands; addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual whose on-base commercial solicitation privileges have been withdrawn.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, name of company represented, approval/disapproval of business solicitation action on Army posts, camps, and stations; requests for and authorization of accreditation and removal of accreditation of companies, agents, vendors, salesmen, and solicitors; related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To maintain listing of agents/companies whose business solicitation privileges have been banned or suspended from military bases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By agent's/company's name.

SAFEGUARDS:

Records are maintained in secured areas accessible only to designated officials having need therefor in the performance of their official duties.

RETENTION AND DISPOSAL:

Records supporting the denial or suspension of solicitation privileges are retained for 10 years and then destroyed by shredding. Auxiliary and/or non-adverse action records are retained until no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager or to the installation commander who banned their solicitation privileges. Individual must provide full name, name of company represented, current address and telephone number, sufficient details to permit locating the records, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records on themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Agent's/company's name, circumstances leading to banning action, investigatory reports, other Army records and reports, similar relevant documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0509.18bDAPE

SYSTEM NAME:

Expelled or Barred Person Files

SYSTEM LOCATION:

Records are maintained at the Army installation initiating the expulsion or debarrment action.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen who is expelled or barred from an Army installation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of individual, expulsion orders, investigative reports and supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

18 U.S.C., section 1382.

PURPOSE(S):

To assist the commander in carrying out responsibilities required by 18 U.S.C., section 1382.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Distribution and access to files are based on strict need-to-know. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

RETENTION AND DISPOSAL:

Destroyed on revocation or upon discontinuance.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: DAPE-HRE, furnishing their full name, details concerning the incident, expulsion, or debarrment action, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring to access records on themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Subjects, witnesses, victims, Military Police and US Army Criminal Investigations Command personnel and special agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations that may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0509.19aDAPE

SYSTEM NAME:

Military Police Investigator Certification Files

SYSTEM LOCATION:

Primary records are maintained at the US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. Segments exist at the installation initiating request and at respective major Army commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has been nominated by a commander for certification as a Military Police Investigator.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain requests, name checks, background checks, approvals, disapprovals, appeals, rebuttals, and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012(g).

PURPOSE(S):

To establish eligibility and suitability of individuals to be certified as Military Police Investigators.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; card indices.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Buildings employ security guards and control access. Information is not disclosed outside the agency; within the agency, access to records containing adverse suitability information is restricted by use of protective markings. Distribution and access are based on strict need-to-know.

RETENTION AND DISPOSAL:

Destroyed upon individual's release from active service or 3 years after involuntary withdrawal of certification.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: DAPE-HRE, furnishing full name, SSN, current address, sufficient details to permit locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', supplying information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Subjects, witnesses, victims, Military Police and US Army Criminal Investigation Command personnel and agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(k)(2), (5), or (7) are exempt from the following provisions of 5 U.S.C. 552a: (d), (e)(4)(G), (e)(4)(H), and (f).

A0509.21aDAPE

SYSTEM NAME:

Local Criminal Information Files

SYSTEM LOCATION:

Records are maintained at the installation initiating or collecting the documents.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen or group of citizens suspected or involved in criminal activity directed against or involving the United States Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports and supporting documents of criminal activity directed against or involving the US Army.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012(g).

PURPOSE(S):

To identify individuals or groups of individuals in an effort to anticipate, prevent or monitor possible criminal activity directed against or involving the US Army; to enable Army officials, commanders, or civil criminal justice agencies to meet their responsibilities regarding the maintenance of discipline, law and order through investigation and possible criminal prosecution, civil court action, or regulatory order. Users within the Army include commanders in exercising their authority under the provisions of Titles 10 and 18, U.S.C.; persons designated by the commander to assist in carrying out these responsibilities, i.e., staff judge advocate, investigating officers appointed in accordance with Army regulations, US Army Criminal Investigation Command, military intelligence personnel in those incidents involving possible or actual sabotage or espionage.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information maybe disclosed to the Federal Bureau of Investigation, Drug Enforcement Administration, US Customs Service, Bureau of Alcohol, Tobacco and Firearms, local law enforcement agencies; and in oversea areas, host government law enforcement agencies when information falls within the jurisdiction of those agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tape/disc.

RETRIEVABILITY:

By individual's name, or by cross-index of other data maintained in the system.

SAFEGUARDS:

Only authorized personnel have access to files. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

RETENTION AND DISPOSAL:

Destroyed upon supersession, obsolescence, or deactivation of the related command.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is contained in this system of records should write to the System Manager, providing their full name, SSN, current address and telephone number, sufficient details to permit locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records pertaining to them should write as indicated in 'Notificaton procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Subjects, witnesses, victims, Military Police and US Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the folowing provisions of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0511.05DAPE

SYSTEM NAME:

Traffic Law Enforcement/Vehicle Registration System: MPMIS

SYSTEM LOCATION:

Provost Marshal at Army installations; addresses are provided in the appendix to Army System Notices (See 48 FR 25773, June 6, 1983).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel (active, reserve, retired), civilian employees, contractor personnel, vendors, visitors.

CATEGORIES OF RECORDS IN THE SYSTEM:

DA Form 3626, Vehicle Registration/Driver Record, containing individual's name, SSN, vehicular data (i.e., year, make, model, ID, license number, state); operator permit, number, state; decal number; car pool data; notices, summons, and other documents concerning moving traffic violations, charges, and suspension/revocation of parking/driving privileges; unit rosters of registrants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012(g); 5 U.S.C., section 301; Status of Forces Agreement between the United States of America and the host country in which US Forces are located.

PURPOSE(S):

To assist the commander in carrying out effective law enforcement, traffic safety, and crime prevention programs; to ensure compliance with Highway Safety Program Standards (23 U.S.C., section 402) applicable to federally administered areas; to provide management data on which to base crime prevention, selective enforcement, and improved driving safety.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information in this system may be disclosed to State law enforcement and motor vehicle departments for ascertaining or disclosing driver information and/or accident reports, and, in oversea areas, to the host country as required by the Status of Forces Agreement between the United States of America and the host country.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; card indices. An automated registration system may exist at some Army installations.

RETRIEVABILITY:

By surname/SSN.

SAFEGUARDS:

Information is accessed only by designated persons having official need therefor, and is stored in locked containers or storage areas within buildings which are secured.

RETENTION AND DISPOSAL:

Destroyed on transfer or separation of parking permit holder, or when permit is superseded or revoked, whichever occurs first. Traffic law enforcement records are destroyed 2 years after closing of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system may inquire of the Provost Marshal at the installation where vehicle registration or accident occurred.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed as indicated in 'Notification procedure'; individual should provide full name, current address, and sufficient details to permit locating the record.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; participants in car pools; military or civilian police reports; investigative and law enforcement agencies; third parties who provide relevant information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempted from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0607.01DAPE

SYSTEM NAME:

Accident and Incident Case Files; Army Safety Management Information System

SYSTEM LOCATION:

Primary system exists at US Army Safety Center, Ft Rucker, AL 36362-5363. Segments exist at Army Staff agencies, field operating agencies, major commands, and installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals involved in accidents incident to Army operations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Pertinent and relevant information concerning Army mishaps/accidents. For aviation mishaps, records consist of Preliminary Reports of Aviation Mishaps (but exclude aircraft accident reports). For ground accidents, records include DA Form 285.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 7902; Pub. L. 91-596, Section 19, Occupational Safety and Health Act of 1970; and Section 2, Executive Order 11807, Occupational Safety and Health Programs for Federal Employees.

PURPOSE(S):

Information is maintained solely for accident prevention purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Department of Labor, Federal Aviation

Agency, National Transportation Safety Board, other Federal, State, and local agencies, and applicable civilian organizations such as the National Safety Council for use in accident prevention efforts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records; magnetic tapes/disks; microfilm.

RETRIEVABILITY:

By date, location, and type of accident; by name and SSN.

SAFEGUARDS:

At the US Army Safety Center, information is coded, stored in locked rooms, and accessed only by authorized personnel who have appropriate clearance. Paper records are maintained in a room with a manipulation proof combination lock inside file cabinets secured by locks. Computer stored reports are secured similarly behind security doors. At other Army locations, reports are maintained in locked file cabinets/storage areas.

RETENTION AND DISPOSAL:

At US Army Safety Center, accident reports are retained in paper medium until microfilmed; microfilmed records are destroyed after 30 years. At offices having staff responsibility for safety function and reviewing offices at lower echelons, records are destroyed after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records should write to the Commander, US Army Safety Center, Ft Rucker, AL 36362-5363, ATTN: Judge Advocate. Individual must furnish his/her full name, SSN, current address and telephone number, when and where the accident occurred, type of equipment involved in the accident, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information on themselves should inquire by writing to the Commander, US Army Safety Center, providing information specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Army records and reports containing information in reports of accident, injury, fire, morbidity, military police traffic accident investigations, casualty reports, individual sick slips, report of vehicle accidents, marine casualty reports, and military aviation records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0609.01DASG

SYSTEM NAME:

Radiation Exposure Records.

SYSTEM LOCATION:

Army installations, activities, laboratories, etc., which use or store radiation producing devices or radioactive materials or equipment. An automated segment exists at Lexington Blue Grass Depot, KY.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons employed by the Army, including employees of contractors, who are occupationally exposed to radiation or radioactive materials.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting individual's training, experience, and certification to work within hazardous environments such as require the handling of or exposure to radioactive materials or equipment, exposure to radiation. Records may include DD Form 1852 (Dosimeter Application and Record of Occupational Radiation Exposure), DD 1141 (Dosimetry Record), DA Form 3484 (Photodosimetry Report), SF 11-206, exposed dosimetry film; investigative reports of harmful chemical, biological, and radiological exposures; relevant management reports.

Automated records contain data elements such as individual's name, SSN, date of birth, film badge number, coded cross-reference to place of assignment at time of exposure, dates of exposure and radiation dose, cumulative exposure, type of measuring device, and coded cross-reference to qualifying data regarding exposure readings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

US Nuclear Regulatory Commission Regulation (10 CFR Part 19); Department of Labor Regulation (29 CFR Part 1910).

PURPOSE(S):

To ensure individual qualifications to handle radioactive materials and/or to work under management identified stressful conditions; to monitor, evaluate, and control the risks of individual exposure to ionizing radiation or radioactive materials by comparison of short and long term exposures; to conduct investigations of occupational health hazards and relevant management studies; to determine safety standards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system of records may be disclosed to Federal agencies, academic institutions, and non-governmental agencies such as the National Council on Radiation Protection and Measurement, and the National Research Council which are authorized to conduct research, evaluation, and monitorship.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Papers in file folders, film packets, magnetic/tapes/discs.

RETRIEVABILITY:

By individual's name and/or SSN.

SAFEGUARDS:

Access to all records is restricted to designated individuals having official need therefor in the performance of assigned duties. In addition, access to automated records is controlled by Card Key System, which requires positive identification and authorization.

RETENTION AND DISPOSAL:

Personnel dosimetry and bioassay records are permanent. Investigative reports of harmful chemical, biological, and radiological exposures are retained for 30 years. Processed film showing individual exposure is retained 5 years after evaluation and recorded on permanent records. Medical test results are transferred to military members medical records or, in the case of civilians, to their civilian personnel records on reassignments, transfer, or separation.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager, ATTN: DAAG-HGH, Washington, DC 20310. Individual must furnish full name, SSN, dates and locations at which exposed to radiation or radioactive materials, etc., and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records in this system pertaining to themselves should write as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, dosimetry film, Army and/or DOD records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0609.02DAAG

SYSTEM NAME:

Army Nuclear Test Personnel Review Program (ANTPR)

SYSTEM LOCATION:

Primary system exists at The Adjutant General's Office, Headquarters, Department of the Army, Washington, DC 20310.

Automated segments exist at JAYCOR, 205 S. Whiting Street, Alexandria, VA 22304, and at Reynolds Electrical and Engineering Company, Inc., Mail Shop 543, P.O. Box 14400, Las Vegas, Nevada 89114.

Extracts of individual records are located at Headquarters, Defense Nuclear Agency, Washington, DC 20305.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army military and civilian personnel and/or contractor personnel in support of the Army who were exposed to radiation as the direct result of government-sponsored atmospheric nuclear detonation occurring between 1945 and 1962.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank/grade, service number, Social Security Number, current or last known address, dates of test participation, radiation exposure and dosage data, Army unit/office of assignment at time of exposure, current medical status, and next-of-kin data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012; 42 U.S.C., section 2013c.

PURPOSE(S):

To identify personnel who either were exposed to or participated in the atmospheric nuclear detonation program and to collect radiation exposure information so as to determine appropriate government-provided medical treatment; and to answer inquiries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system of records may be disclosed to:

Veterans Administration, to process/adjudicate claims in which service-connected disabilities resulting from radiation exposure are alleged.

National Research Council and similar government authorized agencies, to conduct epidemiological studies of effects of ionizing radiation from atmospheric nuclear weapons tests.

Authorized contractors of the Department of Defense and Department of Energy, to reconstruct individual dosimetry data based on research and application of mathematical factors and to write historical summaries of atmospheric nuclear testing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records on file folders; computer magnetic tapes, disks, and printouts.

RETRIEVABILITY:

By individual's name and/or service number/SSN.

SAFEGUARDS:

Access is limited to properly cleared personnel having need for the information in the performance of official duties. Paper records are maintained in locked containers. Magnetic tapes and discs are stored in secured computer areas, access to which is controlled by password.

RETENTION AND DISPOSAL:

Paper records are retained after data are transferred to magnetic tapes; retired to Washington National Records Center upon completion of ANTPR program. Magnetic tapes and discs are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the System manager, ATTN: DAAG-ESG-N, Room 210, 1730 K Street, NW, Washington, DC 20006-3868.

RECORD ACCESS PROCEDURES:

Individuals may access records pertaining to them by writing as indicated in 'Notification procedure', and furnishing full name, SSN or service number, Army unit/office to which assigned at time of radiation exposure, and place and approximate date(s) of exposure.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army organizational personnel, and medical records, Veterans Administration, Department of Energy, Defense Nuclear Agency, and other military departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0611.05DAPC

SYSTEM NAME:

Individual Gravesite Reservation Files

SYSTEM LOCATION:

Arlington National Cemetery, Arlington, VA 22211; Soldiers' Home National Cemetery, Washington, DC 20011; Selective Army post cemeteries, the addresses for which may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active and former Armed Forces personnel and their dependents who reserved grave plots in either Arlington National Cemetery, Soldiers' Home National Cemetery, or Army post cemeteries prior to 1961.

CATEGORIES OF RECORDS IN THE SYSTEM:

Gravesite reservations (DA Forms 2122, 2123); reservee's name, address, number and section of grave reserved, military service, or relationship to service member.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To maintain records of individuals holding gravesite reservations in Army national or post cemeteries made prior to 1961; to conduct periodic surveys to determine validity of such reservations; to respond to inquiries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; cards.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Destroyed when gravesite reservation is used or cancelled.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, ATTN: Chief, Memorial Affairs Division, furnishing sufficient details to permit locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the reservee, his/her representative or next-of-kin; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0614.01NGB

SYSTEM NAME:

Equal Opportunity Investigative Files

SYSTEM LOCATION:

National Guard Bureau, Office of Minority Affairs, 5611 Columbia Pike, Falls Church, VA 22041.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

National Guard Technicians and military members who file complaints of discrimination or who are involved in such complaints.

CATEGORIES OF RECORDS IN THE SYSTEM:

Formal complaints of discrimination; counselors' reports; notification letters to the complainant; affidavits from complainant and/or witnesses; investigative reports; hearings transcript; examiner's findings, recommendations; decisional documents; and similar relevant records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title VI, Civil Rights Act 1964; Pub. L. 92-261.

PURPOSE(S):

To investigate and resolve complaints of discrimination, provide facts to the Adjutant General of a State for issuing a proposed disposition to a complainant.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Equal Employment Opportunity Commission, Washington, DC (see EEOC/GOVT-1 system of records notice).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name of complainant.

SAFEGUARDS:

Records are maintained in secured rooms/cabinets accessible only to designated officials having a need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file until the case is closed, then forwarded to the Washington National Records Center, Suitland, MD.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records should write to the System Manager, ATTN: Office of Minority Affairs, Nassif Building, 5611 Columbia Pike, Falls Church, VA 22041. Individual should provide his/her full name, current address and telephone number, sufficient details concerning the complaint to facilitate locating the record, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, investigative reports, witness statements, Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0614.03DAPE

SYSTEM NAME:

Equal Opportunity and Equal Employment Opportunity Complaint Files

SYSTEM LOCATION:

Primary System is located at the Office of the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310. Segments are maintained at the installation or Major Command concerned.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of the Department of the Army or member of the US Army whether on active duty or in the Reserve Components who submits an equal opportunity or equal employment opportunity complaint.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's complaint, supporting documentation, witness statements

investigatory reports, decisional documents, similar relevant records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012(g).

PURPOSE(S):

To ensure complaints are properly investigated and appropriate remedial action initiated to correct inequities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By complainant's surname.

SAFEGUARDS:

Records are maintained in secured areas, accessible only to designated officials having official need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

At the primary location, files are permanent. Two years following closing of case, records are retired to the Washington National Records Center, Suitland, MD. Records at other Army locations are destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists should write to the System Manager, ATTN: DAPE-HRL-E, providing full name, current address and telephone number, year in which complaint was submitted and installation at which complaint originated, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records concerning themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From individual, witnesses, Army records and reports, similar relevant documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0701.01DAPC

SYSTEM NAME:

Classification, Reclassification, Utilization of Soldiers

SYSTEM LOCATION:

US Army Military Personnel Center 200 Stovall Street, Alexandria, VA 22332-0400.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former Army members in enlisted grades E1 through E9.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, SSN, grade, Military Occupational Specialty, evaluation test data, Enlisted Evaluation Report data, and additional information substantiating the soldier's or Army's request for exception to or interpretation of regulatory quidance for the classification, reclassification or utilization of soldiers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

To perform the objective of maintaining a balance of authorization versus requirements by military occupational specialty within each career management field.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessed only by designated officials having official need therefor in the performance of official duties. Building housing records is protected by security guards.

RETENTION AND DISPOSAL:

Destroyed after 2 years, by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: DAPC-EP, providing full name, SSN, current address, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army personnel records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0701.02aDAPC

SYSTEM NAME:

Qualitative Management Program Appeal File

SYSTEM LOCATION:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Enlisted personnel in grades E5 through E9 who have appealed Department of the Army imposed bars to reenlistment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, SSN, pay grade, date of rank, basic active service date, estimated termination of service, primary and secondary military occupational specialties, bar to reenlistment letter, appeal of bar to reenlistment and associated documentation, final determination of appeal by Reenlistment Appeals Board, enlisted efficiency report of slected data elements pertaining to service record of appellant and similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

Records in this system are used for the management of personnel, year group, and manpower, in order to retain quality soldiers in the Army.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

By individual's name and SSN

SAFEGUARDS:

Records are protected by physical security devices, guards, and personnel clearances for individuals working with the system.

RETENTION AND DISPOSAL:

Records are retained for duration of individual's current enlistment.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records may write to the System Manager, ATTN: DAPC-EP, furnishing full name, SSN, grade, and current address.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure' providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From Army records and reports; from appellant.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0701.02cDAPC

SYSTEM NAME:

Separation Transaction Control/ Records Transfer System

SYSTEM LOCATION:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332; US Army Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN 46249; US Army Reserve Components and Personnel Administration Center, St. Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty enlisted personnel separated from military service (excluding active duty for training) and all personnel immediately reenlisting after separation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, grade, eligibility for reenlistment, character of separation, separation program designator, date and location of separation, reenlistment, moral waiver and specialty.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., Section 3012.

PURPOSE(S):

To monitor separations of active duty enlisted personnel as a means of enhancing strength and record accountability and reenlistment processing.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes/discs.

RETRIEVABILITY:

By name and/or SSN.

SAFEGUARDS:

Records are protected by physical security devices, guards, computer hardware and software safeguard features, and personnel clearances.

RETENTION AND DISPOSAL:

Separation records are destroyed after 1 year; reenlistment records are destroyed after 45 days; tape file is scratched at end of retention period; disc files are purged.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: DAPC-MSO, furnishing full name, SSN, whether active, retired or separated and, if separated, date of separation.

RECORD ACCESS PROCEDURES:

Individuals desiring to access records about themselves should inquire as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From other Army records and reports

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0701.02eDAPC

SYSTEM NAME:

Major Command Military Personnel Management Reporting System

SYSTEM LOCATION:

Decentralized to each Major Army Command.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty commissioned officers, warrant officers and enlisted personnel assigned or projected for assignment to the major command.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, sex, race; marital status and dependents; physical category code; component; expiration of term of service; additional pay; date of rank; annual efficiency index; last overseas short tour, procurement actions; unit identification code; Department of Army location, assignment and status codes; permanent change of station date; date joined/departed current command; gaining unit, location, assignment and status codes; reporting date; date returned from overseas; previous unit identification code, assignment and type transfer strength; primary and secondary military occupational specialties (MOS), secondary MOS evaluation score; duty MOS; away

without leave data; date agreements and related documents, forms, and correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

This system extracts data from Officer and Enlisted Personnel Files and records related to organizations, personnel authorized and assigned strength and prepares reports designed to aid major Army commanders in managing military personnel functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes, discs, and printouts; microfiche.

RETRIEVABILITY:

By name, SSN, or other unique identifying characteristics.

SAFEGUARDS:

Records are protected by physical security devices, computer hardware and software safeguard features, and personnel clearances for individuals working with the system.

RETENTION AND DISPOSAL:

Destroyed after 90 days.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Individuals should inquire of the Commander of the major command where assigned or attached.

RECORD ACCESS PROCEDURES:

Written requests should include individual's full name, SSN,current address, and sufficient details to permit locating pertinent records.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From automated systems interfaces based on the Headquarters, Department of Army data base.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0701.02fDAPC

SYSTEM NAME:

Selective/Variable Reenlistment Bonuses

SYSTEM LOCATION:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army members in enlisted grades E1 through E9.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number, grade, Military Occupational Speciality, documentation substantiating service member's request for accelerated payment of Selective Variable Reenlistment Bonuses (SRB/VRB) for service financial hardship or compelling compassionate reasons, advisory recommendation for Army Board for Correction of Military Records consideration, and similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

To determine if service member is experiencing severe financial hardship so that compelling compassionate reasons exist warranting approval of accelerated payment of SRB/VRB.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who are properly cleared and trained, having official need therefor. Building housing the records is secured during non-duty hours.

RETENTION AND DISPOSAL:

Retained for 2 years; then destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the System manager, ATTN: DAPC-EP, 2461 Eisenhower Avenue, Alexandria, VA 22331. Individuals must provide their full name, SSN, and appropriate return address.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves in this system of records should write to the System Manager, providing information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

RECORD SOURCE CATEGORIES:

From the individual, personnel records, other Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0702.03aUSAREC

SYSTEM NAME:

Enlistment Eligibility Files

SYSTEM LOCATION:

US Army Recruiting Command, Ft Sheridan, IL 60037.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for the Regular Army who have requested a waiver of moral eligibility for a juvenile or adult felony; determination of medical/Military Occupational Specialty qualifications, determination of Stripes for Skills qualification; exceptions to policy; determination of enlistment eligibility, and prior service personnel requesting a mental retest.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's request, evaluation documents, decisions, replies concerning approval/disapproval.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 504, 505, 510, and 3012.

PURPOSE(S):

To make determinations on the moral, medical, and administrative waivers of applicants for the Regular Army.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessed only by designated individuals having official need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

Destroyed after 2 years, by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Recruiting Command, Ft Sheridan, IL 60037.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: USARCRM-M, furnishing full name, Military Status, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, employers, probation officials, law enforcement officials, school officials, personal references, transcripts, medical records, Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(k)(5) are exempted from subsection (d) of 5 U.S.C. 552a.

A0702.04bDAPC

SYSTEM NAME:

Eligibility Determination Files

SYSTEM LOCATION:

US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for enlistment who require waiver for adult felony; soldiers requesting continuation on active duty who require waiver of certain disqualifications pursuant to Army Regulation 601-210.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains requests for enlistment eligibility or waiver of disqualifications for enlistment/reenlistment, requests for grade determinations, documents reflecting determinations made thereon, copies or extracted items from basic records, transmittals, and suspense documents needed to assure that requests are acted upon in a timely manner.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 333.

PURPOSE(S):

To evaluate waiver requests, determine appropriate action and render decision, pursuant to Army Regulation 600-200.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared, and trained. Information is housed in buildings employing security guards.

RETENTION AND DISPOSAL:

Destroyed after 1 year by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Commander US Army Enlistment Eligibility Activity, 9700 Page boulevard, St Louis, MO 63132. Individual should include his/her full name, SSN, date of separation and service component, if applicable, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the indivdual, official military personnel records; investigative/security dossiers; medical evaluations; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0702.08aDASG

SYSTEM NAME:

Army Medical Procurement Applicant Files

SYSTEM LOCATION:

Primary system exists at the US Army Medical Department Personnel Support Agency, 1900 Half Street, S.W., Washington, DC 20324. Segments are located at Army Medical Department Procurement Counselor Field Offices; addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Potential applicants for the Army Medical Department procurement programs, to include applicants for appointment in the Regular Army and US Army Reserve.

CATEGORIES OF RECORDS IN THE SYSTEM:

Interview sheets; counselor evaluations; resume; Curriculum Vitae; autobiography; letters of recommendation; selection/nonselection letters; Special Orders; correspondence to, from, and about applicant; Selection Board/Committee results; Statement of Interests; Objectives and Motivation; Letter of Appointment; service agreement.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012; 4301.

PURPOSE(S):

To evaluate an applicant's acceptability and potential for appointment in a component of the Army Medical Department; to evaluate qualifications for assignment to various career areas; to determine educational and experience background for award of constructive service credit; to determine dates of service and seniority; to document service agreement with the US Army; to provide statistical information for effective management of the Army Medical Department Personnel Procurement Program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By applicant's surname.

SAFEGUARDS:

Records are restricted to designated officials having need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records of selected applicants are held for 10 years before being destroyed by shredding; those for applicants not selected are held 2 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Commander, Army Medical Department Personnel Support Agency, 1900 Half Street, SW, Washington, DC 20324. Individuals should provide his/her full name, SSN, sufficient details to permit locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information speciified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to record and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; academic transcripts; faculty evaluations; employer evaluations; military supervisor evaluations; American Testing Program; Educational Testing Service; selection board/committee records; prior military service records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system of records which fall within 5 U.S.C. 552a(k)(5) are exempted from Subsection (d) of 5 U.S.C. 552a.

A0703.04DAPC

SYSTEM NAME:

ROTC Applicant/Member Records

SYSTEM LOCATION:

Headquarters, US Army Training and Doctrine Command, Ft Monroe, VA 23651. Segments of the system exists in Offices of the Professor of Military Science at civilian educational institutions, in ROTC Regional Offices, and at the US Army Military Personnel Center, Alexandria, VA 22332-0400.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who apply and are accepted into the Army Reserve Officers Training Corps (ROTC) program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application for appointment, which includes such personal data as name, SSN, date and place of birth, citizenship, home address and telephone number, marital status; dependents; transcripts and certificates of education, training, and qualifications; medical examinations; financial assistance documents; awards; ROTC contract; photograph; correspondence between the member and the Army or other Federal agencies; letter of appointment in Active Army on completion of ROTC status; security clearance documents; official documents such as DA Form 131, DA Form 597, DA Form 61, DA Form 873, SF 88 and SF 93, DD Forms 4/1-4/4, and DOJ Form I-151 if applicable.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 2101-2111.

PURPOSE(S):

These records are used in the selection, training, and commissioning of eligible ROTC cadets in the Active Army and Reserve Forces and for personnel management, strength accounting, and manpower management purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Federal Aviation Administration to obtain flight certification and/or licensing; to the Veterans Administration for member Group Life insurance and/or other benefits.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in folders; punched cards; microfilm/fiche; magnetic tape, drum, or disc.

RETRIEVABILITY:

By name, or SSN.

SAFEGUARDS:

All records are maintained in areas accessible only to authorized personnel who have official need therefor in the performance of their assigned duties. Automated records are further protected by assignment of users identification and password edits to protect the system from unauthorized access and to restrict each user to specific files and data elements. User identification and passwords are changed at random times; control data are maintained by the system manager in a sealed envelope in an authorized safe.

RETENTION AND DISPOSAL:

DA Form 131 is retained in the ROTC unit for 5 years after cadet leaves the institution or is disenrolled from the ROTC program. Following successful completion of ROTC and academic programs and appointment as a commissioned officer with initial assignment to active duty for training, copy of pp. 1 and 2 are reproduced and sent to the commandant of individual's basic branch course school. Records of rejected ROTC applicants are destroyed. Other records mentioned in preceding paragraphs are destroyed if not required to become part of individual's Military Personnel Records Jacket.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them should inquire of the Professor of Military Science of the civilian educational institution in which the individual is an enrolled ROTC member.

RECORD ACCESS PROCEDURES:

Individuals should address requests as indicated in 'Notification procedure', furnishing full name, current address and telephone number, and definitive description of information sought.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, civilian educational institutions, official Army records addressing entitlement status, medical examination and treatment, security determination, and attendance and training information while an ROTC cadet.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0704.04bMEPCOM

SYSTEM NAME:

Military Entrance Processing Reporting System

SYSTEM LOCATION:

Primary system is located at the US Military Enlistment Processing Command, US Naval Training Center, Great Lakes, IL 60088. Segments exist at 73 locations at Military Enlistment Processing Command sector headquarters and individual Military Entrance Processing Stations in the United States. Addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who report to a Military Entrance Processing Station to be aptitudinally tested and/or physically examined to determine their fitness for entry into one of the Armed Services.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, SSN, date and place of birth, home address and telephone number, results of aptitude tests, physical examination, and relevant documentation concerning individual's acceptance/rejection for military service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 505, 511; 50 U.S.C., sections 451-473.

PURPOSE(S):

To determine qualifications of applicants for the Armed Forces through aptitude testing, medical examination, and administrative processing; to determine patterns and trends in the military population, and for statistical analyses.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is disclosed to the Selective Service System to update the SSS registrant data base.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, magnetic tapes/discs.

RETRIEVABILITY:

By SSN.

SAFEGUARDS:

All data are retained in locked rooms/compartments with access limited to designated personnel having an official need therefor. Access to computerized data is by use of a valid site ID number assigned to the individual's terminal and by a valid user ID and password code assigned to the individual, changed periodically to avoid compromise. Data entry is on-line using a dial-up terminal. Physical acess to computer files is controlled by keys known only to MEPCOM and Military Entrance Processing station personnel assigned to work on the data base.

RETENTION AND DISPOSAL:

Each Military Entrance Processing Station retains a copy of coding sheets for each applicant, plus a copy of the Application for Enlistment on accepted applicants for 6 months after which they are destroyed. For applicants who are not accepted, each station retains a copy of the Report of Medical Examination with supporting documents, the Report of Medical History, and the Coding Sheets for a period not to exceed 2 years after which they are destroyed. Original or copy of documents is filed permanently in the Official Military Personnel File for acceptable applicants and transferred to the gaining Armed Service. All information is transferred to magnetic tapes at the primary site and retained for 7 years, after which it is erased.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Military Enlistment Processing Command, US Naval Training Center, Great Lakes, IL 60088.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system of records contains information on them should write to the System Manager, furnishing their full name, SSN, date and location of the Military Enlistment Processing Station where the testing or examination occurred, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records concerning them should write to the System Manager, furnishing information identified under 'Notification procedure'. On personal visits, individual should provide acceptable identification such as valid driver's license, employer identification card, building pass, etc.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, physicians, results of tests, Federal/State/local law enforcement activities/agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0704.06bTRADOC

SYSTEM NAME:

Army Reserve Officers Training Corps LEADS Referral Card System

SYSTEM LOCATION:

Primary system exists at LCS Industries, 10 Pelham Parkway, Pelham Manor, NY 10803. Segments exist at Ayer Direct, 1345 Avenue of the Americas, New York, NY 10019; Headquarters, U.S. Army Training and Doctrine Command, Ft Monroe, VA 23561; Army ROTC Region Headquarters and ROTC Instructor Group staffs.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Potential enrollees in the Senior ROTC program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individuals name, address and telephone number, SSN, high school graduation date, colleges planning to attend, and enrollment information following recruitment follow-up actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., chapter 103, sections 2101-2111.

PURPOSE(S):

To provide central roster of potential prospects for enrollment in the Senior ROTC, assist prospects by providing information concerning educational institutions having ROTC programs, or information regarding other Army enlistment, reserve, or National Guard Programs; to render recruitment management information reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file cabinets; magnetic tapes, discs, computer printouts.

RETRIEVABILITY:

By prospect's surname.

SAFEGUARDS:

Records are maintained in secured areas, within protected buildings, and accessible only by designated authorized persons having official need therefor.

RETENTION AND DISPOSAL:

Records are retained for 2 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager, ATTN: ODCSROTC (ATRO-AM), Ft Monroe, VA 23651. Individual should provide full name, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Magazines, newspapers, and poster advertising coupons; mailback reply cards; letters; walk-ins; referrals from parents, relatives, counselors, teachers, coaches, friends, associates, college registrars, dormitory directors, national testing organizations, honor societies, Boys' Clubs, Boy Scout organizations, Future Farmers of America, minority and civil rights organizations, fraternal and chruch organizations, neighborhood youth centers, YMCA, YWCA, social clubs, athletic clubs, Boy's State/Boys' Nation, scholarship organizations, previous employers, trade organizations, and other agencies and commands comprising the Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0704.06DAPE

SYSTEM NAME:

Army Recruiting Prospect System

SYSTEM LOCATION:

Army recruiting stations, brigades, and divisions; addresses may be obtained from the Commander, US Army Recruiting Command, Ft Sheridan, IL. Enlistment inquiries generated by public advertising and follow-up data are maintained by Army contractor Market Compilation and Research Bureau, Inc.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Prospects for Army enlistment, individuals who have asked to be excluded from Army promotional mailing, third parties who refer names of prospects to recruiters or who are influential in the recruiting effort.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, home address and telephone number, schools attended, arrest record, names and addresses of parents/spouse of prospective enlistee. On acceptance, applicant's record includes information furnished by the Military Enlistment Processing Command reflecting examination results. Also included are name, address and/or telephone number of third parties who are influential in the recruiting program, e.g., city/state officials, Chamber of Commerce members, university/college/high school staff and faculty.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 503, 504, 510 and 3012.

PURPOSE(S):

These records are used by the Department of the Army: (1) to review an individual's potential for enlisting; (2) to obtain school quotas for potential enlistee's skills/ educational/ assignment preferences and objectives; (3) to monitor recruiter performance; (4) for personnel management, statistical, and historical reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, cards, magnetic tapes, mini-diskettes/discs.

RETRIEVABILITY:

By name or SSN of the prospective enlistee, inquirer, recruiter, or third party referring agent.

SAFEGUARDS:

Information in this system is maintained in locked storage areas available only to designated individuals having need therefor in the performance of official duties. Personal information on prospects which is entered into the Joint Optical Information Network - a stand-alone data processor - restricts access to specially assigned recruiter ID/program codes. Administrative, physical and technical safeguards employed by the Recruiting Command and its contractor are commensurate with the sensitivity of personal data to ensure preservation of integrity and to preclude unauthorized use/disclosure.

RETENTION AND DISPOSAL:

Information furnished by a prospective enlistee is retained until 3 months following end of enlistee's initial term of service, after which it is destroyed or erased; information concerning individuals who provide names of prospects is retained until no longer needed; information on prospects not enlisted is destroyed/erased at the end of each calendar year following that in which collected.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system contains information about them should write to the commander of the recruiting station to which information was provided, or to the Commander, US Army Recruiting Command, Ft Sheridan, IL 60037. Individual must provide full name, SSN, details that will assist in locating the records, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information from this system should furnish information in 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, high school officials/yearbooks/directories, law enforcement agencies, third parties who provide prospect leads, relevant Army records/reports, influential community officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0704.10sUSAREC

SYSTEM NAME:

Recruiter Impropriety Case Files

SYSTEM LOCATION:

US Army Recruiting Command, Ft Sheridan, IL. Segments exist at recruiting brigades and divisions, the addresses of which may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Recruiters against whom improprieties or irregularities have been alleged.

CATEGORIES OF RECORDS IN THE SYSTEM:

Recruiter's name, SSN, duty station; report of alleged impropriety or misconduct; report of investigation; findings, recommendations; decisional documents; resultant personnel actions; similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To review recruiter improprieties and determine appropriate and necessary action, including reassignment, MOS reclassification, and/or disciplinary measures. Statistical information is used as a basis for modifying recruiting policies and practices.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets.

RETRIEVABILITY:

By surname of person against whom allegations have been made.

SAFEGUARDS:

Records are maintained in secured areas accessible only to designated individuals having official need therefor, within buildings protected by security guards.

RETENTION AND DISPOSAL:

Records at the US Army Recruiting Command are destroyed after 3 years; those at recruiting brigade and division levels are destroyed after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Recruiting Command, Ft Sheridan, IL 60037.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this System of records may write to the System Manager. Individual should furnish full name, address and telephone number, military status, sufficient details concerning the event or incident to permit locating the records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From US Army Criminal Investigation Command reports of investigation; other Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0704.10bMEPCOM

SYSTEM NAME:

ASVAB Institutional Test Scoring and Reporting System

SYSTEM LOCATION:

Primary System is located at the Military Enlistment Processing Command, Ft Sheridan, IL 60037. Segments exist at Military Entrance Processing Stations, participating school systems; state departments of education/ testing agencies; Air Force Human Resources laboratory, Brooks Air Force Base, TX 78236; Defense Manpower Data Center, Monterey, CA 93940; all service recruiters/recruiting commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

High School, job corps, college, and other students who have been administered the institutional version of the Armed Services Vocational Aptitude Battery (ASVAB).

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, SSN, address and telephone number, date of birth, sex, ethnic group identification, grade, booklet number of ASVAB test, individual's plans after graduation, and individual item responses to each of the 12 ASVAB tests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 133 and 3012.

PURPOSE(S):

To compute and furnish test score products for career/vocationa guidance and group assessment of aptitude test performance; to establish eligibility for enlistment and verify enlistment and placement scores and retest eligibility; for marketing evaluation, assessment of manpower trends and characteristics; and related statistical studies and reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfiche, optical mark sense cards, computer magnetic tapes.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Records are maintained in locked rooms or filing cabinets, accessible only to authorized personnel having need therefor in the performance of official duties. Information in automated media is further protected by user identification and manual controls .

RETENTION AND DISPOSAL:

Records are maintained for two years from the date the ASVAB is administered. Research data maintained by contractors for longer periods require segregation of personal identifying information and test score data, with analyses performed using only summary statistics. Personal identifying information is also erased from data residing at the Defense Manpower Data Center.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Military Enlistment Processing Command, Ft. Sheridan, IL 60037.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Individual should provide his/her full name, SSN, date tested, address at the time of testing, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system should inquire of the System Manager, providing information specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; ASVAB tests.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Portions of this system which fall within 5 U.S.C. 552a(k)(6) are exempt from subsection (d) of 5 U.S.C. 552a.

A0704.11DAPC

SYSTEM NAME:

Recruiter Identification/Assignment Records

SYSTEM LOCATION:

US Army Recruiting Command, Ft Sheridan, IL 60037.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Soldiers who are considered for, are assigned, or have been assigned to recruiting duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, rank, MOS, qualifications; duty station preference, unit of assignment and reporting date; recruiter identification number; if eitheer not selected for or relieved from recruiting duty, record includes reasons therefor and other relevant information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To evaluate recruiter production, assign recruiting objectives, ensure that previously relieved recruiters are not assigned to recruiting duties, and to render personnel and management reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer tapes and printouts; paper records.

RETRIEVABILITY:

By individual's surname and four digit recruiter identification number.

SAFEGUARDS:

Records are maintained in area accessible only to properly screened and trained personnel having official need therefor; paper records are stored in locked file cabinets.

RETENTION AND DISPOSAL:

Both automated and manual records are retained so long as individual is assigned to recruiting duty and for 6 years thereafter, following which records are destroyed by erasing and/or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information exists on them in this system of records may inquire of the Commander, US Army Recruiting Command, ATTN: Director, Personnel, Administration and Logistics, Ft Sheridan, IL 60037, furnishing their full name, SSN, military status, duty or home address, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to their records should follow guidance in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From US Army Military Personnel Center (Enlisted Distribution Division), individual's unit commander, other Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0705.01DAPC

SYSTEM NAME:

Officer Appointment Files

SYSTEM LOCATION:

Primary system exists at the US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400. Segments exist at Army installations and commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for appointment in the US Army or US Army Reserves.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual applications for appointment as a warrant or commissioned officer, evaluation reports, supplemental information regarding qualifications, notification of acceptance/rejection and similar relevant documents and reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301

PURPOSE(S):

To determine acceptability of applicants into the Army officer ranks.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; microfiche.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in controlled areas accessible only to designated individuals having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are destroyed after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them should inquire of the Army installation to which application was sent, or to the System Manager. Individual should provide his/her full name, SSN, date of application, place to which sent, and any other information that will assist in locating the record.

RECORD ACCESS PROCEDURES:

Individuals should submit a written request as specified in 'Notification Procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; extracts from personnel records; forms, documents, and related papers originated by or received in Army offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0706.02DACF

SYSTEM NAME:

Departure Clearance Files

SYSTEM LOCATION:

Administrative offices of Army Staff agencies, field operating commands, installations, or activities, Army-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Army military and civilian personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

DA Form 137 (Installation Clearance Record), copy of receipts or documents evidencing payment of telephone bills, return of material held on memorandum receipt, and similar clearance matters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To verify that an individual has obtained clearance from the Army Staff agency or installation's facilities and has accomplished his/her personal and official obligations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By surname of departing individual.

SAFEGUARDS:

Information is accessed only by designated persons having official need therefor.

RETENTION AND DISPOSAL:

Destroyed after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

NOTIFICATION PROCEDURE:

Information may be obtained from the administrative office of the installation/activity to which the individual had been assigned. Individual should provide full name, date of departure, location of last employing office, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should inquire as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0707.05DACF

SYSTEM NAME:

Privilege Card Application Files

SYSTEM LOCATION:

Major Army commands, field operating agencies, installations and activities, Army-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel, their dependents, foreign military personnel, civilian employees of the Department of the Army assigned overseas or residing on a military installation within the United states, civilian employees under private or Government contract with the US Army and their dependents, civilians of foreign nations on duty in the US at invitation of Department of Defense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application for an identification card.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To maintain a record of identification cards issued.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records/cards in filing cabinets.

RETRIEVABILITY:

By applicant's surname, SSN.

SAFEGUARDS:

Records are maintained in secured areas accessible only by authorized persons having official need therefor.

RETENTION AND DISPOSAL:

Applications are maintained until either the identification card expires, is replaced or is no longer required.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

NOTIFICATION PROCEDURE:

Information may be obtained from the issuing authority by furnishing full name, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; sponsor's personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.01aDAPC

SYSTEM NAME:

Military Personnel Records Jacket Files (MPRJ)

SYSTEM LOCATION:

Active and Reserve Army Commands/field operating agencies, installations, activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Enlisted, warrant and commissioned officers on active duty in the US Army; enlisted, warrant and commissioned officers of the US Army Reserve in active reserve (unit or non-unit) status; retired persons; commissioned/warrant officers separated after 30 June 1917 and enlisted personnel separated after 31 October 1912.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records reflecting qualifications, emergency data, enlistment and related service agreement/extension/active duty orders; military occupational specialty evaluation data; group life insurance election; record of induction; security questionnaire and clearance; transfer/discharge report; language proficiency questionnaire; police record check; statement of personal history; application for ID; VA compensation forms and related papers; dependent medical care statement and related forms; training and experience documents; survivor benefit plan election certificate; efficiency reports; application/nomination for assignment; achievement certificates; record of proceeding and appellate or other supplementary actions, Article 15 (10 U.S.C., section 815); weight control records; personnel screening and evaluation records; application/prior service enlistment documents; certificate barring reenlistment; waivers for enlistment; physical evaluation board summaries; service record brief; Army School records; classification board proceedings; correspondence relating to badges, medals, and unit awards, including foreign decorations; correspondence/letters/administrative reprimands/censures/admonitions relating to apprehensions/confinement/discipline; dependent travel and movement of household goods; personal indebtedness correspondence and related papers; documents relating to proficiency pay, promotion, reduction in grade, release, retirement temporary duty, individual flight records, physical examination records, aviator flight record, instrument certification papers, duty status, leave, and similar relevant matters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

Personnel records are created and maintained to: (1) manage the member's Army Service effectively, (2) document historically the member's military service, and (3) safeguard the rights of the member and the Army.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to: Central Intelligence Agency; Department of Agriculture; Department of Commerce; Department of Health and Human Services; Department of Education; Department of Labor; Department of State; Department of The Treasury; Department of Transportation; Federal Aviation Agency; National Transportation Safety Board; American Battle Monuments Commission; Veterans Administration; Federal Communications Commission; US Postal Service; Office of Personnel Management; Selective Service System; Social Security Administration; county and city welfare organizations when information is required to consider applications for benefits; penal institutions when the individual is a patient or an inmate; State, county and city law enforcement authorities.

Information may also be disclosed to patriotic societies incorporated pursuant to Title 36 U.S.C. in consonance with their respective corporate missions when use of information is in furtherance of the welfare, morale, or mission of the service members of the Army.

(Note: Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., section 1175 and 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974, as amended, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket routine uses do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

All records are maintained in secured areas, accessible only to designated individuals whose official duties require access; they are transferred from station to station in personal possession of the individual whose record it is or, when this is not feasible, by US Postal Service.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Information may be obtained from the commander of the organization to which the service member is assigned; for retired and non-unit reserve personnel, information may be obtained from the

US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132; for separated and deceased personnel, contact the National Personnel Records Center, GSA, 9700 Page Boulevard, St Louis, MO 63132.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing their full name, service identification number, current address and telephone number, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, educational and financial institutions, law enforcement agencies, personal references provided by the individual, Army records and reports, third parties when information furnished relates to the service member's status.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.01bNGB

SYSTEM NAME:

Army National Guard Automated Personnel Reporting System

SYSTEM LOCATION:

Primary system is located at National Guard Bureau, 5611 Columbia Pike, Falls Church, VA 22041. Segments exist at offices of the Adjutants General of each State, Puerto Rico, the Virgin Islands, and the District of Columbia, and units of the Army National Guard not on active duty. Addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the Army National Guard.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data relating to individual's service, extracted from his/her military personnel records jacket, financial records data folder, health records, and includes statement of service, qualifications, group life insurance election, application for appointment, enlistment data, medical examination report; active duty report, record of retirement points, academic reports, efficiency evaluation reports, oath of enlistment extension, temporary disability record, change of name, acknowledgement of service requirements, report of proceedings of physical fitness boards, birth certificate, citizenship statement and status, record of security clearance, educational/academic transcripts, flight record, Federal recognition orders, documents related to promotion or non-selection, correspondence and/or orders relating to dependents, interservice actions, assignments, details, awards, pay entitlements, releases, transfers; and similar data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 275.

PURPOSE(S):

To provide information necessary to enable computation of pay for members of the Army National Guard paid by the Joint Uniform Military Pay System; to provide suspense data to assure timely completion of individual personnel actions; to provide selective lists of individuals for specialized duties or training; for statistical and other management studies and reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Veterans Administration, and/or the Social Security Administration. (Note: Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., section 1175 and 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974, as amended, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket routine uses do not apply to these records.)

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes/discs.

RETRIEVABILITY:

By name, SSN.

SAFEGUARDS:

Access to data storage area and distribution of printouts is controlled. Approval of functional manager must be obtained before data may be retrieved or distributed.

RETENTION AND DISPOSAL:

Data on enlisted personnel are destroyed 1 month after individual is separated from the Army National Guard, for commissioned officers and warrant officers, data are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not informstion on them exists in this system of records should inquire of the System Manager, ATTN: Chief, Army National Guard. Individual should provide his/her full name, service identification number, current military status, present address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should submit a written request as indicated in 'Notification procedure', furnishing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her personnel and pay files, other Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.01cNGB

SYSTEM NAME:

Military Personnel Records Jacket (NGB)

SYSTEM LOCATION:

Each National Guard Armory in all States, Puerto Rico, the Virgin Islands, and the District of Columbia.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the Army National Guard not on active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records reflect individual's service agreement, emergency data, qualifications, active duty orders; military occupational specialty evaluation data report, group life insurance election, security questionnaire and clearance; transfer/discharge reports, license application, language proficiency questionnaire, police record check, statement of personal history, identification card application, Veterans Administration compensation forms and related documents; dependent medical care statement and related forms, training and experience records, survivor benefit plan election certificate, efficiency report, application/nomination for assignment, achievement certificates, record of proceedings and appellate or other supplementary actions, Article 15 (10 U.S.C., section 815), weight control record, personnel screening and evaluation record, change of name statement, prior service enlistment documents; certificate barring reenlistment, waivers for enlistment, physical evaluation board summaries service, record brief, Army school records, classification board proceedings, correspondence relating to badges, medals, and unit awards, including foreign decorations, correspondence/letters/administrative reprimands/censures/ admonitions relating to apprehensions/confinement/discipline, dependent travel and movement of household goods, adverse suitability information, personal indebtedness correspondence and related papers, documents relating to proficiency pay, promotion, reduction in grade, release, retirement, temporary duty, individual flight records, physical examination records, aviator flight records, instrument certification, duty status, leave, and similar relevant matters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., sections 275 and 3012.

PURPOSE(S):

These records are created and maintained to: (1) manage the member's National Guard Service effectively, (2) document historically the member's military service, and (3) safeguard the rights of the member and the Army.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to: Central Intelligence Agency; Department of Agriculture; Department of Commerce; Department of Health and Human Services; Department of Education; Department of Labor; Department of State; Department of the Treasury; Department of Transportation; Federal Aviation Agency; National Transportation Safety Board; American Battle Monuments Commission; Veterans Administration; Federal Communications Commission; US Postal Service; Office of Personnel Management; Selective Service System; Social Security Administration; State, county and city welfare organizations when information is required to consider applications for benefits; penal institutions when the individual is a patient or an inmate; State, county and city law enforcement authorities.

(Note: Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., section 1175 and 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974, as amended, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket routine uses do not apply to these records.)

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Records maintained in areas accessible only to authorized personnel having need therefor in the performance of official business. The Military Personnel Records Jacket is transferred from station to station in the personal possession of the individual whose record it is, or by US Postal Service.

RETENTION AND DISPOSAL:

Data are retained until updated or service of individual is terminated. Following separation, record reverts to State status not subject to the Privacy Act and is retained indefinitely in appropriate State depository.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the commander of the unit to which the Army National Guard member is assigned; for retired and separated personnel, information may be obtained from the Office of the Adjutant General of each State, Puerto Rico, the Virgin Islands, or the District of Columbia, as appropriate.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing the information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, educational and financial institutions, law enforcement agencies, personal references provided by the individual, Army records and reports, third parties when information furnished relates to the service member's status.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.02aDAPC

SYSTEM NAME:

Official Military Personnel File

SYSTEM LOCATION:

Primary: Personnel Information Systems Directorate, U.S. Army Military Personnel Center (MILPERCEN), 200 Stovall St., Alexandria, VA 22332.

Secondary: U.S. Army Enlisted Records and Evaluation Center; U.S. Army Reserve Components Personnel and Administration Center; and National Personnel Records Center, General Services Administration.

An automated index exists at the U.S. Army Reserve Components Personnel and Administration Center showing physical location of the Official Military Personnel File of retired and separated service members.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each individual on active duty in the U.S. Army in enlisted, appointed, or commissioned status; and each

individual who was an enlisted, appointed, or commissioned member of the U.S. Army and who was completely separated by discharge, death, or other termination of his/her military status.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include enlistment contract; Veterans Administration benefit forms; physical evaluation board proceedings; military occupational specialty data; statement of service; qualification record; group life insurance election; emergency data; application for appointment; qualification/evaluation report; oath of office; medical examination; security questionnaire; application for retired pay; application for correction of military records; application for active duty; transfer or discharge report; active duty report; voluntary reduction; line of duty and misconduct determinations; discharge or separation reviews; police record checks, consent/declaration of parent/guardian; Army ROTC supplemental agreement; award recommendations; academic reports; casualty reports; US field medical card; retirement points, deferment; preinduction processing and commissioning data; transcripts of military records; summary sheets review of conscientious objector; election of options; oath of enlistment; enlistment extensions; survivor benefit plans; efficiency reports; records of proceeding, Title 10 U.S.C., Section 815 appellate actions; determinations of moral eligibility; waiver of disqualifications; temporary disability record; change of name; statements for enlistment; acknowledgments of service requirements; retired benefits; application for review by physical evaluation board and disability board; appointments; designations; evaluations; birth certificates; photographs; citizenship statements and status; educational constructive credit transcripts; flight status board reviews; assignment agreements/limitations/waivers/election and travel; efficiency appeals; promotion/reduction recommendations/approvals/declinations/announcements/notifications/reconsiderations/worksheets/ elections/letters of notification to deferred officers and promotion passover notifications; absence without leave and desertion records; FBI reports; SSA correspondence; miscellaneous correspondence, documents, and military orders relating to military service including information pertaining to dependents, inter-service action, in-service details, determinations, reliefs, component; awards, pay entitlements, releases, transfers, and other military service data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Section 301.

PURPOSE(S):

These records are created and maintained to: (a) manage the member's Army service effectively, (b) document historically a member's Military Service, and (c) safeguard the rights of the member and the Army.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of State: To issue passport/visa; to document persona-non-grata status, attache assignments, and related administration of personnel assigned and performing duty with the Department of State.

Department of Treasury: To issue bonds; to collect and record income taxes.

Department of Justice: To file fingerprints; to perform investigative and judicial functions.

Department of Agriculture: To coordinate matters related to its advanced education program.

Department of Labor: To accomplish actions required under Federal Employees Compensation Act.

Department of Health and Human Services: To provide services authorized by medical, health, and related functions authorized by Title 10 U.S.C., Sections 1074 thru 1079.

Nuclear Regulatory Commission: To accomplish requirements incident to Nuclear Accident/Incident Control Officer functions.

American Red Cross: To accomplish coordination and service functions including blood donor programs and emergency investigative support and notifications.

Civil Aeronautics Board: To accomplish flight qualifications, certification and licensing actions.

Federal Aviation Agency: To determine rating and certification (including medical) of in-service aviators.

General Services Administration: For records storage and archival services and for printing of directories and related material which includes personal data.

US Postal Service: To accomplish postal service authorization involving postal officers and mail clerk authorizations.

Veterans Administration: To provide information relating to service, benefits, pensions, in-service loans, insurance, and appropriate hospital support.

Bureau of Immigration and Naturalization: To comply with statutes relating to alien registration, and annual residence/location.

Office of the President of the United States of America: To exchange required information relating to White House Fellows, regular Army promotions, aides, and related support functions staffed by Army members.

Federal Maritime Commission: To obtain licenses for military members accredited as captain, mate, and harbor master for duty as Transportation Corps warrant officer.

Each of the several States, and US possessions: To support state bonus applications; to fulfill income tax requirements appropriate to the service member's home of record; to record name changes in state bureaus of vital statistics; and for National Guard affairs.

Civilian educational and training institutions: To accomplish student registration, tuition support, tests, and related requirements incident to in-service education programs in compliance with Title 10 U.S.C., Chapters 102 and 103.

Social Security Administration: To obtain or verify Social Security Account Number; to transmit Federal Insurance Compensation Act deductions made from members' wages.

Department of Transportation: To coordinate and exchange necessary information pertaining to inter-service relationships between US Coast Guard and US Army when service members perform duty with the USCG.

Civil authorities: For compliance with Title 10 U.S.C., Section 814.

US Information Agency: To investigate applicants for sensitive positions pursuant to Executive Order 10450.

Federal Emergency Management Agency: To facilitate participation of Army members in civil defense planning, training, and emergency operations pursuant to the military support of civil defense as prescribed by DOD Directive 3025.10 and Army Regulation 500-70.

Director of Selective Service System: Report of Non-Registration at Time of Separation Processing, of individuals who decline to register with Selective Service System. Such report will contain name of individual, date of birth, Social Security Number, and mailing address at time of separation.

Other elements of the Federal Government pursuant to their respective authority and responsibility.

Military Banking Facilities Overseas: Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses For personnel separated, discharged or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

NOTE--Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., Section 1175 and 42 U.S.C., Section 4582. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket 'routine uses' identified in 48 FR 25503 do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfiche stored randomly in electro-mechanical storage/retrieval devices. Temporary files consist of paper records in file folders; selected data automated for management purposes on tapes, disks, cards, and other computer media.

RETRIEVABILITY:

Alphabetically by surname; automated data retrievable by name, SSN, or ADP parameter; records of reserve, retired, and deceased persons retrieved by SSN terminal digit sequence.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel; automated records are further protected by authorized password system for access terminals, controlled access to operations locations, and controlled output distribution.

RETENTION AND DISPOSAL:

Microfiche and paper records are permanent; retained in active file until termination of service, following which they are retired to the U.S. Army Reserve Components Personnel and Administration Center, St. Louis, MO 63132.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, U.S. Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Inquiries for records of commissioned or warrant officers (including members of Reserve Components) serving on active duty should be sent to the System Manager.

Inquiries for records of enlisted members (including members of Reserve Components serving on active duty) should be sent to: Commander, US Army Enlisted Records and Evaluation Center, Ft. Benjamin Harrison, IN 46249.

Inquiries for records of commissioned officers or warrant officers in a reserve status not on active duty, or Army enlisted reservists not on active duty, or members of the National Guard who performed active duty, or commissioned officers, warrant officers; or enlisted members in a retired status should be sent to: Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132.

Inquiries for records of commissioned officers and warrant officers who were completely separated from the service after June 30, 1917, or enlisted members who were completely separated after October 31, 1912 should be sent to: Chief, National Personnel Records Center, General Services Administration, 9700 Page Boulevard, St. Louis, MO 63132.

RECORD ACCESS PROCEDURES:

Individuals desiring access to their record must provide full name, service identification number, SSN, military status, and mailing address.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Enlistment, appointment, or commission related forms pertaining to individual's military status; academic, training, or qualifications records acquired prior to or during military service; correspondence, forms, records, documents and other relevant papers in Department of the Army, other Federal agencies, or state and local governmental entities; civilian education and training institutions; and members of the public when information is relevant to the Service Member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.02bNGB

SYSTEM NAME:

Official Military Personnel File (Army National Guard)

SYSTEM LOCATION:

National Guard Bureau, 5611 Columbia Pike, Falls Church, VA 22041.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each commissioned or warrant officer in the Army National Guard not on active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include enlistment contract, physical evaluation board proceedings; Military Occupational Specialty Report; statement of service; qualification record; group life insurance election; emergency data form; application for appointment; qualification/evaluation report; oath of office; medical examination; security questionnaire and clearance; application for retired pay; application for correction of military records; application for active duty; transfer or discharge report; active duty report; voluntary reduction; line of duty and misconduct determinations; discharge or separation reviews; police record checks; consent/declaration of parent/guardian; award recommendations; academic reports; casualty reports; field medical card; retirement points; deferment; preinduction processing and commissioning data; transcripts of military records; survivor benefit plans; efficiency reports; records of proceedings, 10 U.S.C., section 815 and appellate actions; determination of moral eligibility; waiver of disqualifications; temporary disability record; change of name; statements for enlistment; retired benefits; application for review by physical evaluation board; birth certificate; photographs; citizenship statements and status; educational transcripts; flight status board reviews; efficiency appeals; promotion/reduction recommendations/approvals/declinations/

announcements/notifications/reconsiderations; notification to deferred officers and promotion passover notifications; absence without leave and desertion records; FBI reports; Social Security Administration correspondence; miscellaneous correspondence, documents, and orders relating to military service including information pertaining to dependents, inter or intraservice details, determinations, reliefs; pay entitlements, releases, transfers; and other relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., sections 275 and 3012.

PURPOSE(S):

These records are created and maintained to: (1) manage the member's Army National Guard service effectively, (2) document historically the member's military service, (3) safeguard the rights of the member and the Army.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

Department of State: To issue passport/visa; to document persona-non-grata status, attache assignments, and related administration of personnel assigned and performing duty with the Department of State.

Department of Justice: To file fingerprint cards; to perform intelligence function.

Department of Labor: To accomplish actions required under Federal Employees Compensation Act.

Department of Health and Human Services: To provide services authorized by medical and health functions authorized by 10 U.S.C., sections 1074-1079.

Atomic Energy Commission: To accomplish requirements incident to Nuclear Accident/Incident Control Officer functions.

American Red Cross: To accomplish coordination and complete service functions including blood donor programs and emergency investigative support and notifications.

Federal Aviation Agency: To obtain flight certification and licenses.

General Services Administration: For records storage, archival services, and for printing of directories and related material requiring personal data.

US Postal Service: To accomplish postal service authorization.

Veterans Administration: To provide information relating to benefits, pensions, in-service loans, insurance, and appropriate hospital support.

Bureau of Immigration and Naturalization: To comply with statutes relating to in-service alien registration, and annual residence information.

Office of the President of the United States of America: To exchange required information relating to White House Fellows, regular Army promotions, aides, and related support functions staffed by Army members.

Federal Maritime Commission: To obtain licenses for military members accredited as captain, mate, and harbor master for duty as Transportation Corps warrant officer.

Each State and US possession: To support state bonus applications; to fulfill income tax requirements appropriate to the service member's home of record; to record name changes in State bureaus of vital statistics; and for National Guard affairs.

Civilian educational and training institutions: To accomplish student registration, tuition support, Graduate Record Examination tests requirement, and related school requirements incident to in-service education programs in compliance with 10 U.S.C., Chapters 102 and 103.

Social Security Administration: To obtain or verify Social Security Account Numbers; to transmit Federal Insurance Compensation Act deductions made from in-service members' wages.

Department of Transportation: To coordinate and exchange necessary information pertaining to inter-service relationships between US Coast Guard and Army National Guard when service members perform duty with the US Coast Guard elements or training activities.

Civil Authorities: For compliance with 10 U.S.C., section 814.

NOTE-Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., section 1175 and 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974, as amended, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket routine uses do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; selected data automated via magnetic tape, disc for management purposes.

RETRIEVABILITY:

By individual's surname, SSN.

SAFEGUARDS:

Records are maintained in secured areas accessible only to authorized personnel; automated media protected by authorized password system for access terminals, controlled access to operation rooms, and controlled output distribution.

RETENTION AND DISPOSAL:

Permanent. Records are retained in active file until termination of individual's service or transfer to the US Army Reserve, at which time records are transferred to the custody of the Commander, US Army Reserve Components Personnel and Administration Center, St. Louis, MO 63132.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Individual should provide his/her full name, service identification number, current or former military status, appropiate home address, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about them should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, educational and financial institutions, law enforcement agencies, personal references provided by the individual, Army records and reports, third parties when information furnished relates to the Service member's status.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.02cDAPC

SYSTEM NAME:

Officer Personnel Management Information System (OPMIS)

SYSTEM LOCATION:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals projected for entrance into the Army officer corps; Army officer and warrant officer personnel projected to enter on active duty, separated, or in retired status; individuals, civilian and military, who serve as senior rating officials on the officer evaluation reports (OERs) of Army officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Officer Master File (OMF) contains name, SSN, grade and date of rank, appointment and service agreement, service data and date, promotion, assignment, qualifications, specialties, efficiency, education and training, occupation, language, career pattern, awards and badges, physical location, separation, retirement, date and place of birth, race, religion, ethnic group, dependents, sex, citizenship, marital status, and mailing address.

Officer Accession Suspense Information System (OASIS) contains selected information from the OMF, date of entry on active duty, temporary duty data, and permanent change of station data.

Officer Evaluation Reporting System (OERS) contains selected information from the OMF; selection board status; OER suspense indicator for action being taken to obtain missing or erroneous OER; selected information for each of the last ten OERs; and the name, SSN, and rating history of each individual, military and civilian, who has served as the senior rating official for an active duty Army officer.

Assignments and Training Selection for ROTC graduates contains selected information from the OMF, the cadet's preference statement for specialty (branch), duty and initial training; Reserve Forces duty or delay selection, Regular Army selection, and branch selection.

Officer Personnel Utilization System (OPUS) contains selected information from the OMF, projected assignment information for accessions and officers or warrant officers who are being reassigned.

Reserve Officer Training Corps (ROTC) Instructor File contains selected information from the OMF and the following information pertaining to ROTC instructors: ROTC detachment, duty station, date assigned to ROTC detachment, date projected to be reassigned.

Officer Fully Funded Civil School File contains selected information from the OMF and the following information concerning officer and warrant officer personnel participating or who have participated in the Army sponsored degree completion program: school attended, start and completion dates, degree level and discipline, and Army Education Requirements Board (AERB) positions.

Officer Partially Funded Civil School File contains the same type information maintained in the Fully Funded Civil School File for officer and warrant officer personnel participating or who have participated in the Army partially sponsored degree completion program.

Army Education Requirements Board (AERB) File contains selected information from the OMF for officer and warrant officer personnel who are serving or are projected to serve in an AERB approved position requiring graduate level education.

Distribution Management File contains selected information from the OMF and summary manner of performance data for MILPERCEN managed officers.

USMA Potential Instructor File contains selected information from the OMF and the following information pertaining to previous, current, and potential instructors for the United States Military Academy (USMA) teaching staff; academic department and projected availability for USMA instructor duty.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

Information is used for personnel management, strength accounting, manpower management, accessioning and determining basic entry specialty (branch) and initial duty assignments; tracking Officer Evaluation Reports, the rating history of senior rating officials, posting of the senior rating official's rating history on individual Officer Evaluation Reports, producing reports on active duty officers who have served as senior rating officials; managing instructor population at ROTC detachments and US Military Academy; tracking information relating to the Army Degree Completion Civil School Program; transmitting necessary assignment instructions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to: Social Security Administration: To verify SSNs.

Smithsonian Institution (The National Museum of American History): Copy of the US Army Active Duty Register, for historical research purposes (not authorized for public display).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and discs.

RETRIEVABILITY:

By SSN, name, or other individual identifying characteristics.

SAFEGUARDS:

Physical security devices, guards, computer hardware and software features, and personnel clearances. Automated media are protected by authorized password for system, controlled access to operator rooms and controlled output distribution.

RETENTION AND DISPOSAL:

Records are retained on the active OMF files for 4 months after separation. Historical OMF records are retained dating back to FY 1970. Accessions in OASIS are retained on active file until effective date of accession and are then placed on a history file for a period of 6 months. Records in the ROTC Graduate Assignment and Training Selection File are retained for approximately 400 days after the file is created (approximately December each year). Historic files for the OER system are kept for the life of the system. All other records are retained for active duty only until the individual is released from active duty and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Individuals must furnish full name, SSN, whether awaiting active duty, active retired, or separated; return address; and must identify the specific category of record involved. Blanket requests against this consolidated system will not be accepted. If separated, individual must state date of separation; if awaiting active duty, specify the date thereof.

RECORD ACCESS PROCEDURES:

Individuals desiring to access records about themselves should write to the System Manager, furnishing information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army records and reports, other Federal agencies and departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.02dDAPC

SYSTEM NAME:

Enlisted Personnel Management Information System (EPMIS)

SYSTEM LOCATION:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400. (The Enlisted Evaluation System is maintained at US Army Enlisted Records Evaluation Center, Ft Benjamin Harrison, IN 46249.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army enlisted personnel on active duty; non-prior service and prior service personnel who either have, or indicate a desire to enlist in the US Army, US Army National Guard, or US Army Reserves; initial active duty training personnel undergoing basic training or advanced individual training; former military personnel who are applicants for enlistment in grades E1 to E9.

CATEGORIES OF RECORDS IN THE SYSTEM:

Enlisted Master File (EMF) contains name, SSN, sex, race, citizenship, religion, marital status, dependents, date and place of birth, residence, assignments, physical profile, ethnic group, grade/date of rank, enlistment and service promotion qualifications, Military Occupational Skill code, education and training, aptitude, separation, retirement, and mailing address.

Recruit Quota System (REQUEST) contains selected information from EMF and soldier's educational level achieved and school subjects, driver's license, color perception, aptitude battery scores, audio perception score, defense language aptitude battery score, motor vehicle battery test score; type of enlistment and date, term, and option; initial processing and training assignments, types, locations, and dates; unit of assignment identification, system identification of location that created accession record, recruiter identification and recruiting area credit code.

Enlisted Training Base contains selected information from EMF and the soldier's enlistment and service, assignment, enlistment commitments by MOS and type, college subjects, civilian acquired skills, advanced or basic individual training start and graduation date, location and MOS, follow-on MOS, location training recommended versus preferred, aptitude area scores and categories.

Enlisted Year Management File (RETAIN) contains selected information from the EMF and control number, reclassification/enlistment action, type of enlistment, basic active service data, estimated termination of service, reenlistment date, civilian education, career management field, primary military occupational speciality code and date of award, source of new Primary Occupational Specialty Code, personnel charged to school code, status of application, assignment code, date of last status change, current location, year group, security investigation status and term reenlisted.

Enlisted Linguist Data Base contains selected information from the EMF and foreign language code, listening and reading proficiency, ratings and scores, dates of evaluation test or interview, how each language capability was acquired, with the principal type, highest level and date of recency for each foreign language in which proficient.

Enlisted Evaluation System contains selected information from the EMF and the soldiers' primary and career progression military occupational specialties, skill qualification test data, enlisted evaluation scores used to create the Enlisted Evaluation Report Weighted Average and other enlisted evaluation report data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To accomplish personnel management, strength accounting, and manpower management actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Social Security Administration to verify SSN's.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and discs; computer printouts.

RETRIEVABILITY:

By SSN, name, or other individually identifying characteristics.

SAFEGUARDS:

Information is protected by physical security devices, guards, computer hardware and software safeguard features, personnel clearances and passwords.

RETENTION AND DISPOSAL:

Records are retained 5 years after separation except enlisted linguist data base records which are retained 6 months after separation.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, except that information regarding the Enlistment Evaluation System should be obtained from the Commander, US Army Enlisted Records Evaluation Center, Ft Benjamin Harrison, IN 46249.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the name of the individual, SSN, whether awaiting active duty, active, or separated, return address, and must identify the specific category of records involved. Blanket requests against this consolidated system will not be accepted. Visits are limited to US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA, except that information from the Enlisted Evaluation System should be obtained from either the servicing military personnel office, the headquarters of the individual's organizational station, or US Army Enlisted Records Evaluation Center. For personal visits, the individual must be able to provide acceptable identification and give verbal information that can be verified with his/her record.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, from documents and computer readable output, other DA Staff agencies and commands, other Federal agencies and departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.03aDAPE

SYSTEM NAME:

Special Review Board Appeal Case Summary File

SYSTEM LOCATION:

Office of the Deputy Chief of Staff for Personnel, Special Review Board (DAPE-MPD-CD), Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army officer personnel who have submitted substantive, as opposed to administrative, appeal of Officer Evaluation Reports, Academic Evaluation Reports, and cases referred for promotion reconsideration.

CATEGORIES OF RECORDS IN THE SYSTEM:

Identification data on individual, date of appeal, dates of contested OER/AER period, and supporting documentation; promotion reconsideration referrals including information provided by the promotion board and relevant documents from individual's OMPF; names of voting SRB member, names of persons contacted by SRB, summary of evidence considered, discussion, recommendations, conclusions, final determination of appeal, and disposition.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To review and adjucate appeals of Officer Evaluation Ratings, Academic Ratings, and promotion board reconsideration cases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to designated authorized persons in buildings which employ security guards.

RETENTION AND DISPOSAL:

Records are retained by the Special Review Board for 20 years; then destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: DAPE-MPD-CD, Room 2C-749, The Pentagon, Washington, DC 20310; telephone: 202/697-7619.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records in this system of records pertaining to them should write to the System Manager, ATTN: DAPE-MPD-CD, Room 2C-749, The Pentagon, Washington, DC 20310, furnishing full name, current address and telephone number. For personal visits, individual must provide acceptable identification such as military identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, relevant Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0708.05DAPC

SYSTEM NAME:

Emergency Data Files

SYSTEM LOCATION:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. Copy of Record of Emergency Data (DA Form 41) exists in soldier's Military Personnel Records Jacket.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel on active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains DA Form 41, Record of Emergency Data. Document reflects the service member's name; social security number (SSN); spouse and children's names and current address; persons to be and not to be notified in the event of death or injury; information on wills, insurance, and other such information; and designation of beneficiaries for certain benefits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Section 3012

PURPOSE(S):

To document names and addresses of person(s) to be notified in emergency situations; to determine lawful disposition of service member's pay and allowances when that member is missing, captured, or becomes a casualty.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Machine processed card in vertical file; paper copy in Military Personnel Records Jacket.

RETRIEVABILITY:

Card is retrieved by SSN; paper copy in MPRJ is retrieved by soldier's surname.

SAFEGUARDS:

Building employs security guards; the Office in which record is located is in operation 24 hours a day, 7 days a week. Records are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

The Emergency Data Card is retained until individual separates from the Army; then destroyed. Copy in the MRPJ is retired with the MPRJ. If individual dies, the form becomes part of the casualty case file which is retired upon completion to the National Personnel Records Center (Military), St. Louis, MO 63132.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from HQDA (DAPC-PEZ-A), 200 Stovall Street, Alexandria, VA 22332; telephone: 703/325-7777.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information in this system should inquire of the System Manager, ATTN: DAPC-PEZ-A, 200 Stovall Street, Alexandria, VA 22332, providing sufficient information to locate record desired.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Service member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.07DAPE

SYSTEM NAME:

Unfavorable Information Files

SYSTEM LOCATION:

Primary records are located at the Department of the Army Suitability Evaluation Board, Office of the Deputy Chief of Staff for Personnel, The Pentagon, Washington, DC 20310. Segments of the system may exist at Suitability Evaluation Board at Major Army Commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army personnel (active, reserve, National Guard) on whom unfavorable information has been discovered, considered, referred to individual, and disposed of, to include appeals and petitions for removal or transfer of such information from the individual's performance record.

CATEGORIES OF RECORDS IN THE SYSTEM:

Summary of unfavorable information, copy of letter of notification to individual, individual's response or appeal, summary of consideration of response or appeal, disposition determination, and voting record of Board members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To record Board action and to provide pattern of subsequent unfavorable information. Information filed in the performance portion of the Official Military Personnel File is also used by Department of Army promotion/selection boards when the individual has been afforded due process.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel having official need therefor. Buildings housing records are secured at all times.

RETENTION AND DISPOSAL:

Records are retained by the Suitability Evaluation Board for 20 years, following which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may inquire of the System Manager, ATTN: DAPE-MPD. Inquirer should furnish his/her full name, SSN, sufficient details concerning time and place of event to ensure locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access should provide information specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Suitability Evaluation Board proceedings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.09DAPC

SYSTEM NAME:

Career Management Individual Files

SYSTEM LOCATION:

Primary system is at US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. Decentralized segments exist at the Surgeon General's Office, The Judge Advocate General's Office, the Office, Chief of Chaplains, and the US Army Intelligence and Security Command.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty members of the US Army in enlisted grades of E1 through E9, all warrant officers and commissioned officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Orders; record briefs; statements of preference; school credit papers; transcripts; details; career personnel actions; correspondence from individual concerned; original copy of efficiency report; appeal actions; assignment memoranda and requests for orders; memoranda concerning professional development actions; classification data; service awards; service agreements; variable incentive pay data; memoranda of interviews; assignment applications; resumes of qualifications, personal background, and experience supporting service member's desires, nominative action by career managers; academic reports; copies of admonitions/reprimands imposed under Article 15, UCMJ, letters of appreciation/commendation/recommendation; reports/letters from accredited educational and training organizations; and similar documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

To manage member's Army career, including assignments, counseling, and monitoring professional development.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; card files.

RETRIEVABILITY:

By member's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized career management activity personnel.

RETENTION AND DISPOSAL:

Records range from transitory to permanent, depending upon the continuing value to the service member and/or the Army. Permanent records are merged with the Official Military Personnel File (when not duplicated) upon separation of the service member from active duty by reason of discharge, transfer, retirement, or death.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Inquiries for information concerning medical department officers may be obtained from: Commander, US Army Medical Department Personnel Support Agency, 1900 Half Street, SW, Washington, DC 20824.

Inquiries for information concerning chaplains may be addressed to: Chief of Chaplains, Room 1E-417, The Pentagon, Washington, DC 20310.

Inquiries for information concerning officers of The Judge Advocate General Corps may be sent to: The Judge Advocate General, Room 2E-444, The Pentagon, Washington, DC 20310.

Information in regard to enlisted personnel of the US Army Intelligence and Security Command may be obtained from: Commander, US Army Intelligence and Security Command, Ft George G. Meade, MD 20755.

Information on all other soldiers may be obtained by writing to the System Manager, ATTN: DAPC-MSO, 200 Stovall Street, Alexandria, VA 22332.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information in this system of records pertaining to themselves should write to the appropriate System Manager, as indicated in 'Notification procedure', providing their full name, service identification number/SSN, MOS or specialty, current or prior military status, home address and telephone number, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR 505).

RECORD SOURCE CATEGORIES:

From the individual; enlistment, appointment, or commission related forms pertaining to the service member having a current active duty status; academic, training, and qualifications records acquired incident to military service; correspondence, forms, documents and other related papers originating in or collected by the military department for management purposes.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.13DAIG

SYSTEM NAME:

Inspector General Personnel System

SYSTEM LOCATION:

U.S. Army Inspector General Agency, The Pentagon, Washington, DC 20310

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel assigned and/or detailed to Inspector General offices/positions in Department of the Army and certain Department of Defense and Joint activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank/grade, SSN, education, duty position, organization of assignment, date assigned, estimated departure date, job specialty, and relevant career data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012.

PURPOSE(S):

To manage assignment of members to Inspector General duties.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards, computer disc/tape and printouts.

RETRIEVABILITY:

By individual's name or SSN.

SAFEGUARDS:

Physical security devices, limited access via building guard and personnel clearances restrict access to authorized personnel having need for the information in their offical duties. Access to and update of information are protected through a double password system (terminal control and designation of individuals). Password changes are made at specified intervals.

RETENTION AND DISPOSAL:

Information is retained until individual transfers or is separated; historical data remain in automated media for 4 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Inspector General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system should inquire of the System Manager, ATTN: DAIG-2XM. Individual should provide his/her full name, SSN, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; reports, letters, assignment and detail orders; Army reports and records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.16USREDCOM

SYSTEM NAME:

Military Personnel Data File, USREDCOM

SYSTEM LOCATION:

US Readiness Command, MacDill Air Force Base, FL 33608.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Army, Navy, Marine Corps, and Air Force personnel assigned for duty with USREDCOM.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's name, SSN, rank, pay grade, date of rank, branch of service, Army officer branch, basic active service date, basic pay entry date, date of birth, organization and division, alert status-joint task force, immunization dates, weapon qualification, primary and secondary military specialty, duty MOS/AFSC, marital status, officer evaluation report/ enlisted efficiency report date, reserve/

regular officer status, duty telephone number, home address and telephone number, spouse's name, date arrived at USREDCOM, projected loss date, expiration term of service, foreign service availability code, human personal reliability screening date, language proficiency, enlisted evaluation report weighted average, name of OER/EER rater, duty title, permanent grade, date of rank, rated category, highest professional military and civilian education, source of commission, mandatory retirement date (officers).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To maintain a consolidated joint personnel file pertaining to Army, Navy, Marine Corps, and Air Force personnel. Although each service has its own personnel records system, USREDCOM requires basic personnel data for Command Manning Rosters, Immunization Rosters, Joint Task Force Deployment Rosters, and similar management purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The system is an on-line disc resident application with back-up maintained on magnetic tape.

RETRIEVABILITY:

Standard reports and ad hoc retrievals are generated via remote terminals using a data management system. Updates and record brousing may be accomplished in the interactive mode through keying by SSN.

SAFEGUARDS:

All personnel qualified to add, change, or delete records of this file must be cleared for Top Secret. All operators have Passwords which are required for access to the computer file. All output products bear Privacy Act labels.

RETENTION AND DISPOSAL:

Personnel data are deleted upon departure of the individual from USREDCOM.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Readiness Command, MacDill AFB, Florida 33608.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system may write to the System Manager, ATTN: Directorate of Personnel, J1 (ATTN: RCJ1-MP). Individual must furnish his/her full name, SSN, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write as indicated in 'Notification Procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From official military personnel records of the individual upon his/her reporting to USREDCOM for duty.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.18DAPC

SYSTEM NAME:

Line of Duty Investigations

SYSTEM LOCATION:

Personnel Actions Branch of Army Installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Service members who have been injured.

CATEGORIES OF RECORDS IN THE SYSTEM:

Department of the Army (DA) Form 2173 (Statement of Medical Examination and Duty Status); DD Form 261 (Report of Investigation-Line of Duty and Misconduct Status); and supporting documents such as military police reports, accident reports, witness statements, and appointment instruments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 972, 1204, 1207, 3722; and 37 U.S.C., section 802.

PURPOSE(S):

To review facts and circumstances of service member's injury and render decision approving/denying certain military benefits, pay and allowances.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be provided to the Veterans Administration or other Government agencies, to include State agencies, for a determination of the service member's entitlements to benefits.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; microfiche.

RETRIEVABILITY:

By service member's surname.

SAFEGUARDS:

Records are maintained in metal file cabinets accessible only to designated authorized personnel.

RETENTION AND DISPOSAL:

The original is a permanent part of member's Official Military Personnel File. Copies filed in offices of the investigating officer, unit commander, appointing authority, and final reviewing authority are destroyed after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from: a. Commander, US Army Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN 46249 (for enlisted personnel on active duty); b. HQDA, US Army Military Personnel Center, ATTN: DAPC-PAR-R, 200 Stovall Street, Alexandria, VA 22332 (for officers on active duty); c. Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132 (for Army reserve personnel); d. National Personnel Records Center (Military), 9700 Page Boulevard, St. Louis, MO 63132 (for separated enlisted and officer personnel).

Individual must provide full name, SSN, present address, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring to access information pertaining to them should submit a written request as indicated in 'Notification procedure', providing the information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the applicant; medical records, DA Form 2173, service member's commander, official Army records and reports, witness statements.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.19OSA

SYSTEM NAME:

Correction of Military Records Cases

SYSTEM LOCATION:

Department of the Army Military Review Boards Agency, Army Board for the Correction of Military Records, The Pentagon, Washington, DC 20310. Copy of Board decision is incorporated in petitioner's Official Military Personnel File except where such action would nullify relief granted, in which case application and decision are retained in files of the Correction Board.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present or former members of the US Army, US Army Reserve or Army National Guard who apply for the correction of his/her military records.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application for Correction of Military or Naval Record (DD Form 149), documentary evidence, affidavits, information from individual's military record pertinent to corrective action requested, testimony, hearing transcripts when appropriate, briefs/arguments, advisory opinions, findings, conclusions and decisional documents of the Board.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 1552.

PURPOSE(S):

Records are used by the Board to consider all applications properly before it to determine the existence of an error or an injustice.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Department of Justice when cases are litigated.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, cards, microfiche.

RETRIEVABILITY:

By applicant's surname and SSN.

SAFEGUARDS:

Information is privileged, restricted to individuals who have need therefor in the performance of official duties. All records are retained in locked rooms within the Pentagon which has security guards.

RETENTION AND DISPOSAL:

Records are retained at the Army Board for Correction of Military Records for at least 6 months after case is closed and then retired to the National Personnel Records Center where they are retained for 20 years.

SYSTEM MANAGER(S) AND ADDRESS:

Executive Secretary, Army Board for Correction of Military Records, Office of the Secretary of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them may inquire of the Executive Secretary, Army Board for Correction of Military Records, Room 1E-517, The Pentagon, Washington, DC 20310; (202) 697-9515. Individual must furnish full name, SSN, service number if assigned, current address and telephone number, information that will assist in locating the record, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to ABCMR records concerning them may submit written requests to the System Manager furnishing information specified in 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her Official Military Personnel File, other Army records/reports, relevant documents from any source.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.20DARC

SYSTEM NAME:

Philippine Army Files

SYSTEM LOCATION:

US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132-5200.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the Philippine Commonwealth Army who were inducted for service with the US Armed Forces Far East under the Military Order of the President of the United States dated July 26, 1941; Philippinos who served in Guerrilla units officially recognized and listed in the Recognized Philippine Guerrilla Rosters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual military personnel file contains enlistment papers, orders inducting individual into US Armed Forces Far East service, soldier's qualification card, unit orders of assignment, efficiency rating sheets, pay vouchers or receipts, affidavits and certificates, service records, determination of status under the Missing Persons Act.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. 490-77, 7 May 1942.

PURPOSE(S):

To answer inquiries regarding individuals who served, or allegedly served, with the Philippine Commonwealth Army including recognized Guerrilla Forces, during world War II, in the Philippines.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to: Veterans Administration: to verify or certify service with the US Armed Forces Far East or recognized guerrilla units; provide available medical records or other documents to assist in determining benefits.

Department of Justice: to certify or verify service regarding application of individual for citizenship.

Department of Health and Human Services: to verify type of service that is used to assist in determining eligibility for benefits.

Department of State: to provide statement of service or verification of type of service performed.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name, service number, VA claim number, units assigned to during period of service in question, names of parents, birth date and place, name of spouse and children if applicable. (Due to similarity of names complete file must be screened to determine proper individual.)

SAFEGUARDS:

Records are maintained in areas accessible only to designated personnel having official need therefor.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132-5200.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists should write to the System Manager, ATTN: DARC-PSE-AP, providing full name, service number, VA claim number, if applicable, and name and/or number of the unit to which assigned during the period of service.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write as indivated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From records of military service compiled during period of individual's service with the Philippine Commonwealth Army and/or the US Armed Forces Far East prior to December 7, 1941 up to August 1945.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0708.24DAPE

SYSTEM NAME:

DA Conscientious Objector Review Board

SYSTEM LOCATION:

DA Conscientious Objector Review Board (DACORB), Rm 5S33, Hoffman Building II, Alexandria, VA 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army personnel who apply either for separation based on conscientious objection (1-O) or reassignment/reclassification to noncombatant training and service based on conscientious objection (I-A-O).

CATEGORIES OF RECORDS IN THE SYSTEM:

Case record consists of individual's application (DA Form 4187), results of interview evaluation by military chaplain and a psychiatrist recorded on DA Form 3822-R, command's report of investigation, evidence submitted by applicant, witness statements, hearing transcript or summary, information or records from the Selective Service System if appropriate, applicant's rebuttal to commander's recommendation; DA Conscientious Objector Review Board correspondence with applicant, summary of evidence considered, discussion, conclusions, names of voting DACORB members, disposition of application, and similar relevant material.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3012; 50 U.S.C., App 456(j); DOD Directive 1300.6.

PURPOSE(S):

To investigate claims of service member that he/she is a conscientious objector to participation in war or to the bearing of arms and to make final determination resulting in assignment of appropriate status or awarding of discharge.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information on individuals who have less than 180 days on active duty and are discharged by reason of conscientious objection will be furnished Selective Service System Headquarters, Washington, DC 20435.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically, by applicant's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who have an official need therefor, within building that employs security guards.

RETENTION AND DISPOSAL:

Retained by the DA Conscientious Objector Review Board for 20 years. Copy of application and Board decision become part of individual's Official Military Personnel File permanently.

SYSTEM MANAGER(S) AND ADDRESS:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: DAPE-MPA-CS, Room 2B731, furnishing full name, current address, and signature.

RECORD ACCESS PROCEDURES:

Requests for access should be submitted as specified under 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her commander, official records required by Army Regulation 600-43.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0709.01aDAPE

SYSTEM NAME:

US Military Academy Candidate Files

SYSTEM LOCATION:

US Military Academy, West Point, NY 10996.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Potential and actual candidates for entrance to the US Military Academy for the current and previous 2 years.

CATEGORIES OF RECORDS IN THE SYSTEM:

Entrance examination results, Personal Data Record (DD Form 1867), Candidate Activities Report (DD Form 1868), Prospective Candidate Questionnaire (DD Form 1908),

Interview Sheets, School Official's Evaluation (DD Form 1869), Employer's Evaluation of Candidate, Scholastic Aptitude Examination scores, American College Testing Program Scores, High School and College/University transcripts, physical aptitude examination, Candidate Summary Sheets, Nominating Letter, naturalization or adoption papers, birth certificate, Oath 5-50, special orders, all correspondence to/from/and about candidate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 4331, 4332, 4334.

PURPOSE(S):

To evaluate a candidate's academic, leadership, and physical aptitude potential for the US Military Academy; to conduct management studies of admissions criteria and procedures.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to Members of Congress to assist them in nominating candidates.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are maintained in file folder. Selected items of information reside on computer discs.

RETRIEVABILITY:

By candidate's surname; by source of nomination, current status, and special categories.

SAFEGUARDS:

All information is stored in locked rooms with restricted access to authorized personnel. Automated data are further protected by a user identification and password convention.

RETENTION AND DISPOSAL:

For accepted candidates, records become part of the Cadet's Personnel Record, described by System of records A0709.03DAPE--a permanent record. Records on candidates not accepted for admission are destroyed either on expiration of age eligibility or after 3 years, whichever is later.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent, US Military Academy, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information exists on them in this System of records may write to the System Manager, furnishing full name, present address, year of application, source of nomination, and signature.

RECORD ACCESS PROCEDURES:

To obtain access to information about themselves in this System of records, individuals should write to the System Manager, providing information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Members of Congress, school transcripts, evaluations from former employer(s), medical reports/physical examination results, US Military Academy faculty evaluations, American College Testing Service, Educational Testing Service, and similar relevant documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system which fall within 5 U.S.C. 552a(k)(5), (6), or (7) are exempt from Subsection (d) of 5 U.S.C., section 552a.

A0709.03DAPE

SYSTEM NAME:

US Military Academy Personnel Cadet Records

SYSTEM LOCATION:

US Military Academy, West Point, NY 10996.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and former Cadets of the US Military Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application and evaluations of cadet for admission; letters of recommendation/endorsement; academic achievements, awards, honors, grades and transcripts; performance counseling; health, physical aptitude and abilities and athletic accomplishments, peer appraisals; supervisory assessments; suitability data, including honor code infractions and disposition. Basic biographical and historical summary of Cadet's tenure at the US Military Academy is maintained on cards in the Archives Office or on microfiche in the Cadet Records Section.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012 and 4334.

PURPOSE(S):

To record the Cadet's appointment to the Academy, his/her scholastic and athletic achievements, performance, motivation, discipline, final standing, and potential as a military career officer.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Academic transcripts may be provided to educational institutions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records in file folders; microfilm.

RETRIEVABILITY:

By surname or Social Security Number.

SAFEGUARDS:

Access to records is limited to persons having official need therefor; records are maintained in secure file cabinets in locked rooms.

RETENTION AND DISPOSAL:

Records of Cadets who are commissioned become part of his/her Official Military Personnel File. Records of individuals not commissioned are destroyed after 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent, US Military Academy, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the System Manager.

RECORD ACCESS PROCEDURES:

Individuals may request access to their records by contacting the System Manager, furnishing their full name, SSN or Cadet number, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her sponsors, peer evaluations, grades and reports of US Military Academy academic and physical education department heads, transcripts from other educational institutions, medical examinations/

assessments, supervisory counseling/ performance reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system which fall within 5 U.S.C. 552a(k)(5) and (7) are exempt from subsection (d) of 5 U.S.C., section 552a.

A0710.02DAJA

SYSTEM NAME:

JAGC Reserve Components Officer Personnel Records

SYSTEM LOCATION:

The Judge Advocate General's School, US Army, Charlottesville, VA 22901; Computer Center, University of Virginia 22901.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Judge Advocate General Corps (JAGC) US Army Reserve and National Guard officers, not serving on extended active duty; and officers seeking appointment, branch transfer, or Federal Recognition to the JAGC without concurrent call to active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, SSN, application for appointment, active duty training, constructive credit, mobilization designee position, educational courses completed, home and business addresses and telephone numbers, grade, promotion eligibility date, primary military occupational specialty, date of birth, sex, basic date of mandatory removal, unit assignment and address, employer, job title, specialty and awards, correspondence between the Army and the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 275(a).

PURPOSE(S):

To schedule Judge Advocate General Corps reserve officer training; select officers for reserve unit command positions; identify individual reservists in need of training; determine mandatory retirement dates; provide full background information on individuals applying for mobilization designee positions, constructive credit for training courses and/or active duty for training, to document background of applicants for appointment in the Judge Advocate General Corps or branch transfer consistent with prerequisites required for type of appointment/ branch transfer and to establish eligibility for appointment/branch transfer. Records are also used for management and statistical studies and reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tape/disc.

RETRIEVABILITY:

By individul's surname, SSN.

SAFEGUARDS:

All records are maintained in secured areas, accessible only to designated officials. Automated records require password for access.

RETENTION AND DISPOSAL:

Records are retained until individual officer retires from the Reserves, held 2 additional years, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system should inquire of the Director, Reserve Affairs Department at The Judge Advocate School, Charlottesville, VA 22901. Individual must provide his/ her name, SSN, sufficient details to permit locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should submit a written request as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21, (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; official personnel documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0710.08DAAR

SYSTEM NAME:

Career Management Files of Dual Component Personnel

SYSTEM LOCATION:

US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132-5200.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any reserve or warrant officer on active duty as an enlisted man; any reserve officer on active duty as a Regular Army warrant officer.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank, SSN, basic pay entry date, promotion eligibility date, mandatory removal date, military education, copies of officer evaluation reports, academic reports, qualification records, letters of appreciation and commendation, general orders concerning awards; and similar documents, records and reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 275.

PURPOSE(S):

To advise reserve officers when they will be considered for promotion, military education that needs for completed to be eligibility; to determine if officer should be removed for substandard performance of duty; to advise of eligibility for retirement as either an officer or enlisted person; to apprise individuals of changes in the reserve program affecting them.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tape/disc.

RETRIEVABILITY:

By Individual's surname and SSN.

SAFEGUARDS:

All records are restricted to officially designated individuals having need therefor in assigned duties. Records are maintained in secured building; automated data are stored in vaults.

RETENTION AND DISPOSAL:

Records in this system are combined with Army personnel records and retained either at US Army Reserve Components Personnel and Administration Center, if officer, or at US Army Enlisted Records and Evaluation Center, if an enlisted person.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132-5200.

OTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: Personnel Management and Training Division; Individual should provide full name, SSN, current address and telephone number and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0710.09DAAG

SYSTEM NAME:

Personnel Management/Action Officer Files

SYSTEM LOCATION:

US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the Individual Ready Reserve (IRR), Standby Reserve, Retired Reserve, unit personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence; orders; pay vouchers; efficiency reports; assignment instructions; medical evaluations; request for waiver of disqualifications; grade determinations; flagging actions which preclude completion of favorable personnel actions; transcripts; requests for transfer to another Branch, status, or service; claims for pay; application for active duty; assignment instructions for Active Duty or Active Duty for Training; applications for delay or exemption from Active Duty/Active Duty for Training; nominations for decorations or awards; selection/nonselection for promotion; notification of removal from active Reserve status for physical disqualification, nonparticipation, two-time passover for promotion or elimination action; application for waiver of disqualifications for enlistment in US Army Reserves; request for discharge or voiding of enlistments; requests for transfer to or from the Ready Reserve, Standby Reserve, or Retired Reserve; claims for pay not received while on active duty; request for assignment/attachment to Army National Guard units, mobilization designation positions or detachments, reinforcement training units, and US Army Reserve school student detachments; applications for participation in Army Reserve Logistics Career Program and Foreign Area Officer Program; decisions pertaining to the career management of officers and senior enlisted personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 275.

PURPOSE(S):

To respond to inquiries from an individual or other government agencies concerning reserve status of Army personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets; card files.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessed only by designated individuals having official need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

Records are maintained for a period of 6 months to 3 years depending on the type of action involved, after which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system of records contains information on them should write to the System Manager, ATTN: AGUZ-RCPD, and provide full name, current address and telephone number.

RECORD ACCESS PROCEDURES:

Individuals desiring access to rec. ds about themselves should write as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0713.09aTRADOC

SYSTEM NAME:

Skill Qualification Test (SQT)

SYSTEM LOCATION:

a. Headquarters, US Army Training and Doctrine Command (TRADOC), Ft Monroe, VA 23651: Main computer location and soldier response files.

b. US Army Training Support Center, Individual Training Evaluation Directorate (ITED): Enlisted Master File and original test forms.

c. Test Control Officers (TCO) at military installations worldwide: Transmittal rosters and source documents for Hands-On Component (HOC) and Performance Certification Component (PCC): (retained 120 days).

d. US Army Military Personnel Center (MILPERCEN) Enlisted Evaluation Center: Soldier's SQT scores (DA Form 10a).

e. Supervisory Non-Commissioned Officers (NCOs) at unit level worldwide: SQT Job Books.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active Army and Reserve Component enlisted personnel who take the SQT.

CATEGORIES OF RECORDS IN THE SYSTEM:

Soldier response history of answers to SQTs, both individual and cumulative; quarterly analyses of soldier's test results. The Enlisted Master File at ITED contains update listings of name, SSN, pay grade, primary and secondary military occupational specialties (MOS), and component. File in TCO (located at the soldier's installation) contains name, rank, SSN, and source document for HOC and PCC. SQT Job Book (located at soldier's unit) contains name, rank, and record of individual performance of job tasks conducted in a unit training environment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

Skill Qualification Test scores are used to measure a soldier's job proficiency, to determine eligibility for schooling and eligibility for promotions. SQT Job Books are used by Commanders and non-commissioned officers to assess individual and unit proficiency and combat readiness and to identify routine and intensified training needs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tape/disc; computer printouts.

RETRIEVABILITY:

Paper records filed in folders retrieved by processing date and imprinted serial number; computer magnetic tape and disc retrieved by SSN and name.

SAFEGUARDS:

Paper records are filed in folders stored in a locked room. Magnetic tapes are kept in controlled vault area. Magnetic disks are protected by a user identification and manual controls.

RETENTION AND DISPOSAL:

Magnetic tapes are retained 1 year after which data are erased; discs retained for 8 months before data are erased; hard copy is retained for 5 years; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should inquire of the Commander, US Army Training Support Center, ATTN: ITED, Ft Eustis, VA.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information about themselves should write as indicated in 'Notification procedure'. If inquiring in person, individual shold present appropriate identification such as valid driver's license; written requests must bear notarized signature of the individual making request to prevent disclosure to unauthorized persons. persons.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; from other Department of Army Staff and Commands in document and computer readable form.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system are exempt pursuant to 5 U.S.C., section 552a(k)(6) from subsection (d) of 5 U.S.C., 552a.

A0714.02DAPC

SYSTEM NAME:

Military Personnel Assignment Files

SYSTEM LOCATION:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400. Segments exist at Army commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty enlisted, warrant and commissioned officers of the US Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains letters, forms, statements relating to travel restrictions, dual nationality status, controlled Military Occupational Specialty constraints on assignment, Special Forces organization, sole surviving son limitations, compassionate requests, permissive reassignments, preference for assignment statements, service member/spouse kinship with foreign national considerations, criminal investigation eligibility determinations, initial accession assignment data, conscientious objector statement, application and special orders pertaining to airborne qualification and assignment, selection and assignment to Atomic Energy Commission, results of Graduate Record Examination or Aptitude Test for Graduate Studies in Business examinations relating to graduate school selection, nominations for position assignment, biographical sketch, supporting assignment to Military Assistance Operations Program positions, correspondence between member and the Department of the Army and/or Department of Defense.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 401; 10 U.S.C., section 3012.

PURPOSE(S):

To document assignment considerations of each service member to assure equity of duty, basis for special assignment, protection of service member and dependents assigned in foreign areas; to ensure that service member is not assigned contrary to persona-non-grata status; and similar assignment limitations, restrictions, and constraints.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel engaged in assignment and reassignment actions.

RETENTION AND DISPOSAL:

Records are destroyed when superseded by subsequent assignment.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Information for officer personnel may be obtained from the System Manager, ATTN: DAPC-OP; for enlisted personnel, from DAPC-EP. Individual

should provide his/her full name, service identification number, branch of service if an officer, grade/rank, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', supplying information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0714.03DAPE

SYSTEM NAME:

Evaluation/Assignment of Academic Instructors

SYSTEM LOCATION:

US Military Academy, West Point, NY 10996.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers who apply or serve as instructors on the Staff and Faculty, US Military Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application consisting of name, grade, SSN, branch of service, educational and military qualifications, teaching experience, transcript of academic grades, results of GRE (Graduate Record Examination), and ATGSB (Admission Test for Graduate Study in Business); evaluation and assessment notes; correspondence between the US Military Academy and US Army Military Personnel Center; assignment order; application/acceptance for advanced civil schooling, and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 4334.

PURPOSE(S):

Used by the US Military Academy Dean of the Academic Board and department heads to assess qualifications and suitability of officers as academic instructors for assignment to the Staff and Faculty, US Military Academy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at 48 FP 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets; computer discs in vault.

RETRIEVABILITY:

By individual's name; SSN.

SAFEGUARDS:

Information is available only to designated persons having official need therefor.

RETENTION AND DISPOSAL:

Records of individuals not selected for assignment or unavailable are destroyed when no longer required; records for those assigned to US Military Academy are retained for 25 years; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent, US Military Academy, West Point, NY 10996.

NOTIFICATION PROCEDURE:

Individuals who believe information on them exists in this system of records may inquire of the System Manager, ATTN: Dean of the Academic Board, West Point, NY 10996, providing their full name, SSN, sufficient details to locate records, current mailing address, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring to access records on themselves should write to the System Manager, furnishing information required by 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; official Army or other Service records; academic institutions; letters of endorsement from third parties; US Army Military Personnel Center; similar relevant documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0715.01DAPC

SYSTEM NAME:

SIDPERS Personnel Data Card

SYSTEM LOCATION:

Each active Army unit furnishing personnel and strength data to the Headquarters, Department of the Army

CATEGORIES OF INDIVIDUALS COVERED B SYSTEM:

Active duty Army members.

CATEGORIES OF RECORDS IN THE SYSTEM:

DA Form 2475-2 which includes individual's name, SSN, organization, unit, station, grade and pay group, blood type, duty assignment, duty phone, local address and telephone number, name and address of next-of-kin, home of record, place of birth, awards, military occupational specialty evaluation data, and unit commander's name and grade. In addition, records include actions reported as SIDPERS change report remarks on members assigned/attached to a military unit bearing on the legal and financial rights of the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

To account for and maintain data relating to each assigned and/or attached active military person; to support the accounting of and reporting function incident to maintenance of the Officer and Enlisted Master File, the Military Personnel Records Jacket, and the Official Military Personnel File; for personnel management actions and reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tapes, discs.

RETRIEVABILITY:

By individual's surname; SSN.

SAFEGUARDS:

Records are maintained in secured areas accessible only to authorized personnel having need therefor in performing their duties.

RETENTION AND DISPOSAL:

Records are retained in the reporting unit for 1 year following the date of the last entry on the personnel data card; they are then shipped to the National Personnel Records Center (Military Personnel Records), St. Louis, MO where they are retained 74 additional years before being destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Information may be obtained from the reporting unit of assignment/attachment of the individual.

RECORD ACCESS PROCEDURES:

Individual should write or visit the reporting unit of assignment/attachment, furnishing name, SSN, military or other normally acceptable identification and details that will assist in locating the information sought.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the Enlistment Record (DD Form 4), Report of Separation (DD Form 214) for reenlistees; Extention of enlistment (DA Form 1695); Special Orders issued by enlistment/reenlistment authorities, personal information furnished by the individual, documents/records/reports/forms originated within the reporting unit.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0715.06aDAPC

SYSTEM NAME:

Standard Installation/Division Personnel System (SIDPERS)

SYSTEM LOCATION:

Decentralized to local installation level of the Army. Information is stored on computer media at five Regional Data Centers located in the Washington, DC area, and near Ft McPherson, GA, Ft Knox, KY, Ft Hood, TX, and Ft Ord, CA. Access to and processing of the information is through distributed data processing centers located at installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active duty Army personnel and personnel attached from the National Guard and/or Army Reserves based upon local option.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, sex, race, citizenship, status, religious denomination, marital status, number of dependents, date of birth, physical profile, ethnic group, grade and date of rank, term of service for enlisted personnel, service agreement for non-regular officers, service data and dates, unit of assignment, military occupational specialty, additional skill identifiers, civilian/military education levels, languages, assignment eligibility and availability and termination date thereof, security status, special pay and bonus, and suspense termination date thereof, suspension of favorable personnel action indicator, Privacy Act disputed record indicator, and similar relevant data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

To support personnel management decisions concerning the selection, distribution, and utilization of all personnel in military duties, strength accounting, and manpower management.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, discs, diskettes, microfiche, punched cards, and computer printouts.

RETRIEVABILITY:

By name, SSN, or other individually identifying characteristics. The automated system provides a query capability allowing users to retrieve personnel data via CRT terminal.

SAFEGUARDS:

Regional Data Centers are contractor-operated under an Army approved security program. Potential contractor personnel are security screened; contractor employees receive a security briefing and participate in an ongoing security education program under the Regional Data Security Officer.

Regional Data Centers are connected through a communications network to 44 distributed data processing centers at Army installations. Tenhnical physical, and administrative safeguards required by Army Regulation 380-380 are met at installation data processing centers and information is secured in locked rooms with limited/controlled access. Data are available only to installation personnel responsible for system operation and maintenance. Terminals not in the data processing center are under the supervision of a terminal area security officer at each remote location protecting them from unauthorized use. Access to information is also controlled by a system of assigned passwords for authorized users of terminals.

RETENTION AND DISPOSAL:

Data retained until updated or service of individual is terminated with earlier information erased. Hard copy printouts are retained in accordance with DA Pamphlet 600-8 series.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them should inquire of their local commander.

RECORD ACCESS PROCEDURES:

Individuals desiring access to their records in this system may visit or submit a written request to the servicing military personnel office or headquarters of the organization/station of the service member. Full name, SSN, and current address must be furnished, and acceptable identification on personal visits.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regualtion 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, commanders, Army records and documents, other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0715.07aDASG

SYSTEM NAME:

AMEDD Personnel Management System

SYSTEM LOCATION:

US Army Medical Department Personnel Support Agency, 1900 Half Street, S.W., Washington, DC 20324.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals either applying for commissions in, on active duty as an officer in, or recently released from active duty in one of the six Army Medical Department Corps.

CATEGORIES OF RECORDS IN THE SYSTEM:

Categories of records in the System: name, Social Security Number, sex, race, date and place of birth, home of record, dependent data, physical profile data, religious preference, ethnic group, citizenship, marital status, personal mailing address, professional qualification data, assignment data, promotion data, education and training data, awards and badges, and incentive pay data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

Information is used for strength accounting, manpower and budgetary purposes, career management of medical officers, determination of medical assets, development of policies and programs, and rendering of reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes/discs.

RETRIEVABILITY:

By individual's name and SSN or other individual or group discriminator.

SAFEGUARDS:

Physical security devices, limited access via building guards and personnel clearances limit computer access to only authorized personnel. Each on-line terminal access or update to the system is protected through a system of passwords which restrict the user to specific data elements. Password changes are made incrementally at the rate of 20 percent per month. System reconstruction procedures provide for 2 copies of files, programs, and procedures in-house and 1 copy at an off-site location both updated and maintained in an operational condition.

RETENTION AND DISPOSAL:

Records are retained for 5 years after individual's separation.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Medical Department Personnel Support Agency, 1900 Half Street, S.W., Washington, DC 20324.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Individuals should submit a written request containing their full name, SSN, current or former military status, and appropriate return address.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves in this system of records should submit a written request to the System Manager, furnishing information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0715.07bDAPE

SYSTEM NAME:

Standard Installation/Division Personnel System - US Army Reserve (SIDPERS-USAR)

SYSTEM LOCATION:

US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals currently assigned to a US Army Reserve unit.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, SSN, sex, race, civilian occupation, current military assignment, grade/rank, unit identification code, date entered military service, promotion data, security clearance, military obligation expiration date, military qualifications, and other similar relevant data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 275.

PURPOSE(S):

To accomplish promotions, demotions, transfers, and other personnel actions essential to unit readiness; to identify and fulfill training needs; and to render strength accounting, budgetary, manpower requirements, and other statistical reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes.

RETRIEVABILITY:

By SSN and five characters of individual's surname.

SAFEGUARDS:

Tape files are stored in reel number sequence in a library within a restricted computer room complex having controlled entry. The computer room is restricted to authorized personnel and controlled by security guards. Access to on-line data is controlled within USARCPAC by ENVIRON/1, a product of CINCOM Systems, Inc., via a six position alphanumeric password. This password controls on-line sub-systems to which user has access. Once access to the sub-system has been gained, a further four position alphanumeric access code is required which determines the specific application which the user may access; second access codes are maintained by the USARCPAC Project Management Officer and controlled by designated Major Army Command Headquarters which are on-line to the centralized data base at USARCPAC through hard wired terminals. Currently, these are US Forces Command and the First, Fifth, and Sixth US Armies. US Army Western Command and US Army Europe will be added to the system in 1985. Users do not have on-line update capability.

RETENTION AND DISPOSAL:

Information is retained for the duration of reservist's unit assignment. The current and two previous tape files are retained at any given time.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system contains information about them may inquire of the Commander of the Army Headquarters in which the unit is located, furnishing full name, SSN, and specific information concerning the event or incident that will assist in locating the record.

RECORD ACCESS PROCEDURES:

For access to information in this system, individual should address an inquiry and furnish information as indicated in 'Notification procedure.'

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0715.07cUSFK

SYSTEM NAME:

Command Unique Personnel Information Data System (CUPIDS)

SYSTEM LOCATION:

Headquarters, U.S. Forces, Korea/ Eighth U. S. Army, APO San Francisco 96301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of U.S. Forces, Korea and Eighth U.S. Army, their dependents, U.S. Embassy employees, contract personnel, technical representatives, and potential noncombatant evacuees living in the Republic of Korea.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, SSN, date and place of birth, sex, citizenship, passport number, date arrived in and previous tours in the Republic of Korea, rotation date, service component, pay grade/ position, marital status, dependency status, local address, religious preference, and selected skill specialties.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Section 301; Status of Forces Agreement: United States of America and the Republic of Korea.

PURPOSE(S):

Information is used for personnel management, strength accounting, manpower management, and contingency planning and operations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information required by the Status of Forces Agreement between the United States of America and the Republic of Korea, including number and location of contractor, technical representatives, and potential noncombatant evacuees may be disclosed to the Republic of Korea.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, microfiche, and paper printouts.

RETRIEVABILITY:

By surname of noncombatants; by SSN of all others.

SAFEGUARDS:

Records are accessible only to authorized personnel; during non-duty hours, the facility is locked and secured by sound activated alarm.

RETENTION AND DISPOSAL:

Information is destroyed 90 days after individual's tour of employment ends.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, U.S. Forces, Korea/ Eighth U.S. Army, APO San Francisco 96301.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: AJ-PER-DMA, Yongsan/Seoul, Korea.

RECORD ACCESS PROCEDURES:

Individuals should address requests as indicated under 'Notification procedure', and contain full name, current address, telephone number, SSN, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0715.07dDARC

SYSTEM NAME:

Individual Ready, Standby and Retired Reserve Personnel Information System

SYSTEM LOCATION:

US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132-5200.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the US Army Reserve not assigned to a Reserve unit and not serving on extended active duty in an enlisted reserve status.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personal and military status and qualifications data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 275.

PURPOSE(S):

To maintain personnel data on members assigned to individual ready, standby and retired Army Reserves; to select and order individuals to military active duty training; to identify personnel for promotion; to determine those not qualified for retention in the reserve forces; to issue annual statement of retirement credits; to select qualified members for potential assignment to active Army units and reserve component units in the event of mobilization.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and discs.

RETRIEVABILITY:

By SSN.

SAFEGUARDS:

Records are located in secured building; access requires an ID badge and is limited to individuals having official need therefor.

RETENTION AND DISPOSAL:

Records are maintained for 7 months after individual completes statutory or contractual reserve commitment.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system should write to the System Manager, ATTN: DARC-SS. Individual should furnish his/her full name, SSN, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the Official Military Personnel File and the Military Personnel Records Jacket.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0718.01DAPC

SYSTEM NAME:

Military Award Case File

SYSTEM LOCATION:

Primary system exists at US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400. Segments exist at Army commands which have been delegated authority for approval of an award.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel on active duty, members of reserve components, US civilians serving with US Army in a combat zone, and deceased former members of the US Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include recommendation for award; endorsements; award board approvals/disapprovals; citation texts; Department of Army letter orders/general orders; related papers supporting the award; correspondence among the Army, service member, and individuals having knowledge/information relating to the service member concerned or the act or achievement for which award is recommended.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Chapters 57, 357; 5 U.S.C., section 301.

PURPOSE(S):

To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder.

RETRIEVABILITY:

By nominee's name.

SAFEGUARDS:

Records are accessible only to designated individuals having official need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

Approved wartime or combat activities military award case files are retained permanently; approved case files for all other periods are destroyed after 1 year.

Disapproved military award case files are destroyed after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is included in this system should write to the System Manager, ATTN: DAPC-AL. Individual should include his/her full name, SSN, grade and branch of service, name of award/honor, and current address.

RECORD ACCESS PROCEDURES:

Individuals wishing to access records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From recommendation for award (DA Form 638) with supporting records, forms, statements, letters, and similar documents originated by persons other than the awardee and other individuals having information useful in making an award determination.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0720.04DAPE

SYSTEM NAME:

Army Correctional System: Correctional Treatment Records.

SYSTEM LOCATION:

Army installation detention facilities, US Army Correctional Activity, Ft Riley, KS; US Disciplinary Barracks, Ft Leavenworth, KS.

An automated extract of selected data from individual correctional treatment records at Army facilities is stored on computer media at five Regional Data Centers located in the Washington, DC area and near Ft McPherson, GA; Ft Knox, KY; Ft Hood, TX; and Ft Ord, CA.

The Army Clemency Board, Office, Assistant Secretary of the Army, Manpower and Reserve Affairs, Washington, DC 20310 (for decisions on clemency recommendations, parole actions, and restoration to duty).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military member confined at an Army confinement or correctional facility as a result of, or pending, trial by courts-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents related to the administration of individual military prisoners; courts-martial orders, release/confinement orders, medical examiner's reports, requests and receipts for health and comfort supplies, reports and recommendations relating to disciplinary actions, clothing and

equipment issue records; forms authorizing correspondence by prisoner, mail records; personal history records; individual prisoner utilization records; requests for interview; fingerprint cards; military police reports; prisoner identification records; parolee agreements; inspections; documents regarding custodianship of personal funds and property of prisoners; former commanding officer's report; parents' report; spouse's report; classification recommendations; request to transfer prisoner; social history; clemency actions; psychologist's report; psychiatric and sociologic reports; certificate of parole; certificate of release from parole; assignment progress reports; and similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 951 - 953.

PURPOSE(S):

Correctional treatment records are used to determine prisoner's custody classifications, work assignments, educational needs, adjustment to confinement, areas of particular concern, and, as the basis for clemency, parole, and restoration to duty considerations. Automated records provide pertinent information required for proper management of confinement facility population, demographic studies, status of discipline and responsiveness of personnel procedures, as well as confinement utilization factors such as population turnover, recidivism, etc.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed (a) to local, state, and Federal law enforcement and investigation agencies for investigation and possible criminal prosecution, civil court actions or regulatory orders, (b) to confinement/correctional agencies for use in the administration of correctional programs, including custody classification, employment, training and educational assignments, treatment programs, clemency, restoration to duty or parole actions, verification of offender's criminal records, employment records, and social histories.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

paper records in file folders, punch cards, magnetic tape and disc.

RETRIEVABILITY:

By prisoner's surname and/or SSN/register number.

SAFEGUARDS:

All records are maintained in areas accessible only to designated personnel having official need therefor. Automated data base and output are managed through comprehensive procedures and policies prescribed in system functional users manuals.

Regional Data Centers are contractor-operated. Contractor personnel are security screened; employees receive a security briefing and participate in an on-going security education program under the Regional Data Security Officer. Regional Data Centers are connected through a communications network to 44 distributed data processing centers at Army installations. Technical, physical, and administrative safeguards required by Army Regulation 380-380 are met at installation data processing centers and information is secured in locked rooms with limited/controlled access. Data are available only to installation personnel responsible for system operation and maintenance. Terminals not in data processing centers are under the supervision of a terminal area security officer at each remote location protecting them from unauthorized use. Access to information is controlled further by a system of assigned passwords for authorized users of terminals.

RETENTION AND DISPOSAL:

Individual correctional treatment records for prisoners in the US Army Correctional Activity (USACA) or US Disciplinary Barracks (USDB) are retained for 90 days following expiration of sentence/completion of parole/maximum release date, following which they are retired to the National Personnel Records Center for 25 years; destruction is by shredding. Similar records for prisoners in local Army confinement and correctional facilities are destroyed 4 years following release of prisoner from confinement. (Note: Transfer of a prisoner from one facility to another is not construed as release from confinement. When a prisoner is transferred to another facility, his/her file is transferred with him/her.) Information on tape/disc is erased after 3 years.

Army Clemency Board case files are returned on completion of Board action to USACA or USDB, as appropriate, where they are retained for 90 days after prisoner's release from confinement or return to duty, following which they are retired to the National Personnel Records Center and maintained for 25 years before being destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be sought by writing to the commander of the confinement/correctional facility, or to the Deputy Chief of Staff for Personnel, (ATTN: DAPE-HRE), The Pentagon, Washington, DC 20310.

RECORD ACCESS PROCEDURES:

Individuals desiring access to their records may write to the Commander of the confinement/correctional facility where a prisoner, furnishing full name, SSN, present address, and dates of confinement. Request must bear signature of the individual whose record it is.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual witnesses; victims; Military Police/US Army Criminal Investigation Command personnel and/or reports; informants; various Federal, state and local investigative and law enforcement agencies; foreign governments; any other individual or organization that may supply pertinent information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., Section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), and (g).

A0722.02DACH

SYSTEM NAME:

Baptism, Marriage, and Funeral Files

SYSTEM LOCATION:

Records from 1917 - 1952 are in the National Archives, General Services Administration. Records from 1953 - 1977 are in the Washington National Records Center, Washington, DC 20409, as well as the office, Chief of Chaplains, Department of the Army, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any service member,his/her dependent, authorized civilian personnel, or retired service member for whom an Army chaplain has performed a baptism, marriage, or funeral.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names of individuals who apply for marriage, those on whom funeral services are conducted, or baptisms are performed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3547.

PURPOSE(S):

To render service to military members, their dependents and authorized civilians.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfilm at office of the Chief of Chaplains; paper records at the Washington National Records Center for period 1917-1952.

RETRIEVABILITY:

Marriage records are filed by groom's surname; funeral records by surname of deceased person; baptismal records by the individual's surname.

SAFEGUARDS:

Records are retained in buildings which employ security guards.

RETENTION AND DISPOSAL:

Records from 1953 to 1977 are retained for 50 years; this system was discontinued 1 October 1977 after which no information was collected or is retained.

SYSTEM MANAGER(S) AND ADDRESS:

The Chief of Chaplains, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: DACH-AMW, Room 1E-417, The Pentagon, Washington, DC 20310.

RECORD ACCESS PROCEDURES:

Individuals may write to the system Manager, providing the following information:

a. For baptismal records: full name of person baptized, approximate date, names of parents, name of chaplain, and place of baptism.

b. For marriage records: full name of groom and maiden name of bride, approximate date, installation at which married, and name of chaplain.

c. For funeral records: name of deceased person, year of death, and name of next-of-kin.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0722.05DACH

SYSTEM NAME:

Chaplain Counseling/Interview Files

SYSTEM LOCATION:

Army installations; official addresses are contained in the directory following the Army inventory of system notices at 48 FR 25773, June 6, 1983.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army members, their dependents and other individuals who have received pastoral counseling from Army chaplains.

CATEGORIES OF RECORDS IN THE SYSTEM:

Memoranda and/or documents resulting from counseling or interview sessions between a chaplain and an individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To document privileged counseling/interview sessions between Army chaplains and individuals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None authorized; See Army Regulation 165-20.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in locked file cabinets.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is stored in locked cabinets or desks, and is accessible only to the chaplain maintaining the record.

RETENTION AND DISPOSAL:

Retained for 2 years after the individual case is closed; then destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

The Chief of Chaplains, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should inquire of either the System Manager or the Chaplain at the Army installation where counseling or interview occurred.

RECORD ACCESS PROCEDURES:

Individuals may write to the System Manager or the Chaplain at the Army installation where record is believed to exist; individuals must provide their full name, present address and telephone number, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0722.06DACH

SYSTEM NAME:

Religious Census, Education, and Registration Files

SYSTEM LOCATION:

Army installations; official addresses are contained in the directory following the Army inventory of System Notices at 48 FR 25773, June 6, 1983.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military, dependent, and civilian personnel who voluntarily participate in religious services and/or activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, age, denominational preference, religious education desired/attained, and similar information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To provide data on religious education/training or needs of faith groups, denominations, or religious sects; to determine and administer educational or training needs in social, spiritual, and humanitarian relationships for the military community served; to record attendance, training accomplished, participation, and spiritual growth.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and/or card files.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is accessed only by individuals determined to have need therefor in the performance of official business.

RETENTION AND DISPOSAL:

Information is retained until individual is no longer active in official chaplain-sponsored services and activities.

SYSTEM MANAGER(S) AND ADDRESS:

The Chief of Chaplains, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals may inquire of the Chaplain at the Army installation where he/she participated in religious education/training.

RECORD ACCESS PROCEDURES:

See 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0723.01DAAG

SYSTEM NAME:

Morale, Welfare, Recreational and Entertainment Records

SYSTEM LOCATION:

Segments of this system exist at Army installation and major command recreation or athletic offices, the Pentagon Officers Athletic Center, the US Army Recruiting Command sports clinics, and/or the US Military Academy. Addresses are in the appendix to the Army inventory of system notices at 48 FR 25773, June 6, 1983.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel, their families, other members of the military community, certain DOD civilian employees and their families overseas, certain military personnel of foreign nations and their families, personnel authorized to use Army-sponsored athletic and recreational services and/or to participate in contests, professional entertainment groups recognized by the Armed Forces Professional Entertainment Office, Army athletic members, ticket holders of athletic events, units of national youth groups such as Boy Scouts, Girl Scouts, 4-H Clubs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name and address of members/participants; service affiliation or status; registration of membership of participation in contests, tournaments, athletic associations/clubs, and dues payment records; for entertainment groups: their professional name, specialty, circuit tour record and evaluation thereof, invitational travel orders/vouchers/supporting documents, and security check results; athletic equipment or other Government property check-out records; contest/competition scores and awards records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To administer programs devoted to the mental and physical well-being of Army personnel; to document the approval and conduct of specific contests, shows, entertainment, sports activities/competitions, and other recreational events sponsored or sanctioned by the Army.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Relevant information on an individual may be disclosed to national/international sports/athletics organizations to facilitate competitions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; Cards; Magnetic tapes, discs, and computer printouts.

RETRIEVABILITY:

By name of member, applicant, group.

SAFEGUARDS:

Information is available only to authorized personnel having official need therefor. Paper records are stored in locked offices; computer tapes/discs are maintained in a secure vault. buildings housing records employ security guards.

RETENTION AND DISPOSAL:

Information is maintained for 2 years after individual's membership expires or event ends. Destruction is by shredding of paper records/erasure of computer data.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals or groups desiring to know whether or not information on them exists in this system of records may inquire of The Adjutant General, HQDA, ATTN: DAAG-MS, 2461 Eisenhower Avenue, Alexandria, VA 22331, or the Recreation Service Officer of the Army installation or activity which approved membership or participation. Name, mailing address, and sufficient detail must be provided to enable locating records.

RECORD ACCESS PROCEDURES:

Written inquiry may be made as specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual or group.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0725.01aDACF

SYSTEM NAME:

Child Care Centers Registration Files

SYSTEM LOCATION:

Child Care Centers, Army-wide. Addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any of the following who use Child Care Center services: active duty and retired military personnel and their dependents; members of the Reserve components on active duty for training and their dependents; Department of the Army civilians overseas and their dependents overseas and in the Continental United States where local civilian resources are not available; and other designated personnel as determined by the commander.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents include, but are not limited to, parent's/guardian's name, grade or rank, SSN, home address and telephone number, duty address and telephone number; signature of parent/guardian for emergency notification; child's name, birthdate, medical information including allergies, immunization dates; remarks and observations by Child Care Center employees, parents, or physician; and financial records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To provide child care service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system may be disclosed to civilian health and welfare departments/agencies in emergency situations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files; paper files in folders; magnetic tapes/discs.

RETRIEVABILITY:

By surname and/or SSN of parent or guardian.

SAFEGUARDS:

Records are accessible only to authorized personnel. Positive identification and authorization to access data is established prior to releasing personal data to an individual. Computer systems/remote terminals are housed in designated controlled areas.

RETENTION AND DISPOSAL:

Records are destroyed after 2 years. Information may be transferred from one Child Care Center to another upon transfer of child.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Director, Child Care Center at the installation where record is believed to exist. Individual must provide present name, rank, SSN, and proof of identification.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should address an inquiry as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual receiving service; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0725.01bDACF

SYSTEM NAME:

Family Life Communications Information and Referral Service

SYSTEM LOCATION:

US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301. Segments of the system are located at Family Assistance/Quality of Life Offices/Army Community Service Centers at major commands and installations, Army-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army service members, civilian employees, their families, social service organizations (Federal, State, local) acting on behalf of the member, employee, or family member. Other military service personnel and civilian employees may be included when such individuals are stationed with Army elements.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, mailing address and telephone number of the individual; documentation reflecting nature or basis of service desired or required in the following typical matters, but only to the extent or degree required to determine the proper office, command, or installation that should handle details, resolve problems, or provide responses: pay, medical, education, housing, voting, commissary/exchange privileges and practices, community service programs provided by chaplains, alcohol/drug abuse, Equal Employment Opportunity; related processing papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To provide assistance to service members (active duty, reserve/ retired), civilian emploiyees and their families in programs that affect family life. Statistical data may be provided commanders or managers at all levels of the Army in support of their functions or programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to bonafide Federal, State, or local social service or welfare organizations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tape, disc, cassette.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in buildings guarded by security personnel and rooms are secured by locked doors when not in use. All records are restricted to individuals having official need therefor in the performance of their assigned duties. Information in

automated media is further protected by an authorized password system for access terminals, controlled access to oepration rooms, and controlled output distribution.

RETENTION AND DISPOSAL:

Information is retained for 2 years following resolution of the problem or provision of information, after which it is destroyed by shredding or erasing. Information in automated media used to provide statistical data is retained indefinitely; however, individually identifiable data are purged within 2 years following resolution of problem.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact either the System Manager or the Major Army Command or installation to which initial inquiry was directed. Individual should provide his/her full name, SSN, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; his/her family; social or welfare organizations under Federal, State, or local jurisdiction; official military or civilian records; other components of the Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0725.01cDAPC

SYSTEM NAME:

Personal Affairs Files

SYSTEM LOCATION:

Decentralized to major commands, installations, and activities. Official mailing addresses are in the organizational directory in the Appendix to Army System Notices (48 FR 25573, June 3, 1983).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army officers, warrant officers, and enlisted personnel on active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Third party inquiries pertaining to such matters as dependent assistance, indebtedness, non-support, paternity claims, marriage in oversea areas, health and welfare, claims under Civilian Health and Medical Program of the Uniformed Services.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012; 5 U.S.C., section 301.

PURPOSE(S):

To review and answer inquiries concerning personal affairs of service members; e.g., dependent assistance, indebtedness, non-support, paternity claims, Claims under the Civilian health and Medical Program of the Uniformed Services, marriage in oversea areas, health and welfare, and similar matters that originate from third parties.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; cards.

RETRIEVABILITY:

By service member's surname.

SAFEGUARDS:

Records are available only to designated persons having official need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Retained for 2 years, after which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Individuals may inquire of the office where inquiry is believed to have been sent, and should furnish their full name, present address and telephone number, and sufficient details to permit locating the record.

RECORD ACCESS PROCEDURES:

Individuals seeking records pertaining to them in this system of records should inquire of the appropriate command/installation/activity, providing information required under 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From third parties; official Army records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0725.01dDACF

SYSTEM NAME:

Personal Affairs: Army Community Service Assistance Files

SYSTEM LOCATION:

Army Community Service Centers at installations, Army-wide; addresses may be obtained from the System manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any of the following who receive Army Community Service (ACS) assistance: active duty and retired military personnel and their dependents; members of components on active duty for training and their dependents; Department of Army civilians overseas and their dependents overseas and in Continental United States where local civilian resources are not available; widows, widowers and other next-of-kin, regardless of dependency status, of military personnel who were on active duty or retired at time of decease; next-of-kin of prisoner of war/missing in action (POW/MIA) of all Armed Services; and other personnel designated by the Commander; Army Community Service Program volunteers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents include, but are not limited to: contact summaries, progress notes, referral forms, problem statements used to provide referral and follow-up, financial aid; exceptional children assistance, child advocacy assistance, relocation services, general assistance, and similar services; ACS volunteer service records (see DA Form 3063-R, Army Regulation 608-1) for detailed services provided.)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To provide assistance or service required by persons identified in 'Categories of individuals' above in resolving personal problems; to review qualifications or and assign tasks to Army Community Service volunteers participating in the program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessible only to Army Community Service staff.

RETENTION AND DISPOSAL:

Destroyed after 2 years. Information may be transferred from one Army Community Service Center to another upon permanent change of station of service member.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

NOTIFICATION PROCEDURE:

Information may be obtained from Army installation Army Community Service officer upon the individual's providing full name, rank, SSN, and military status, together with current military or dependent identification card.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed as indicated in 'Notification procedure', furnishing information requird therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From individuals receiving assistance; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0725.06aDACF

SYSTEM NAME:

Army Emergency Relief Transaction File

SYSTEM LOCATION:

Army Emergency Relief offices at Army installations. Official addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any of the following who receive Army Emergency Relief financial assistance: Active duty Army personnel and their dependents; members of all Army components retried after completing 20 or more years of active duty and their dependents or retired by reason of physical disability in line of duty and their dependents; dependents of Army personnel missing in action; and eligible widows and orphans of extended active duty Reserve component personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents accumulated by Army Emergency Relief branches and sections, including financial and loan reports, applications for financial assistance, acknowledgments of remittance and assistance received, collection and indebtedness documents, cash bonds, loan ledgers, control ledgers, cancelled checks, prenumbered receipts, and similar documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

These records are used by Army Emergency Relief Offices to record and control loans and repayment actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card files.

RETRIEVABILITY:

By applicant's surname.

SAFEGUARDS:

Information in these records is accessible only by Army Emergency Relief Officer and staff.

RETENTION AND DISPOSAL:

Records are active until loan is repaid or determined uncollectable and for 2 years thereafter in the Army Emergency Relief Office; transferred to the records holding area for 1 additional year, following which they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

NOTIFICATION PROCEDURE:

Information may be obtained from Army Emergency Relief Offices at installations. Individual should provide full name, rank, SSN, military status, date and place where last Army Emergency loan was obtained, current military or dependent ID card, and signature.

RECORD ACCESS PROCEDURES:

Access to information in this system may be obtained upon written request to the Army Emergency Relief Office which is believed to have pertinent information. Individual must furnish information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; records of Army Emergency Relief Offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0726.06DAPC

SYSTEM NAME:

Casualty Information System (CIS)

SYSTEM LOCATION:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. A manual segment of this system pertaining to Army reserve members not on active duty exists at the US Army Reserve Components Personnel and Administration Center, St. Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army personnel who are reported as casualties in accordance with Army Regulation 600-10.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, social security number (SSN), date of birth, branch of service, organization, duty, Military Occupational Specialty, rank, sex, race, religion, home of record, and other pertinent information; DD Form 1300, notification/certificate of death, and documents pertaining to Servicemen's Group Life Insurance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012; Public Law 93-289.

PURPOSE(S):

To respond to inquiries; to provide statistical data comprising type, number, place and cause of death of Army members.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, computer printouts, punch cards, paper records in file cabinets.

RETRIEVABILITY:

By individual's name and/or SSN.

SAFEGUARDS:

All information is restricted to a secure area in buildings which employ security guards. Computer printouts and magnetic tapes and files are protected by password known only to properly screened personnel possessing special authorization for access.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Written requests should contain the individual's name, current address and telephone number, and should identify the person who is the subject of the inquiry by name, rank and SSN.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From casualty reports received from Army commanders or from next-of-kin who provide notification or certificate of death.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0727.01DAPC

SYSTEM NAME:

Separations: Administrative Board Proceedings

SYSTEM LOCATION:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. Segments exist at Major Army Commands and subordinate commands, field operating agencies, and activities exercising general courts-martial jurisdiction.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military members on whom allegations of defective enlistment/agreement/fraudulent entry/alcohol or other drug abuse rehabilitation failure/unsatisfactory performance/misconduct/homosexuality under provisions of Chapters 7, 9, 13, 14, or 15 of Army Regulation 635-200 result in Administrative Board Proceedings.

CATEGORIES OF RECORDS IN THE SYSTEM:

Notice to service member of allegations on which proposed separation from the Army is based; supporting documentation; DA Form 2627, Record of Proceedings under Article 15, UCMJ; DD Form 493, Extract of Military Records of Previous Convictions; medical evaluation; MOS evaluation and aptitude area scores; member's statements, testimony, witness statements, affidavits, rights waiver record; hearing transcript; board findings and recommendations for separation or retention; final action.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 1169.

PURPOSE(S):

Information is used by processing activities and the approval authority to determine if the member meets the requirements for recommended separation action.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessed only by designated persons having official need thereefor, within buildings secured during non-duty hours.

RETENTION AND DISPOSAL:

The original of board proceedings becomes a permanent part of the member's Military Personnel Records Jacket. When separation is ordered, a copy is sent to member's commander where it is retained for 2 years before being destroyed. When separation is not ordered, board proceedings are filed at the headquarters of the separation authority for 2 years, then destroyed. A copy of board proceedings in cases where the final authority is the US Army Military Personnel Center, pursuant to Army Regulation 635-200, is retained by that headquarters (DAPC-EPA) for 1 year following decision.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records may inquire of the commander at the installation where administrative board convened, or to the System Manager, ATTN: DAPC-EPA. Individual should furnish his/her full name, details concerning the proposed

or actual separation action to include location and date, and signature.

RECORD ACCESS PROCEDURES:

If individual has been separated from the Army, inquiry should be made of the National Personnel Records Center, General Services Administration, 9700 Page Boulevard, St Louis, MO 63132 in that proceedings will be part of the Military Personnel Records jacket. If member is on active duty, inquiry should be made of the commander who convened the administrative board. Information in 'Notification procedure' must be provided.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; his/her commander; Army personnel, medical, and/or investigative records; witnesses; the Administrative Board; Federal, State, local, and/or foreign law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0727.05OSA

SYSTEM NAME:

Army Council of Review Boards

SYSTEM LOCATION:

Office, Secretary of the Army, The Pentagon, Washington, DC 20310. The US Army Management Systems Support Agency maintains an automated index of Discharge Review Board cases by alphanumeric code and case summary data by personal identifier. The Discharge Review Directorate of US Army Reserve Components Personnel and Administration Center, St Louis, MO performs administrative processing of these cases via its on-line terminal to the Army Discharge Review Board. Decisions of the Army Council of Review Boards are incorporated in the Official Military Personnel File of the petitioner at the US Army Reserve Components Personnel and Administration Center, St Louis, MO.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members and/or former members of the active Army; prospective enlistees/inductees separated or pending separation who have cases pending or under consideration by the Army Council of Review Boards or any of its component panels.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application for review which includes name, SSN, present address; name and address of counsel, if applicable; type, authority, and reason for discharge; mode of hearing, if desired; issues addressed by the board, findings, conclusions, and decisional documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 1214, 1216, 1553, 1554.

PURPOSE(S):

Records are used by the following Boards to determine propriety of action taken or requested, within the purview of the Board's charter: (1) Army Discharge Review Board, (2) Army Board for Review of Elimination, (3) Army Discharge Rating Review Board, (4) Army Physical Disability Appeal Board, (5) Army Security Review Board, and (6) Ad Hoc Board.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards, paper records in file folders, magnetic tapes and/or discs, microfiche.

RETRIEVABILITY:

Within individual Board, by SSN or surname of petitioner.

SAFEGUARDS:

Information is privileged, restricted to individuals who have need therefor in the performance of official duties. Records are retained in locked rooms within buildings having security guards. Automated records are identified as Privacy Act data and further protected by assignment of user ID and passwords.

RETENTION AND DISPOSAL:

Paper records are permanently stored in the Official Military Personnel File. Active cases in automated media are retained for 2 years before being transferred to the historical files where they are retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Army Military Review Boards Agency, ATTN: MISD, Office of the Secretary of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information exists on them in this system of records may inquire by writing to the Executive Secretary, Management Information and Support Directorate, SFRB-2, Army Military Review Boards Agency, Room 1E-520, The Pentagon, Washington, DC 20310. Individuals must furnish full name, SSN, home address and telephone number, and sufficient details to permit locating the records in question.

RECORD ACCESS PROCEDURES:

See 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; his/her Official Military Personnel File; correspondence, documents, and related information generated as a result of action by the Boards.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0727.08DAPC

SYSTEM NAME:

Temporary Disability Retirement Master List (TDRL)

SYSTEM LOCATION:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400. Copy of the Master List is retained at US Army Physical Disability Agency, Health Services Command, US Army Enlisted Records and Evaluation Center; US Army Reserve Components Personnel and Administration Center, and US Army Finance and Accounting Center.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army personnel who are on temporary disability retirement.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains SSN, name, address, Department of Army special order number, percentage of disability, doctor code, re-examination date, date placed on TDRL, hospital code, travel code, Army component, pay termination code, requirement for board code, record control number, hospital name and address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 1376.

PURPOSE(S):

To coordinate with medical treatment facilities for scheduling medical examinations; to issue travel orders for individual to report to medical treatment facility for annual medical examination; to determine individual's status by the end of the fifth year of being on the TDRL, i.e., whether individual is to be permanently retired for disability, or returned to duty.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in medical treatment facilities; magnetic tape, disc.

RETRIEVABILITY:

By SSN and date.

SAFEGUARDS:

Access to all records is restricted to individuals having need therefor in the performance of duties. Automated media are further protected by authorized password for system, controlled access to operation rooms and controlled output distribution.

RETENTION AND DISPOSAL:

A magnetic tape record is maintained on each individual while in a temporary disability retired status. The current and two previous tape files are maintained at any given time.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: EPA-D, furnishing full name, SSN, current address and telephone number, and signature. Inquiries are restricted to issues relating to the TDRL only; issues of pay must be made at the US Army Finance and Accounting Center.

RECORD ACCESS PROCEDURES:

Individuals desiring to access records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR part 505).

RECORD SOURCE CATEGORIES:

From medical treatment facilities, Army Physical Disability Agency, other Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0727.09DAAG

SYSTEM NAME:

Army Civilian/Military Service Review Board

SYSTEM LOCATION:

U.S. Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian or contractual personnel (or their survivors) who were members of a group certified by the Secretary of the Air Force to have performed active duty with the Armed Forces of the United States.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application of individuals for recognition of service, evidence that supports claim of membership in approved group, action of the Army Civilian/Military Service Review Board, DD Form 214 and DD Form 256 or 257 as appropriate, and similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 401, Pub. L. 95-202; DOD Directive 1000.20.

PURPOSE(S):

To determine whether individual applicants were members of civilian or contractual groups approved as having rendered service to the Army and whose service constitutes active military service, and to issue appropriate discharge or casualty documents, including applicable pay and equivalent rank or grade.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Copy of DD Form 214 is furnished to the Veterans Administration for benefits entitlements.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Papers stored in file folders.

RETRIEVABILITY:

By applicant's surname.

SAFEGUARDS:

Information is accessible only to designated persons having official need therefor in the performance of their duties. During non-duty hours, guards assure that records areas are secured.

RETENTION AND DISPOSAL:

Upon favorable Board decision, an Official Military Personnel File is created, containing individual's application, Board action, DD Form 214, DD Form 256 or 257 as appropriate, DD Form 1300 if applicable. This file is transferred to the National Personnel Records Center, GeneraL Services Administration, where it is retained permanently. Disapproved applications, together with supporting documentation and the Board's decision, are retained for 2 years, following which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, U.S. Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132.

NOTIFICATION PROCEDURE:

Requests from individuals as to whether or not information on them exists in this system should be addressed to the System Manager. Individual should provide full name at the time of the recognized military service, date and place of birth, details concerning affiliation with group certified to have performed active duty with the Army, and signature.

RECORD ACCESS PROCEDURES:

Requests for access should be submitted as specified under 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0728.01DAAG

SYSTEM NAME:

Army Retirement Services Program Files.

SYSTEM LOCATION:

Office of The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331. Segments of this system exist at Headquarters, U.S. Army Forces Command, Ft McPherson, GA; U.S. Army Training and Doctrine Command, Ft Monroe, VA; Headquarters, Military District of Washington; and installations operating retiree councils and/or service activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All retired Army personnel and eligible members of their families; active and retired members of other uniformed services and their eligible family members in geographical areas where their present organization does not offer services.

CATEGORIES OF RECORDS IN THE SYSTEM:

Retiree's name, grade, retirement class/date/code, SSN, branch of service, date of birth, component, years of service, percentage of disability, sex, and home address; biographical sketch of retirees seeking appointment to the Army Chief of Staff Retiree Councils comprising much of the above information and supplemented by description of involvement in military and civic affairs since retirement, statement of willingness to serve pursuant to Army Regulation 608-25, correspondence between Army and applicant regarding acceptance/nonselection, active duty training orders; and similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 U.S.C., Sections 1588 and 3966.

PURPOSE(S):

To inform retirees and eligible members of their families of their rights, benefits, and privileges; pending legislation and policies affecting them; to provide the Army insight into problems and needs of the retirees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tapes and printouts; microfiche.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is accessed only by individuals having official need therefor, within buildings protected by security guards during non-duty hours.

RETENTION AND DISPOSAL:

Magnetic tapes containing names and addresses of retirees are updated periodically to reflect current information; information is retained until no longer needed. Correspondence and documents related to the Army Chief of Staff Retiree Councils are retained 5 years, following which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager, ATTN: Director, Personnel and Community Support Activities (DAAG-DP). Individual must furnish full name, address and telephone number, and sufficient details to locate the record.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records pertaining to them in this system of records should write as indicated in 'Notification procedure,' providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0807.01DAPE

SYSTEM NAME:

School Employee File

SYSTEM LOCATION:

Army-operated dependents schools in the United States located at Ft Benning, GA; Ft Bragg, NC; Ft Campbell, KY; Ft Jackson, SC; Ft Knox, KY; Ft McClellan, AL; Ft Rucker, AL; Ft Stewart, GA; and at the US Military Academy, West Point, NY. Individual records are retired to the National Personnel Records Center, St Louis, MO 63118 30 days after termination of employment.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Army-operated dependents schools.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employment applications; personnel action forms; copies of contracts or excerpts therefrom which describe services to be performed; time periods involved; amount of pay; location of employment; appointment affidavits; statements of service; group life and accident insurance election; survivor benefit elections; change of name request; educational transcripts; position assignment notices; promotion/reduction recommendations with approvals/declinations; supervisor evaluations; annual, sick and/or teacher leave records; miscellaneous correspondence, documents, and records concerning dependents; military and other Federal service, including service in other Federally funded dependents schools; letters of recommendations, commendations, reprimands, counseling sessions, and conference records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. 81-874, section 6.

PURPOSE(S):

To maintain record of the individual's Federal service; to document actions attributable to his/her employment and status; to administer pay and other employment policies and regulations as required by Pub. L. 81-874, the US Commissioner of Education, and/or respective State Departments of Education.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to authorized representatives of the the Secretary of the Department of Health and Human Services and/or the Department of Education to verify that pay and employment practices in the Army-operated dependents schools are comparable to those of the school

districts in the State used for comparability purposes; verification, for salary and retirement purposes of Federal employment for personnel subsequently employed by public, Federal, or private school systems.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By employee's surname.

SAFEGUARDS:

Records are maintained in secured areas accessible only to authorized personnel having official need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records are permanent. They are retained at the dependents schools until 30 days after termination of individual's service and subsequently retired to the National Personnel Records Center, St. Louis, MO 63118.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Superintendent of Schools at the installations listed above. If inquiry is made 30 days after termination of employment, it should be made to the National Personnel Records Center. Written requests should contain individual's current name, the name used during the period of Federal employment at the school concerned, if different, date of birth, names of schools, locations, and dates of employment.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, notice of personal security clearance from Defense Investigative Service, appointment affidavits, copies of contracts or excerpts therefrom, personnel action, survivor benefit forms, education transcripts, position assignment notices, promotion/reduction recommendations with approvals/declinations, leave records, Army records and reports, documents from previous employers and/or other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0807.05DAPE

SYSTEM NAME:

NAF Personnel Records

SYSTEM LOCATION:

Civilian Personnel Offices and at Army installations; National Personnel Records Center, (Civilian), 111 Winnebago Street, St Louis, Mo. 63118. Where duplicates of these records are stored in a second office, e.g., an administrative office closer to where the employee actually works, this notice applies.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have applied for employment with, are employed by, or were employed by nonappropriated fund (NAF) activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for employment, documents relating to testings, ratings, qualifications, prior employment, appointment, suitability, security, retirement, group insurance, medical certificates; performance evaluations; job descriptions; training and career development records; awards and commendations data, tax withholding authorizations; documents relating to injury and death compensation, unemployment compensation, travel and transportation, reduction-in-force, adverse actions, confilict-of-interest and/or conduct, and similar relevant matters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

These records are maintained to carry out a personnel management program for Department of the Army non-appropriated fund instrumentalities. Records are used to recruit, appoint, assign, pay, evaluate, recognize, discipline, train and develop, and separate individuals; to administer employee benefits; and to conduct labor-management relations, employee-management relations, and responsibilities inherent in managerial and supervisory functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

Appropriate Federal agencies such as the Office of Personnel Management, Department of Labor, Department of Justice, General Services Administration, General Accounting Office, to resolve and/or adjudicate matters falling within their jurisdiction. Records may also be disclosed to labor organizations in response to requests for names of employees and identifying information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, kardex files.

RETRIEVABILITY:

By individual's surname or SSN.

SAFEGUARDS:

Records are maintained in areas restricted to authorized persons having official need therefor; all information is regarded as if it were marked 'For Official Use Only'.

RETENTION AND DISPOSAL:

Records are permanent; after employee separates, records are retired to the National Personnel Records Center (Civilian), 111 Winnebago Street, St Louis, MO 63318 within 30 days. Copies of these records maintained in an administrative office or by the supervisor are retained until the employee transfers or separates; destroyed 30 days later.

SYSTEM MANAGER(S) AND ADDRESS:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC, 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the local Civilian Personnel Officer; former nonappropriated fund employees should write to the National Personnel Records Center (Civilian) 111 Winnebago Street, St Louis, MO 63118. Individual should provide his/her full name, current address and telephone number, a specific description of the information/records sought, and any identifying numbers such as SSN.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information about themselves in this

system of records may inquire of their local Civilian Personnel Officer or, if separated, the National Personnel Records Center (see 'System location'). Individual should furnish information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the applicant; statements or correspondence from persons having knowledge of the individual; official records; actions affecting individual's employment and/or pay.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0807.14DAPE

SYSTEM NAME:

Department of the Army Civilian Personnel Systems

SYSTEM LOCATION:

Primary System is the Civilian Personnel Information System/ Civilian Career Management File, US Army Civilian Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Derivative Systems are maintained at commands, installations and activities dependent on the type of system maintained. Command-wide systems are the Civilian Personnel Accounting System at US Army Military District of Washington, the US Army Corps of Engineers Management Information System, and the Personnel Management Information System of US Army Materiel Command.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All US citizen appropriated fund employees and, in some instances, non-appropriated fund employees, dependents, and foreign nationals; military personnel are included in the incentive awards and training programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Civilian personnel systems vary in informational capacity according to respective requirements and contain several or all of the following records: academic discipline; career program; citizenship; date of birth; educational level; employee tenure; Federal Employees Group Life Insurance; functional classification; name of employee; nature of action; occupational series; pay basis, pay plan, rate determinant; physical handicap; position occupied and tenure; military status; salary; service computation date; sex; SSN; special program identifier; step or rate; submitting office number; training data, including costs, non-duty hours, on-duty hours, principal purpose, special interest program, date of completion; type of appointment; unit identification code; veterans preference; work schedule; organizational and position data; retention data; adverse action data; Fair Labor Standards Act coverage; cost of living allowances; transportation entitlements; cost codes; leave category; salary history; wage area; position sensitivity; security investigation data; security clearance and access data; performance/ suggestion/cash awards; reemployment rights; training agreement; reserve status; vessel operations qualifications; Government driver's license; food handler's permit; intern recruitment and training data; career management data including performance/potential ratings; employee evaluation; qualifications; achievements; dependent data; overseas sponsor information; state address; home address; leave data; foreign language code. Records are maintained for military personnel participating in department-wide incentive awards and training programs sponsored by operating civilian personnel offices.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

Information in this system is used by civilian personnel offices to screen qualifications of employees; determine status, eligibility, and employee's rights, and benefits under pertinent laws and regulations governing Federal employment; compute length of service; compile reports and statistical analyses of civilian workforce strength trends, accounting, and composition; and to provide personnel services.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

Department of Labor, Veterans Administration, Social Security Administration, or a national, State, county, municipal, or other publicly recognized charitable or income security administration agency (e.g., State unemployment compensation agencies), where necessary to adjudicate a claim under OPM's retirement, insurance, or health benefits program or to conduct an analytical study or audit of benefits being paid under such programs.

Office of Federal Employees Group Life Insurance, information necessary to verify election, declination, or waiver or regular and/or optional life insurance coverage or eligibility for payment of a claim for life insurance.

Health insurance carriers contracting with OPM to provide a health benefits plan under the Federal Employees Health Benefits Program, information necessary to identify enrollment in a plan, to verify eligibility for payment of a claim for health benefits, or to carry out the coordination or audit of benefit provisions of such contracts.

Federal, State, or local agencies for determination of an individual's entitlement to benefits in connection with Federal Housing Administration programs.

Officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

Public and private organizations, including news media, which grant or publicize awards and/or honors, information on individuals considered/ selected for incentive awards and other honors.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, drum, disc, punched cards; microfilm/fiche; or hard copy.

RETRIEVABILITY:

By SSN and/or name.

SAFEGUARDS:

Computer facilities and terminals are located in restricted areas accessible only to authorized personnel who are properly screened, cleared, and trained. Manual records, microfilm/fiche, and computer printouts are stored in locked rooms or cabinets on military installations or in buildings secured by guards.

RETENTION AND DISPOSAL:

These records are retained for varying periods of time. Generally, they are maintained for a minimum of 1 year or until the employee transfers or separates. They may also be retained indefinitely as a basis for longitudinal work history statistical studies.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Upon presentation of proper identification, information may be obtained from servicing civilian personnel office. Individual must provide full name and SSN.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system may inquire as specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; from his/her official personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0812.03DAPE

SYSTEM NAME:

Grievance Records

SYSTEM LOCATION:

Servicing civilian personnel offices for each Army activity or installation.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former employees of the Department of the Army who have submitted grievances in accordance with Part 771 of the regulations of the Office of Personnel Management (5 CFR 771) or through a negotiated grievance procedure.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case File includes all documents related to the grievance, including statements of witnesses, reports of interviews and hearings, examiner's finding and recommendations, copy of the original and final decisions, and related correspondencce and exhibits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Parts 1302, 3301, Executive Order 10577; 3 CFR Parts 1954-1958; Executive Order 10987; 3 CFR 1959-1963.

PURPOSE(S):

To review allegations, obtain facts, conduct hearings when appropriate, and render decision.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Information is maintained in lockable metal filing cabinets to which only authorized personnel have access.

RETENTION AND DISPOSAL:

Records of appropriated fund employees are destroyed 7 years after closing of the case; those of non-appropriated fund employees are destroyed 5 years after closing. Disposal is by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

It is required that individuals submitting grievances be provided a copy of the record under the grievance process. They may, however, contact the Army personnel or designated office where the action was processed regarding the existence of such records on them. They must furnish the following information for their records to be located and identified: name, date of birth, approximate date of closing the case and kind of action taken, organization and activity where employed at time grievance was initiated, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about them should address a written inquiry as indicated in 'Notification Procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

Review of requests from individuals seeking amendment of their records which have been the subject of a judicial or quasi-judicial action will be limited in scope. Review of amendment requests of these records will be restricted to determining if the record accurately documents the action of the Army's ruling on the case, and will not include a review of the merits of the action, determination, or finding.

Individuals wishing to request amendment to their records to correct factual errors should contact their servicing civilian personnel office, providing information specified in 'Notification procedure'. Individuals must also follow the Privacy Act regulations of the Office of Personnel Management (see 5 CFR Part 297.208 and 297.201.)

RECORD SOURCE CATEGORIES:

From the individual on whom the record is maintained; testimony of witnesses; related correspondence; Army records and reports; similar relevant documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0901.02DASG

SYSTEM NAME:

Medical Facility Administration Records

SYSTEM LOCATION:

Medical centers, hospitals, health clinics; addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are authorized to use services of an Army medical facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information in this system generally relates to administration at a medical facility, as opposed to an individual's health/care. Typically, records comprise scheduling of appointments, medical history data used to locate medical records, birth, death, accountability of patients (e.g., bed charts, transfer, leave requests, etc.); receipts for patients' personal property, prescriptions for medications, eyeglasses, hearing aids, prosthetic devices, diet/special nourishment plans, blood donor records, charges, receipts and accounting documents of payments for medical/dental services; register number assigned; and similar records/reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

To locate medical records and personnel, schedule appointments; provide research and statistical data; to enhance efficient management practices and effective patient administration.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Birth records may be disclosed to States' Bureau of Vital Statistics; overseas birth records are disclosed to the Department of State.

Death records may be disclosed to Federal, State, and private sector authorities having legitimate need therefor.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards; paper records in file folders.

RETRIEVABILITY:

By individual's surname or SSN.

SAFEGUARDS:

Records are maintained within secured buildings in areas accessible only to persons having official need therefor who are properly trained and screened.

RETENTION AND DISPOSAL:

Nominal index files, including register numbers assigned, are destroyed after 20 years. Records of transient value (e.g., issuance of spectacles/prosthetics, diet/food plan, etc.) are destroyed within 3 months of patient's release. Other records have varying periods of retention as follow: Record of birth/death: 2 years; Patient accountability (admission/discharge): 5 years; Blood donor: 5 years or when no longer needed for medical/legal reasons; Record of patient's personal property: 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system should contact the Patient Administrator at the medical facility where service/care was provided. Inquirer should furnish full name, SSN, details which will assist in locating record, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information from this system should inquire as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; medical facility records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0903.07DASG

SYSTEM NAME:

Entrance Medical Examination Files

SYSTEM LOCATION:

Army medical examining facilities; Military Enlistment Processing Stations (for enlistees); Department of Defense Medical Review Board, US Academy, CO 80840 (except for reservists).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who (a) enroll in the ROTC program, (b) enlist or are appointed in the US Army or US Army Reserves, or (c) are appointed as a cadet to the US Military Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Entrance medical examination and resulting documentation such as SF 88, Report of Medical Examination, and SF 93, Report of Medical History, together with relevant and supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To determine medical acceptance of applicant for military service and thereafter to properly assign and use individual. Management data are derived and used by Health Services Command to evaluate effectiveness of procurement medical standards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; selected management data are stored on word processing or magnetic discs and tapes.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in buildings using security guards, accessible only to authorized personnel having official need for the information who are properly screened and trained.

RETENTION AND DISPOSAL:

Original SF 88 and 93 become permanent documents in individual's Health Record; 1 copy of these forms and supporting documentation is retained by the Army or Military Enlistment Processing Station examining Facility for 1 year; 1 copy is forwarded to the DOD Medical Review Board where it is retained for 5 years.

Records of individuals rejected for military service are retained for statistical analyses, but for no longer than 2 years, after which they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system contains information on them should write to the Commander of the medical examining facility where physical examination was given. Individual should furnish his/her full name, SSN, home address, approximate date of the examination, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records pertaining to themselves should write as indicated in 'Notification procedure', furnishing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; from the physician and other medical personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0906.01DASG

SYSTEM NAME:

Medical Review Files

SYSTEM LOCATION:

Office of The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants and registrants who are being considered for Army service and

whose medical fitness is questionable; Army members being considered for continuance in service, promotion, special assignment, or separation whose medical fitness is questioned either by the medical evaluating authority or by the individual.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain documents relating to medical fitness of individuals for appointment, enlistment, retention in service, promotion, special assignment, or separation. Included are reports of medical examination and evaluation, psychological evaluation reports, and similar or related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 1071.

PURPOSE(S):

To evaluate medical fitness of marginally qualified personnel for Army program with strict regard to established medical standards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

by individual's name.

SAFEGUARDS:

Records are maintained in secured areas accessible only to designated personnel having official need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

Destroyed after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: DASG-AOM, providing full name, place and date of medical examination, additional details that will facilitate locating the record, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From clinical records, health records, medical boards, civilian physicians, consultation reports, other Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0906.04DASG

SYSTEM NAME:

Medical Evaluation Files

SYSTEM LOCATION:

Primary system is located at Army Medical Department medical facilities convening a medical board. A segment exists at the US Army Physical Evaluation Board and the US Army Physical Disability Agency (USAPDA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army members whose medical fitness for continued service has been questioned either by the member or his/her commander.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personal information concerning the member; certain codes of specific types of injuries for research study purposes; Veterans Administration Schedule for Rating Disability Diagnostic Codes; documents reflecting determinations by an Army board of medical fitness for continued Army active service; board proceedings and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., sections 1071 and 1201.

PURPOSE(S):

Records are used by Medical Boards to determine medical fitness for continued Army active service. They are used by the Physical Evaluation Board to review board findings when required and to determine if the individual should be discharged, temporarily or permanently retired for disability, or retained for active service. The US Physical Disability Agency reviews determinations and dispositions, and responds to inquiries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic diskettes.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who are properly screened and trained. Operation of data processing equipment and magnetic tapes are limited strictly to authorized personnel. Computer has key lock and key is controlled. Magnetic diskettes are stored and controlled to ensure they do not result in unauthorized disclosure of personal information.

RETENTION AND DISPOSAL:

Records of Medical Boards are retained for 5 years and then destroyed. Records of the US Army Physical Evaluation Boards are retained for 2 years or until discontinued, whichever occurs first. Records at the US Army Physical Disability Agency are retained for 5 years and then destroyed. Destruction of all records is by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals who believe this system of records contains information pertaining to them should write to the System Manager, ATTN: DASG-AOM. Individual should furnish his/her full name, SSN, sufficient details to permit locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; medical records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0909.04DASG

SYSTEM NAME:

Medical Regulating Files

SYSTEM LOCATION:

Primary system is located at the Office of The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310. Segments exist at Army medical treatment facilities, evacuation units and medical regulating offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any patient requiring transfer to another medical treatment facility who is reported to the Armed Services Medical Regulating Office by US Government medical treatment facilities for designation of the receiving medical facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information reported by the transferring medical treatment facility and includes, but is not limited to, patient identity, service affiliation and grade or status, sex, medical diagnosis, medical condition, special procedures or requirements needed, medical specialties required, administrative considerations, personal considerations, the patient's home town and/or duty station and other information having an impact on the transfer.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To properly determine the appropriate medical treatment facility to which the reported patient will be transferred; to notify the reporting US Government medical treatment facility of the transfer destination; to notify the receiving medical treatment facility of the transfer; to notify evacuation units, medical regulating offices and other government offices for official reasons; to evaluate the effectiveness of reported information; to establish further the specific needs of the reported patient; for statistical purposes; and when required by law and official purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

NOTE: Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., section 1175 and Title 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains. 'Blanket Routine Uses' do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; index cards.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Records are maintained in secured areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Destroyed 1 year following the end of the calendar year in which the patient was reported to the Armed Services Medical Regulating Office.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the System Manager or to the Patient Administrator at the medical treatment facility where service was provided. Individual should provide full name, rank or status and parent service, approximate date of transfer, medical treatment facility from which transferred, and current address and telephone number.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From transferring and receiving medical treatment facilities, medical regulating offices, evacuation offices, and other US Government offices, agencies and commands relevant to the patient transfer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0912.01bDASG

SYSTEM NAME:

Professional Consultant Control Files

SYSTEM LOCATION:

Office of The Surgeon General; HQDA; US Army Health Services Command; US Army Medical Command, Europe.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has been used or appointed as a professional consultant in the professional medical services.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to utilization, appointment, duties, responsibilities, and compensation of professional consultants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., sections 1071-1086.

PURPOSE(S):

To appoint and monitor utilization of designated consultants.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Clinical privileged information may be provided to civilian and military medical facilities, Federation of State Medical boards of the United States, State Licensure Authorities and other appropriate professional regulating bodies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By last name of consultant.

SAFEGUARDS:

Records are maintained in secured areas accessible only to authorized individuals having official need therefor in the performance of assigned duties.

RETENTION AND DISPOSAL:

Records are destroyed 1 year after termination of Consultant's appointment.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: DASG-PTZ/C. Inquirer should provide his/her full name, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0912.01cDASG

SYSTEM NAME:

Professional Personnel Informational File

SYSTEM LOCATION:

US Army Health Services Command, Ft Sam Houston, TX 78234.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Practicing physicians, residents, psychologists, social workers, and pharmacists assigned or employed in medical treatment facilities operated by the Health Services Command.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain personal information provided to the various professional consultants assigned to Health Services Command by practitioners assigned to command medical treatment facilities. This includes personal data questionnaires, curricula, vitae, assignment preferences, personal correspondence, and other records pertaining to the professional qualifications and experience of personnel being monitored by the consultant.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To establish and maintain familiarity with the locations, assignments, utilization, marital and family status, professional and military experience and qualifications, and assignment preferences of professional staff in medical treatment activities, and as an aid in monitoring the utilization of professional personnel and to assist in career management and assignment activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Clinical privileged information may be provided to civilian and military medical facilities, Federation of State Medical Boards of the United States, State Licensure Authorities and other appropriate professional regulating bodies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; index card files.

RETRIEVABILITY:

By last name of professional person.

SAFEGUARDS:

Records are stored in buildings protected by security guards; access to records is restricted to designated individuals having need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records are destroyed within 1 year following termination of practitioner's assignment or employment.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is contained in this system of records should write to the Commander, US Army Health Services Command, ATTN: HSPA-C, Ft Sam Houston, TX 78234. Individual should furnish his/her full name, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Official Personnal Rosters, registers, and Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0912.04DASG

SYSTEM NAME:

Medical Staff Credentials File

SYSTEM LOCATION:

Medical treatment facilities at Army commands, installations and activities. Official mailing addresses are contained in the appendix to the Army's inventory of System Notices at 48 FR 25773, June 6, 1983.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals performing clinical practice in medical treatment facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting delineation of clinical privileges and clinical performance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 1071.

PURPOSE(S):

To determine and assess capability of practitioner's clinical practice.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In specific instances, clinical privileged information from this system of records may be provided to civilian and military medical facilities, Federation of State Medical Boards of the United States, State Licensure Authorities and other appropriate professional regulatiing bodies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to the medical treatment facility commander and credentials committee members.

RETENTION AND DISPOSAL:

Records are retained in medical treatment facility of individual's last assignment. Records of military members are transferred to individual's Military Personnel Records Jacket upon separation or retirement. Records on civilian personnel are destroyed 5 years after employment terminates.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be requested from the commander of the medical treatment facility where practitioner provided clinical service.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information from this system should contact the commander of the medical treatment facility where clinical service was provided, furnishing full name, SSN, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Interviewer, individual's application, medical audit results, other administrative or investigative records obtained from civilian or military sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0914.02DASG

SYSTEM NAME:

Pathology Consultation Record Files

SYSTEM LOCATION:

Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals treated in military or civilian medical facilities whose cases were reviewed on a consultative basis by members of the staff of the Armed Forces Institute of Pathology.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents, tissue blocks, microscopic slides, X-rays and photographs reflecting outpatient or inpatient treatment or observation of all individuals on whose cases consultation has been requested.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To ensure complete medical data are available to pathologist providing consultative diagnosis to requesting physician in order to improve quality of care provided to individuals; to provide a data base for education of medical personnel; to provide a data base for medical research and statistical purposes and when required by law or for official purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Individual records may be released to referring physician, to physicians treating the individual, to qualified medical researchers and students, and to other Federal agencies and law enforcement personnel when requested for official purposes involving criminal prosecution, civil court action or regulatory orders.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, X-rays, photographs in paper file folders, microfiche, magnetic tape, printout; tissue blocks in appropriate storage containers; and microscopic slides in cardboard file folders.

RETRIEVABILITY:

By last name or terminal digit number (SSN) or accession number assigned when case is received for consultation.

SAFEGUARDS:

Access to the Armed Forces Institute of Pathology is controlled. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Retained as long as case material has value for medical research or education. Individual cases are reviewed periodically and materials no longer of value to the Institute are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the Chief, Patient Records and Tissue Repository Division, Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306. Requesting individual must submit full name, SSN or service number of military sponsor and branch of military service, if applicable, or accession number assigned by the Armed Forces Institute of Pathology, if known. For requests made in person, identification such as military ID card or valid driver's license is required.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Chief, Patient Records and Tissue Repository Division, Armed Forces Institute of Pathology, Walter Reed Army medical Center, Washington, DC 20306.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Interview, diagnostic test, other available administrative or medical records obtained from civilian or military sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0914.04DASG

SYSTEM NAME:

Research and Experimental Case Files

SYSTEM LOCATION:

US Army Medical Research Institute of Chemical Defense, Aberdeen Proving Ground, MD 21010.

Individual research/test/medical documents (paper records) are contained in individual's health record which, for reserve and retired military members, is at the US Army Reserve Components Personnel and Administration Center, St. Louis, MO; for other separated military members, is

at the National Personnel Records Center, St. Louis, MO: for military members on active duty, is at the servicing medical facility/center; for civilians (both Federal employees and prisoners) is in a special file at the National Personnel Records Center.

As paper records are converted to microfiche, the original (silver halide) and 1 copy of the microfiche will be located at the Washington National Records Center; 1 copy will be located at The Surgeon General's Office (DASG-PSA), Headquarters, Department of the Army, Washington, DC 20310; 1 copy will reside with the Army contractor - the National Academy of Sciences; and 1 copy retained at the US Army Medical Research Institute of Chemical Defense.

Historical 16mm film and audio visual tapes are at Norton Air Force Base, CA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Volunteers (military members, Federal civilian employees, state prisoners) who participated in Army tests of potential chemical agents and/or antidotes from the early 1950's until the program ended in 1975.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual pre-test physical examination records and test records of performance and biomedical parameters measured during and after test exposure.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 3012e and 4503.

PURPOSE(S):

To follow up on individuals who voluntarily participated in Army chemical/biological agent research projects for the purpose of assessing risks/hazards to them, and for retrospective medical/scientific evaluation and future scientific and legal significance.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Veterans Administration in connection with benefits determinations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in individual's medical file folders; see 'system location' above for storage of microfiche, computer magnetic tapes and paper printouts, video tapes and 16mm film.

RETRIEVABILITY:

Paper records in individual's health record are retrieved by surname and/or service number/social security account number. Microfiche are retrieved by individual's surname. Film/video tape is accessed by case number and/or volunteer's number. Automated records are accessed by volunteer's number or case number.

SAFEGUARDS:

Paper records and microfiche are kept in locked rooms/compartments with access limited to authorized personnel. Access to computerized data is by use of a valid site ID number assigned to the individual terminal and by a valid user ID and password code assigned to authorized user, changed periodically to avoid compromise. Data entry is on-line using a dial-up terminal. Computer files are controlled by keys known only to US Army Medical Research Institute of chemical Defense personnel assigned to work on the data base. Data base output is available only to designated computer operators at the Institute. Computer facility has double barrier physical protection. The remote terminal is in a room which is locked when vacated and the building is secured when unoccupied. The contractor (National Academy of Sciences) employs equal safeguards which meet Army standards for Privacy Act data.

RETENTION AND DISPOSAL:

Records stored in the computer and on microfiche are retained indefinitely at the sites identified under 'system location'. Paper medical records in an individual's health record are retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Commander, US Army Medical Research Institute of Chemical Defense, Aberdeen Proving Ground, MD 21010. Written requests should include the full name, social security account number, current address and telephone number of the requester. For personal visits, the individual should be able to provide acceptable identification such as valid driver's license, employer or other individually identifying number, building pass, etc.

RECORD ACCESS PROCEDURES:

Individuals seeking access should follow the procedures in 'Notification proceudure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual through test/questionnaire forms completed at test location; from medical authorities/sources by evaluation of data collected previous to, during, and following tests while individual was participating in this research program.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A0917.01DASG

SYSTEM NAME:

Health Care and Medical Treatment Record System

SYSTEM LOCATION:

Army Medical Department facilities and activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military members of the Armed Forces (both active and inactive); dependents; civilian employees of the Department of Defense; members of the US Coast Guard, Public Health Service, and Coast and Geodetic Survey; cadets and midshipmen of the military academies; employees of the American National Red Cross; and other categories of individuals who receive medical treatment at Army Medical Department facilities/activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical records (of a permanent nature) used to document health; psychological and mental hygiene consultation and evaluation; medical/dental care and treatment for any health or medical condition provided an eligible individual on an inpatient and/or outpatient status to include but not limited to: health; clinical (inpatient); outpatient; dental; consultation; and procurement and separation x-ray record files. Subsidiary medical records (of a temporary nature) are also maintained to support records relating to treatment/observation of individuals. Such records include but are not limited to: social work case files, inquiries/complaints about medical treatment or services rendered by the medical

treatment facility, and patient treatment x-ray and index files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., sections 1071-1085; 50 U.S.C., Supplement IV, Appendix 454, as amended.

PURPOSE(S):

To provide health care and medical treatment of individuals identified in the 'Individual-Category' above; to establish tuberculosis/tumor/ cancer registries; for research studies; compilation of statistical data and management reports; to implement preventive medicine, dentistry, and communicable disease control programs; to adjudicate claims and determining benefits; to evaluate care rendered; determine professional certification and hospital accreditation; and determine suitability of persons for service or assignment.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

Veterans Administration: To adjudicate veterans' claims and provide medical care to Army members.

National Research Council, National Academy of Sciences, National Institute of Health, and similar institutions for authorized health research in the interest of the Federal Government and the public. When not essential for longitudinal studies, patient identification data shall be eliminated from records used for research studies. Facilities/activities releasing such records shall maintain a list of all such reasearch organizations and an accounting disclosure of records released thereto.

Local and state government and agencies for compliance with local laws and regulations governing control of communicable diseases, preventive medicine and safety, child abuse, and other public health and welfare programs.

NOTE: Records of identity, diagnosis, prognosis, or treatment of any client/ patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., section 1175 and Title 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. 'Blanket Routine Uses' do not apply to these records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; visible card files; microfiche; cassettes; punched cards; magnetic tapes/discs; computer printouts; x-ray film preservers.

RETRIEVABILITY:

By patient or sponsor's surname or SSN.

SAFEGUARDS:

Records are maintained in buildings which employ security guards and are accessed only by authorized personnel having an official need-to-know. Automated segments are protectd by controlled system passwords governing access to data.

RETENTION AND DISPOSAL:

Medical records of a permanent nature are retained as follows:

Military Health/Dental and Procurement/Separation X-ray records are permanent. Clinical (inpatient), Outpatient, Dental, and Consultation record files for military members are destroyed after 50 years;records pertaining to US Military Academy cadets are withdrawn and retired to the Surgeon, US Military Academy, West Point, NY. Records on civilians and foreign nationals are destroyed after 25 years. Records on American Red Cross personnel are withdrawn and forwarded to the American National Red Cross.

All medical records (except the Military Health/Dental records which are active while individual is on active duty, then retired with individual's Military Personnel Records Jacket and the Procurement/Separation X-ray records which are forwarded to the National Personnel Records Center on an accumulation basis) are retained in an active file while treatment is provided and subsequently held for a period of 1 to 5 years following treatment before being retired to the National Personnel Records Center.

Subsidiary medical records, of a temporary nature, are normally not retained long beyond termination of treatment; however, supporting documents determined to have significant documentation value to patient care and treatment are incorporated into the appropriate permanent record file.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the medical facility where treatment was provided (for military and civilian records); Red Cross employees may write to the Medical Officer, American National Red Cross, 18th and D Streets, NW, Washington, DC 20006.

RECORD ACCESS PROCEDURES:

Individuals should write as indicated in 'Notification procedure', providing their full name, SSN, and current address and telephone number. Query should include sufficient details to permit locating the records, to include name of the hospital and year of treatment.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Personal interviews and history statements from the individuals; abstracts or copies of pertinent medical records; examination records of intelligence, personality, achievement, and aptitude; reports from attending and previous physicians and other medical personnel regarding results of physical, dental, and mental examinations, treatment, evaluation, consultation, laboratory, x-ray and special studies and research conducted to provide health care and medical treatment; and similar or related documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0917.09aDAPE

SYSTEM NAME:

Alcohol and Drug Abuse Rehabilitation Files.

SYSTEM LOCATION:

Primary: Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) rehabilitation/counseling facilities (e.g., Community Counseling Centers/ADAPCP Counseling Facilities) at Army installations and activities.

Secondary: US Army Safety Center (PESC-D), Ft Rucker, AI 36362.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual (military, civilian, family member) who is eligible for care, is referred to and enrolled in the ADAPCP for rehabilitation, pursuant to Army Regulation 600-85.

CATEGORIES OF RECORDS IN THE SYSTEM:

Primary: Copies of client intake records, progress reports, psychosocial histories, counselor observations and impressions of client's behavior and rehabilitation progress, copies of medical consultation and laboratory procedures performed, results of biochemical urinalysis for alcohol/drug abuse, and similar or related documents.

Secondary: Copies of client intake records, progress reports, and demographic composites thereof.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Act of September 28, 1971, Public Law 92-129, Title V, Section 501, 85 Stat. 381 (reprinted in 10 U.S.C., section 1071 note (1976)); Section 413, Public Law 92-255.

PURPOSE(S):

To identify alcohol and other drug abusers and either restore such persons tO effective duty or identify rehabilitation failures for separation from Government Service. At the primary location, information is used to treat, counsel, and rehabilitate individuals who participate in the Alcohol and Drug Abuse Prevention and Control Program. At the secondary location, client in-take and progress reports are used to provide essential management and statistical information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information in this system of records is exempt from the blanket 'routine uses of general applicability' identified at 48 FR 25503. Information is disclosable only to the following persons/agencies:

a. To health care components of the Veterans Administration.
b. To qualified personnel conducting scientific research, or audits or program evaluations, provided that a patient may not be identified in such reports, or his or her identity further disclosed by such personnel.
c. In response to a court order based on the showing of good cause in which the need for disclosure and the public's interest is shown to exceed the potential harm that would be incurred by the patient, the physician-patient relationship, and the Army's treatment program.

NOTE: Records of identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., section 1175, as amended by 88 Stat. 137, and 42 U.S.C., Section 4582, as amended by 88 Stat. 131. These statutes are controlling and supersede the Privacy Act of 1974 to the extent that disclosure is more limited. However, access to the record by the individual to whom the record pertains is governed by the Privacy Act.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Primary: Paper records in file folders at Alcohol and Drug Abuse Prevention and Control Program facilities are maintained for 1 year following termination of treatment or referral (if not enrolled). Selected forms are transferred to individual's health record.

Secondary: Paper records (client intake and progress reports) are stored in locked file cabinets. Computer data are entered on line at US Army Drug and Alcohol Technical Activity, Falls Church, VA 22041 and transferred to magnetic disk or tape at US Army Safety Center, Ft Rucker.

RETRIEVABILITY:

Primary: Alphabetically by individual's surname.

Secondary: By client's SSN or ID code, date and installation where individual was in the Alcohol and Drug Abuse Prevention and Control Program.

SAFEGUARDS:

Primary: Records are maintained in central storage areas in locked file cabinets where access is restricted to authorized persons having an official need-to-know.

Secondary: Manual records are stored in locked file cabinets. Automated records are maintainad in random access mode in controlled access areas. Primary records on magnetic disk are stored with the computer in a secure vault separated from the primary computer. Data are processed in batch mode and are subjected to standard executive and system control programs plus the audit/edit and data base management system designed by the US Army Safety Center.

RETENTION AND DISPOSAL:

Primary: Records are destroyed 1 year after termination of the patient's treatment, unless the Army Medical Department Activity/Facility commander authorizes retention for an additional 6 months.

Secondary: Manual records are retained up to 18 months or until information taken therefrom and entered into computer records is transferred to the 'history' file, whichever is sooner. Disposal of manual records is by burning or shredding. Computer records are retained permanently for historical and/or research purposes.

SYSTEM MANAGER(S) AND ADDRESS:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (DAPE-HRA), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether this system contains information about them should contact either the commander of the medical center/medical department activity where treatment was obtained, or the US Army Drug and Alcohol Technical Activity, Room 323, Nassif Building, Falls Church, VA 22041. Individuals should furnish their full name, date of birth, Social Security Number, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals seeking access to their records should contact the appropriate official as specified in the 'Notification procedure' section, furnishing the information required by that section.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505). Denial to amend records in this system can be made only by The Deputy Chief of Staff for Personnel, in coordination with The Surgeon General.

RECORD SOURCE CATEGORIES:

From the individual by interviews and history statements; abstracts or copies of pertinent medical records; abstracts from personnel records; results of tests; physicians' notes, observations of client's behavior; related notes, papers, and forms from counselor, clinical director, and/or commander.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0917.10DASG

SYSTEM NAME:

Family Advocacy Case Management Files

SYSTEM LOCATION:

Primary: Commander, Patient Administration System and Biostatistics Activity, ATTN: HSHI, OPS (AFAP), Ft Sam Houston, TX 78234.

Secondary: Office of The Surgeon General, Headquarters, Department of the Army, ATTN: DASG-PSC-G, The Pentagon, Washington, DC 20310; US Army medical treatment facility and/or family advocacy case management team office on post, camp, or station where file was initiated or, in some cases, subsequently transferred upon reassignment of military member.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All family members entitled to care at Army medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities and all persons suspected of abusing or neglecting such family members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical records of suspected or established cases of child abuse or neglect and cases of spouse abuse; extracts of law enforcement investigative reports, correspondence, family advocacy case management team reports, follow-up and evaluative reports, and other supportive data relevant to individual family advocacy case management files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Child Abuse Prevention and Treatment and Child Abuse Prevention and Treatment and Adoption Program Reform Acts, 42 U.S.C. 5101, et seq; 5 U.S.C., section 301, and 10 U.S.C., section 3012.

PURPOSE(S):

(1) To provide child abuse and neglect treatment services for abused and abusive spouses. Services include mental health, education, counseling, health care, child protection, legal and referral for members and former members of the uniformed services, civilians, and dependents receiving care under Army auspices; (2) to determine qualifications and suitability of Army personnel for duty assignments and fitness of continued military services; (3) to perform research studies and compile statistical data concerning uniformed services personnel, civilians, and dependents receiving medical care under Army auspices.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to:

(1) Departments and agencies of the Executive Branch of government in performance of their official duties relating to coordination of family advocacy programs, medical care and research concerning child abuse and neglect, and spouse abuse;

(2) The Attorney General of the United States or his authorized representatives in connection with litigation or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies;

(3) Federal, state, or local governmental agencies when it is deemed appropriate to use civilian resources in counseling and treating individuals or families involved in child abuse or neglect or spouse abuse; or when appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement;

(4) National Academy of Sciences, private organizations and individuals for health research in the interest of the Federal government and the public and authorized surveying bodies for professional certification and accreditation such as Joint Commission for the Accreditation of Hospitals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, microfilm, magnetic tape or disc, punched cards, machine listings, and other computerized or machine readable media.

RETRIEVABILITY:

By name of the suspected abused child or the abused or abusive spouse and the name and/or SSN of the military member. (Information is never indexed by the name or SSN of any other person not an Army employee or member.)

SAFEGUARDS:

Records are maintained in various kinds of filing equipment in specified monitored or controlled areas. Public access is not permitted. Records are accessible only to authorized personnel who are properly screened and trained, and on a need-to-know basis only. Computer terminals are located in supervised areas with access controlled by password or other user code system.

RETENTION AND DISPOSAL:

Records are retained in decentralized office files for 5 years after the end of the year in which the case is closed and are then destroyed. Records (DA Form 4461-R) in the central registry at the primary location are retained until the child is age 23 after which information is erased/destroyed; information on adults is retained for 5 years after the end of the year in which the case was closed and is then erased.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system of records contains information about them should contact either the commander of the medical center or hospital where treatment was received, or the Central Registry at the Patient Administration System and Biostatistics Activity, Ft Sam Houston, TX 78234.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records in this system pertaining to them should submit a written request as indicated in 'Notification procedure'. Individual should provide his/her full name, SSN, current address, date and location, details that will assist in locating the record, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, educational institutions, medical institutions, police and investigating officers, state and local government agencies, witnesses, and records and reports prepared on behalf of the Army by boards, committees, panels, auditors, etc. Information may also derive from interviews, personal history statements, and observations of behavior by professional persons (i.e., social workers, physicians - including psychiatrists and pediatricians, psychologists, nurses, and lawyers).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

All portions of this system which fall within 5 U.S.C., section 552a(k)(2) and (5) are exempted from the following provisions of Title 5 U.S.C., section 552a: (d).

A0922.01DASG

SYSTEM NAME:

Occupational Health Records

SYSTEM LOCATION:

Army medical treatment facilities; addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Department of the Army employees; active duty military personnel and their dependents who are treated on an out-patient basis by medical treatment facilities for whom specific occupational health examinations have been requested.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, date and place of birth, marital status, dates of medical surveillance tests and their results; documents reflecting the training, experience and certification to work within hazardous environments; external exposures to chemicals, radiation, physical stress, non-human primates, including personnel monitoring results, work area monitoring readings, and similar and related documents; personnel protective equipment and medical programs required to limit exposure to environmental safety and health hazards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 CFR Chapter XVII, Occupational Safety and Health Standards; 5 U.S.C., section 150; Executive Orders 11612 and 11807.

PURPOSE(S):

To determine persons listed in the 'Individual-Category' above, pursuant to appropriate preventive medicine programs; to ensure that employees are qualified to perform duties under environmental stress and that such stress is limited to lowest level practical.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to appropriate Government agencies whose responsibility falls within the above occupational health statutes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records; magnetic tapes, discs, and printouts.

RETRIEVABILITY:

By individual's name and/or SSN.

SAFEGUARDS:

Access to all records is restricted to designated individuals whose official duties dictate need therefor. Information in automated media are further protected by storage in locked rooms. All individuals afforded access are given periodic orientations concerning sensitivity of personal infromation and requirement to prevent unauthorized disclosure.

RETENTION AND DISPOSAL:

Personnel exposure files/monitoring data are retained 5 years after evaluation and recorded on permanent medical records. Records relating to individual's health are incorporated in the individual's medical record.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records may write to the Patient Administrator at the appropriate medical treatment facility, or to the System Manager. Individual must provide full name, SSN, current address and telephone number, sufficient details to permit locating records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', supplying information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From Army Medical records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0924.01DASG

SYSTEM NAME:

Army Community Health Nursing Records - Family Records.

SYSTEM LOCATION:

Army Medical Centers and hospitals; addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals eligible for Army military medical care.

CATEGORIES OF RECORDS IN THE SYSTEM:

Family Record Form (DA Form 3762) Case Referral Form (DA Form 3763); Medical diagnosis, observations, socio-economic plans and goals for nursing care, summarization of consultations, and similar relevant documents and reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

To identify family members who receive Army community health nursing care.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders retained in the Army Community Health Nursing Office; copy of DA Forms 3762 and 3763 is filed in individual's outpatient medical record.

RETRIEVABILITY:

By surname of eligible military member or sponsor.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel having official need therefor. Facilities are locked during non-duty hours.

RETENTION AND DISPOSAL:

Records are destroyed 3 years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system contains information on them should inquire of the Patient Administrator of the Army Medical Treatment Facility which provided the health nursing care.

RECORD ACCESS PROCEDURES:

Individuals who desire access to records pertaining to them should write to the Army Medical Treatment Facility where the record is believed to exist and furnish their full name, SSN; name and SSN of sponsor, if applicable; relationship to military member; current address and telephone number, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, family members, other persons having information relevant to health of family members; educational institutions; civilian health, welfare, and recreational agencies; civilian law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A0929.02DASG

SYSTEM NAME:

Privately Owned Animal Record Files

SYSTEM LOCATION:

Veterinarian service at medical facilities on Army installations and activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons whose privately owned animals receive veterinary care.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, home address and telephone number of animal's owner; record of treatment of animal; and related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 133, 1071 through 1087, 5031 and 8012.

PURPOSE(S):

To record registration, vaccination, and/or treatment of animals; to compile statistical data; and to identify animals registered with the Veterinary Animal Disease Prevention and Control Facility in connection with the Veterinary Prevention Medicine and Zoonotic Disease Control Program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name of the animal's owner.

SAFEGUARDS:

Records are maintained in buildings which are locked when unattended and are accessed only by authorized personnel having an official need-to-know.

RETENTION AND DISPOSAL:

Destroyed within 6 months of death of the animal, expiration of rabies vaccination, or transfer of owner.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the veterinary facility where the animal was treated or euthanized.

RECORD ACCESS PROCEDURES:

Written requests should contain the animal owner's name, home address and telephone number, and the animal's rabies vaccination number. Personal visits may be made to the veterinary facility where animal was treated. Owner must provide personal identification such as a valid military identification card or driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the animal owner, veterinarian reports, and similar or related documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1001.02TRADOC

SYSTEM NAME:

Individual Basic Training Survey

SYSTEM LOCATION:

Primary System exists at Headquarters, Modern Army Selected System Test, Evaluation and Review, Ft Hood, TX 76554. Segments are located at Ft Polk, LA; Ft Gordon, GA; Ft Knox, KY; Ft Leonard Wood, MO; Ft Sill, OK; and Ft Bliss, TX.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers and enlisted personnel currently assigned or attached as training cadre; enlisted personnel assigned or attached for purpose of completing US Army individual basic training and/or individual advanced training at locations listed above; first-line supervisors of the graduate trainee upon arrival at his/her first duty station/unit after graduation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records on individuals include name, SSN, date assigned, unit assigned, race, marital status, component, age, educational level and years; prior service, branch of service, enlistment option, enlistment commitment, military occupational specialty (MOS) training, infusee/recycle into unit, mental category, general technical aptitude area score, years of active service, grade, job title, last primary MOS (PMOS) score, combat experience; months' total experience on this job, drill sergeant program entry method, gaining unit identification code, trainee daily incidents such as discharge, Uniform Code of Military Justice actions, sick call, absent without leave, recycles, receipt of mental hygiene consultation service, graduated, injured in training, non-graduate and reason, admittance to hospital, all trainee basic MOS qualification tests and scores to include the number of attempted tries to pass the tests, supervisors' responses to questionnaire as to graduate trainees' level of expertise and qualifications to function at an entry skill level for his assigned MOS; an attitude survey on trainees as a group unit which is not keyed to individuals' name or SSN.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012; 5 U.S.C., section 301.

PURPOSE(S):

To provide Army commanders with the ability to determine if the 'one station unit training' philosophy is a successful method of training the individual soldier in critical entry level skills for first unit assignment through the use of statistical summary documents on groupings of trainees by units of assignment.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes, discs and printouts.

RETRIEVABILITY:

By SSN.

SAFEGUARDS:

All records are restricted to individuals having need therefor in the performance of official duties.

Automated media records are further protected by controlled access to operations rooms, restricted output distribution; computer printouts are protected by locked cabinets, personnel screening, and a need-to-know verification.

RETENTION AND DISPOSAL:

Destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records should write to the System Manager, providing full name, SSN, sufficient details to permit locating pertinent records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, automated system interfaces, military personnel records, and individual trainee qualification test score cards.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1001.08aDAPE

SYSTEM NAME:

Office Personnel Training Files

SYSTEM LOCATION:

Maintained by officials designated to administer agency training programs at Headquarters, Department of the Army staff, field operating agencies, major commands, installations, and activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel employed by the Army who have been selected or scheduled for, or have recently completed training related to functional responsibilities of the office to which assigned or are in furtherance of individual's career development.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records pertain to the scheduling and follow-up of military and civilian training courses. Documents include (a) annual projection of individual training necessary to maximize personal career development goals and mission accomplishment; (b) tuition, personnel and travel costs; (c) course name and training facility at which offered; and (d) personal data including name, rank/grade, SSN, security clearance, resume of educational background to include academic achievements, on-the-job and formal classroom training, and related management reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To provide management and individuals with reports of training completion, courses scheduled, and relevant required actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tapes/discs.

RETRIEVABILITY:

By name and/or SSN.

SAFEGUARDS:

All records are maintained in secured buildings, in either file cabinets or areas accessible only to authorized persons having a need-to-know. Computer rooms are accessible only by authorized personnel through controlled access. Computer software precludes unauthorized access to the file by use of a system password and system lock-out procedures.

RETENTION AND DISPOSAL:

Destroyed after 1 year or when no longer required.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the training coordinator at the local installation.

RECORD ACCESS PROCEDURES:

Requests should be addressed to appropriate commander/training officer/supervisor. Written requests should include full name of individual and SSN. For personal visits, individual must provide acceptable identification, such as driver's license, military or civilian identification card.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the Individual applying for training, his/her supervisor, agency training officer, or from office personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1004.06TRADOC

SYSTEM NAME:

ROTC Financial Assistance (Scholarship) Application File

SYSTEM LOCATION:

Primary location is at US Army Training and Doctrine Command (TRADOC). Segments exist at US Army Reserve Officers' Training Corps (ROTC) Regions, ROTC elements of civilian educational institutions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students and service members who desire to participate in the Army ROTC Financial Assistance (Scholarship) Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application for membership, academic transcripts, college board scores and test results, references, photograph, interview board results, acceptance/declination, selection board action including applicant's scores in areas evaluated.

notice of applicant's medical status including reports of medical examination, evaluation of applicant by Professor of Military Science commanding officer, letters of recommendation, inquiries regarding applicant's selection/nonselection, reports of ROTC Advanced, Ranger, or Basic Camp performance of applicant, information of applicant's choice of institution.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 2101-2111.

PURPOSE(S):

To administer the financial assistance program; to select recipients for 1, 2, and 4 year scholarships; to monitor selectee's academic and ROTC performance; to develop policies and procedures, compile statistics and render reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Disclosure pursuant to 5 U.S.C. 552a (b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) of the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder; selected data automated for management purposes on tapes, discs, cards, microfilm/fiche.

RETRIEVABILITY:

By individual's name, SSN, other characteristics of qualification or identity.

SAFEGUARDS:

Records maintained in areas accessible only to authorized personnel having official need therefor in the performance of duties.

RETENTION AND DISPOSAL:

Destroyed 1 year after individual graduates or is disenrolled.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, Commander of the appropriate ROTC Region, Professor of Military Science of the civilian educational institution in which individual was enrolled.

RECORD ACCESS PROCEDURES:

Individuals may address a written inquiry to the Commander, ROTC Region in which financial assistance was sought, furnishing full name, current address and telephone number, and definitive description of information sought.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, medical records, academic institutions, Army agencies and commands.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1005.01DAPE

SYSTEM NAME:

Junior ROTC/NDCC Instructor Files

SYSTEM LOCATION:

US Army Training and Doctrine Command (TRADOC) schools, colleges, training centers and ROTC Regions at FT Bragg, NC; Ft Knox, KY; Ft Riley, KS; and Ft Lewis, WA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Assigned and potential instructors and guest speakers at above locations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Instructor evaluation forms, qualification data, biographical sketches and similar or related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Sections 2031 and 4651.

PURPOSE(S):

To provide record of qualifications, experience, effectiveness, and similar related information on potential and/or assigned instructors and guest speakers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses of general applicability for all Army systems of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; card files.

RETRIEVABILITY:

By name, SSN/service number, and year.

SAFEGUARDS:

Records are stored in locked cabinets or rooms, depending on location.

RETENTION AND DISPOSAL:

Records are destroyed 2 years after instructor's transfer or separation or after guest speaker speaks.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: ATAG-FOIA.

RECORD ACCESS PROCEDURES:

Written requests should be addressed to the commander of the appropriate school, college or training center, or ROTC Region. Individual should furnish his/her full name, SSN/military service number, duty position, academic department and dates of service at the training activity.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Staff and faculty of appropriate school, college, training center, or ROTC Region responsible for conduct of instruction.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.01DAPE

SYSTEM NAME:

Applicants/Students, US Military Academy Prep School

SYSTEM LOCATION:

US Military Academy Preparatory School, Ft Monmouth, NJ 07703.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants and students, US Military Academy Preparatory School.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application for admission, high school/college transcripts, Scholastic Aptitude/American College Test, CLEP/GT/Officer Candidate, and related test scores, admissions evaluation worksheets and correspondence relating to admission, medical history, academic progress/grades and related reports, and relevant information comprising the cadet candidate's attendance and behavior at the School.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To evaluate applicant's acceptance and, once admitted, to assess his/her leadership; academic, and physical aptitude potential for the US Military Academy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By applicant/student surname.

SAFEGUARDS:

Records are stored in locked rooms within buildings which are secured during non-duty hours, and are available only to authorized persons having an official need for the information.

RETENTION AND DISPOSAL:

For applicants who are rejected or who choose not to enter the US Military Academy, records are maintained until individual exceeds the age limit for acceptance to the Academy. For applicants who are accepted and enter the US Military Academy, records are retained for 40 years after individual's class graduates from Academy, following which records are destroyed by burning and/or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system contains information about them should contact the Commandant, US Military Academy Preparatory School, Ft. Monmouth, NJ 07703. Written requests should include the full name, SSN, current address and telephone number of the requester, and year of application and/or attendance. For personal visits, the individual should be able to provide acceptable identification such as military, employee, or other individually identifying number, valid driver's license, building pass, etc.

RECORD ACCESS PROCEDURES:

Individuals desiring access to their records should follow the procedures and provide the information set forth under 'Notification procedure' above.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; high school/college transcripts, nationally recognized and Army testing services, staff and faculty of the US Military Academy Preparatory School, military supervisors/unit personnel officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system which fall within 5 U.S.C. 552a (K)(5) and (7) are exempted from Subsection (d) of 5 U.S.C. 552a.

A1012.03aTRADOC

SYSTEM NAME:

Army School Student Files

SYSTEM LOCATION:

All Army schools, colleges, and training centers; addressses are in the Appendix to Army System Notices at 48 FR 25773, June 6, 1983.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students who attend formal and/or nonresident courses of instruction at Army schools, colleges and training centers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual academic records consisting of courses attended, length of each, extent of completion and results; aptitudes and personal qualities, including corporate fitness results; grade and rating attained; and related information; collateral individual training records comprising information posted to the basic individual academic training record or other long term records; faculty board files pertaining to the class standing/rating/classification/proficiency of students; class academic records maintained by training instructors indicating attendance and progress of class members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., Section 301.

PURPOSE(S):

To determine eligibility of students for attendance, monitor progress, record completion of academic requirements, and document courses which may be prequisites for attendance/participation in other courses of instruction.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, cards, computer magnetic tapes/disks; printouts.

RETRIEVABILITY:

By individual's name, SSN/military service number.

SAFEGUARDS:

Information is stored in locked cabinets or rooms, accessed only by authorized individuals having official need therefor.

RETENTION AND DISPOSAL:

Individual and class academic records are destroyed after 40 years; collateral individual training records and faculty board files are destroyed after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: ATAG-FOIA, Ft Monroe, VA 23651.

RECORD ACCESS PROCEDURES:

Individuals desiring to access records pertaining to them in this system of records may write either to the commander of the appropriate school, college or training center, furnishing their full name, student number, course title and class number, or description of type training received and dates of attendance/enrollment.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the Staff and faculty of appropriate school, college, or training center responsible for the instruction.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1012.03bAMC

SYSTEM NAME:

Student/Faculty Records: AMC Schools System

SYSTEM LOCATION:

US Army Logistics Management Center, Ft Lee, VA; US Army Management Engineering Training Agency, Rock Island, IL; Joint Military Packaging Training Center, Aberdeen Proving Grounds, MD; USAMC Ammunition Center/School, Savanna, IL; USAMC Field Safety Agency, Charlestown, IN.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students enrolled/attending schools identified above, faculty, instructors, and guest speakers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Student academic records consisting of course completion and results, aptitudes and personal qualities, grades/ratings assigned; instructor/guest speaker qualifications and evaluations, including biographical data; class historical/academic achievements; and related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To determine applicant eligibility, monitor individual's progress, maintain record of student/faculty achievements, and to provide bases for management assessment of curricula and faculty effectiveness and class standing.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records; cards; photographs; magnetic tapes/discs; and printouts.

RETRIEVABILITY:

By name, SSN, military service number.

SAFEGUARDS:

Records are maintained in locked cabinets within secured areas accessible only to authorized persons having an official need-to-know.

RETENTION AND DISPOSAL:

Individual academic records are retained for 40 years, 3 of which are at the school which created them; they are subsequently transferred to the National Personnel Records Center, 9700 Page Boulevard, St Louis, MO 63132. Faculty/instructor qualifications records are retained until individual transfers from the facility, held for 5 years, and then destroyed. Other records are retained until no longer needed, at which time they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Materiel Command, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commandant/Director of the appropriate School/Agency. Requests should contain person's full name, rank/grade, SSN, course title/class number, and date of attendance or, if a faculty member: name, course(s) taught, and period in which instructed at named training facility.

RECORD ACCESS PROCEDURES:

Written requests for information should be made to the Commandant/Director of the appropriate training facility, giving information specified in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual student, faculty, instructor, guest speaker, and management analyses of class performance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1012.03dTRADOC

SYSTEM NAME:

TRADOC Educational Data Systems

SYSTEM LOCATION:

US Army Management Systems Support Agency, Headquarters, Department of the Army. Input-output terminals located at the Soldiers Support Center, Ft Benjamin Harrison, IN and at Army Service Schools, the addresses of which may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the Army, Navy, Marine Corps, and Air Force, Reserve Officer Training Corps and National Defense Cadet Corps students, Department of Defense civilian employees, and approved foreign military personnel enrolled in a resident/non-resident course at a US Army service school.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain name, grade/rank, SSN, address, service component, branch, personnel classification, military occupational specialty, credit hours accumulated, examination and lesson grades, student academic status, curricula, course description.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To record lessons and/or exam grades; maintain student academic status; course and subcourse descriptions; produce course completion certificates and reflect credit hours earned; and produce management summary reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, discs, and paper printouts.

RETRIEVABILITY:

By SSN.

SAFEGUARDS:

Random number sign-on authentication for each inquiry made to the system is required. Sign-on decks to enable such access are updated weekly, safeguarded under Army Regulation 380

5 owing to their Confidential classification, and are unique to one terminal only. Access is granted only designated personnel at Headquarters US Army Training and Doctrine Command and Army Service Schools responsible for the administration and processing of resident students.

RETENTION AND DISPOSAL:

Machine records are retained during student's enrollment, after which student's records are transferred to the Academic Records System History File for indefinite retention. Non-resident students are assigned a 6 month enrollment period or, if in multiple subcourses, an enrollment period of 1 year. A hard copy transcript reflecting the student's personal and academic data is produced; this is retained by the service school for 6 years, then transferred to the National Personnel Records Center, St. Louis, MO, where it is retained for 34 years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commandant of the US Army Service School where student is enrolled. Written requests must contain notarized signature for identification. Individual making request in person must provide acceptable identification such as driver's license, military identification.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing full name, SSN, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From individuals upon enrollment, from class records and instructors, from student's personnel records, and from graded examinations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1012.03fDASG

SYSTEM NAME:

Army School Student files: Physical Therapy Program

SYSTEM LOCATION:

Office of The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Graduates of the US Army Physical Therapy Program since 1928.

CATEGORIES OF RECORDS IN THE SYSTEM:

Academic grades only on graduates from 1973 to present. Academic grades and varying amounts and types of anecdotal information on performance: 1945-1972.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To provide certification of graduation from an approved physical therapy program to the individual graduate.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By last name of graduate.

SAFEGUARDS:

Records are in closed files, accessible only to designated officials having need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: DASG-DBR. Individual should furnish full name, maiden name if married, year of graduation, current address, institution and complete address to which transcript is to be mailed if other than that of individual concerned.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', supplying information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Staff and faculty of appropriate school and/or training hospital responsible for presentation of instruction.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1012.03gHSC

SYSTEM NAME:

Academy of Health Sciences; Academic and Supporting Records.

SYSTEM LOCATION:

Academy of Health Sciences, Ft Sam Houston, TX 78234.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Resident and correspondence students enrolled in courses at the Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Student's name, SSN, grade/rank, academic qualifications, progress reports, academic grades, ratings attained, aptitudes and personal qualities, including corporate fitness results; faculty board records pertaining to class standing/rating/classification/proficiency of students; class academic records maintained by instructors indicating attendance and progress of class members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. section 301.

PURPOSE(S):

To determine eligibility for enrollment/attendance, monitor student progress, record accomplishments, and serve as record of courses which may prerequisite for other formal courses of instruction.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to colleges or universities or medical institutions which accredit the Academy's instruction.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, microfiche, cards, magnetic tape and/or disc, and computer printouts.

RETRIEVABILITY:

By individual's name, SSN, student number.

SAFEGUARDS:

Information is accessed only by individuals having need therefor in the performance of their duties; automated data are protected further by assigned passwords.

RETENTION AND DISPOSAL:

Academic records are maintained 40 years at the Academy of Health Sciences. Except for the master file, automated data are erased after the fourth updating cycle.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Health Services Command, Ft Sam Houston, Texas 78234.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is contained in this system of records may inquire of the Registrar, Academy of Health Sciences, Ft Sam Houston, TX. Inquirers should furnish full name, SSN, date attended/enrolled, current address, and signature.

RECORD ACCESS PROCEDURES:

Written requests should be sent to the Superintendent, Academy of Health Sciences, Ft Sam Houston, TX 78234 and include the information in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Academy of Health Sciences staff and faculty.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1012.03iDLI

SYSTEM NAME:

Standardized Student Records System

SYSTEM LOCATION:

Defense Language Institute, Presidio of Monterey, CA 93940.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who have been enrolled for foreign language training at the Defense Language Institute.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, SSN, and military administrative data, together with academic data generated at Defense Language Institute.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To establish a permanent student record used for issuing official grade transcripts and preparing statistical studies to improve training and testing methods.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes/discs.

RETRIEVABILITY:

By SSN.

SAFEGUARDS:

Records are accessible via remote terminal only by authorized personnel citing established user identifier and password.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file (on-line) until the student departs; then retired to a history tape.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant, Defense Language Institute, Presidio of Monterey, CA 93940.

NOTIFICATION PROCEDURE:

Information may be obtained from the Academic Records Office, Defense Language Institute. Individual should provide full name, current address and telephone number, SSN, class attended, and year graduated.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; staff and faculty.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1012.03jHSC

SYSTEM NAME:

Clinical Specialist School Student Files

SYSTEM LOCATION:

Health Services Command Clinical Specialist School, Fitzsimons Army Medical Center, Denver, CO 80240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

These files relate to student personnel who attend formal course of instruction at the Clinical Specialist School.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual Academic Record Files consisting of courses attended by Army members, length of each, extent of each, completion and results, aptitudes and personal qualities, grade and rating attained and related data for each individual. Faculty Board Files pertaining to the class standing, rating, classification and proficiency of students; Class Academic Record indicating progress and attendance of class members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To confirm eligibility for attendance, monitor student progress, determine successful completion of academic requirements and prepare transcripts. Records reflect accomplishment of courses which may be prerequisites for attendance at other formal courses of instruction, or taking of State Board, Licensed Practical Nursing examinations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, card files; magnetic disks and tapes.

RETRIEVABILITY:

By name and/or assigned class number.

SAFEGUARDS:

Building housing records has limited access; information is released only to authorized personnel.

RETENTION AND DISPOSAL:

Individual Academic Records and Class Academic records are destroyed after 40 years; collateral individual training records are destroyed after 1 year; Faculty Board files are destroyed after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Health Services Command, Ft Sam Houston, TX 78234.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commander, Fitzsimons Army Medical Center, ATTN: HSF-N, Denver, CO 80240.

RECORD ACCESS PROCEDURES:

Written requests for information should be addressed to the appropriate course director, and include student's full name, rank at time of attendance, SSN, military service number or student number, if applicable, course title and class number, or description of type training received and dates of course attendance.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From staff and faculty of the school responsible for presentation of instruction.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1012.03kUSAREUR

SYSTEM NAME:

Individual Academic Record Files

SYSTEM LOCATION:

Headquarters, Seventh Army Combined Arms Training Center, APO New York 09114.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military or civilian personnel admitted as a student at a course of instruction conducted by the Seventh Army Combined Arms Training Center.

CATEGORIES OF RECORDS IN THE SYSTEM:

Student's name, SSN, race, unit of assignment, course quota status, roster number, applicable Army Classification Battery Scores, eligibility for course attendance, academic achievements, awards, and similar relevant data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To determine eligibility for enrollment/attendance, monitor student progress, and record accomplishments; for management studies and reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tape.

RETRIEVABILITY:

By student's surname; course/class number.

SAFEGUARDS:

Records are maintained in locked rooms, accessible only to designated persons authorized to use in the performance of official duties.

RETENTION AND DISPOSAL:

Information in automated media is contained for 5 years before being erased. Manual records are retained for three years. Academic records, class rosters, and grade sheets are retired to the National Personnel Records Center, St Louis, MO and held for 40 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander in Chief, US Army Europe and Seventh Army, APO New York 09403.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records should write to the Commander, Seventh Army Combined Arms Center, APO New York 09114, providing their full name, course and class or dates of attendance, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to information about themselves should address an inquiry as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; his/her commander; instructors; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1012.03oDAMO

SYSTEM NAME:

US Army War College Cooperative Degree Program Files

SYSTEM LOCATION:

US Army War College, Carlisle Barracks, PA 17013.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and past students participating in the Cooperative Degree Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Student's name, rank, and service number, past military and civilian academic records (transcripts, diplomas, letters of recommendation, Veterans Administration application, etc.).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To assist students in applying for, and pursuing their graduate degree, to monitor administrative data for use in managing the program (number and percent of students participating, degrees being pursued, anticipated completion dates, schools being attended, etc.), and to maintain data for evaluating the program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Veterans Administration and other interested Government agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets; magnetic tapes/discs.

RETRIEVABILITY:

By student's name.

SAFEGUARDS:

Records are maintained in a secured area with access limited to authorized personnel. In addition, access to computerized data is by password known only to designated authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant, US Army War College, Carlisle Barracks, PA 17013.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: Director, Human Resources Development. Individual should furnish full name, SSN/service number, current address and telephone number, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From students; staff and faculty; officials at cooperating civilian institutions such as Shippensburg State College and the Capitol Campus of the Pennsylvania State University.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1012.04hDAMO

SYSTEM NAME:

National Defense University Student Data Files

SYSTEM LOCATION:

National Defense University, Ft. Leslie J. McNair, Washington, DC 20319.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Resident/non-resident students enrolled at courses of instruction at The National Defense University (NDU), including the Industrial College of the Armed Forces and the National War College.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, date of birth, SSN, student number, grade/rank, branch of service or civilian agency, years of Federal service, biographical data, course/section assignment, prior eduction, and academic and other related management data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To confirm attendance eligibility, monitor student progress, produce record of grades and achievements, prerpare assignment rosters; to render management and statistical summaries and reports; and compile class yearbooks.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Student transcripts may be disclosed to other educational institutions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; computer magnetic tapes, discs, and printouts.

RETRIEVABILITY:

By SSN or student identification number.

SAFEGUARDS:

Records are maintained in buildings which employ security guards and are accessed only by authorized personnel having an official need-to-know. Automated records employ software passwords; magnetic tapes are protected by user identification and manual controls. Computer room is controlled by card key system requiring positive identification and authorization.

RETENTION AND DISPOSAL:

Individual and class academic records are destroyed after 40 years. Records pertaining to extension courses are held indefinitely before being retired to the National Personnel Records Center, St. Louis, MO. Individual training records are destroyed annually; management reports are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

President, National Defense University, Ft. Leslie J. McNair, Washington, DC 20319.

NOTIFICATION PROCEDURE:

Students may apply to the National Defense University, Ft. Leslie J. McNair, Washington, DC 20319. Requester should provide his/her full name, SSN, and date of enrollment and or completion of graduation.

RECORD ACCESS PROCEDURES:

Requests for access to records should followf requirements in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From applicants, faculty evaluations and reports, transcripts from educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1013.01DAPC

SYSTEM NAME:

Civilian Schooling for Military Personnel

SYSTEM LOCATION:

Primary System is at US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. Segments exist at Army commands/installations/organizations/activities, including overseas areas.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military service member who applies for or is selected for attendance at civilian school or for training with industry, or participation in a fellowship/scholarship program of training or instruction.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Department of the Army Forms 1618-R, 2086-R, 2593-R, 3719-R containing name, grade, SSN, address, home phone, duty phone, permanent legal address, branch of service, date of birth, marital status, number of dependents, state of legal residence, military occupational specialties, enlistment status, component, foreign service, civilian educational data, military educational data, transcripts, social fraternities, honorary fraternities, clubs, degree major, class standing, and personal resumes, school contracts; student training report; photographs; enlisted qualification record; theses; statements of service and schooling obligation; US Armed Forces Institute test report; civilian institution academic evaluation reports, SF 1034, similar relevant documents and correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 4301.

PURPOSE(S):

To document, monitor, manage, and administer the service member's attendance at a civilian training agency or civilian school pursuant to 10 U.S.C., section 4301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel having need therefor in the performance of assigned duties, within security protected buildings.

RETENTION AND DISPOSAL:

Destroyed by shredding after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager, ATTN: DAPC-OPA-E. Individual should provide his/her full name, current address and telephone number, sufficient details concerning the civilian school attended to permit locating the record, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves in this System should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army records and reports, documents from the Civilian School or industry training agency.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1013.02DASG

SYSTEM NAME:

Long Term Civilian Training Student Contract Files

SYSTEM LOCATION:

US Army Medical Personnel Support Agency (AMEDDPERSA), 1900 Half Street, Washington, DC 20324-2000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All AMEDD personnel currently participating in long term civilian training on a fully funded basis.

CATEGORIES OF RECORDS IN THE SYSTEM:

Enrollment application, notification of acceptance/rejection, contract between the Army and the civilian college or university, similar relevant documents and reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Chapter 401, section 4301.

PURPOSE(S):

To negotiate contract between the Army and a civilian academic institution for the purpose of sending Army Medical Department officer and enlisted personnel for long term civilian training under fully funded programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By student's surname.

SAFEGUARDS:

All records are maintained in offices which are locked during non-duty hours, accessible only to designated officials having need therefor in the performance of official duties. Building housing records requires valid pass for entry.

RETENTION AND DISPOSAL:

Records destroyed 2 years after an individual has completed training or has been cancelled or withdrawn from the program.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should write to the Commander, Army Medical Department Personnel Support Agency, ATTN: SGPE-ED. Individual should provide his/her full name, SSN, current address, current unit of assignment (if on active duty), sponsoring program and calendar years in training, and signautre.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should submit a written inquiry as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents or appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army records and reports, correspondence with the selecting academic institution.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1014.01DAPE

SYSTEM NAME:

Army Continuing Education System

SYSTEM LOCATION:

Education Centers at Army installations; addresses are in the appendix to the Army inventory of system notices at 48 FR 25773, June 6, 1983. A centralized automated education registry transcript System is maintained at Ft Leavenworth, KS.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel on active duty, Army Reserves and National Guard.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, rank, SSN, Military Occupational Specialty, educational and military training achievements, course attendance/completion records; tuition assistance documents; counseling records; academic and diagnostic tests which measure educational level and/or

needs including recommendations of American Council on Education (ACE). A composite of course descriptors and scores is recorded in a transcript registry for each soldier who volunteers for educational courses and/or programs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 4302; section 722 of Pub. L. 96-154; 36 U.S.C., Chapters 32-34, and 36.

PURPOSE(S):

To determine academic/vocational level of education; to provide educational guidance and counseling; to enhance soldiers' military effectiveness, prepare them for greater responsibility in the Armed Forces and for productive post-service careers; to provide for systematic recording of all eduacational accomplishments of Army members; and to render statistical and managerial reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Department of Labor, Bureau of Apprenticeship and Training for individuals enrolled in an Army Apprenticeship Program. Information also may be disclosed to insitutions, prospective employers, and others as authorized by the individual concerned.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and computer printouts; discs and tapes. Individually identifiable course data and scores are transferred to DA Form 669. Information transferred to the registry transcript system resides on magnetic tape at Ft Leavenworth.

RETRIEVABILITY:

By individual's surname or SSN.

SAFEGUARDS:

Records are protected from unauthorized disclosure by storage in areas accessible only to authorized personnel within buildings secured by locks or guards. Automated records may be called up by terminals supported by remote and dedicated lines. Each terminal has a physical key lock and is identified by its own physical profile containing user ID, user password which are confidential. Software prohibits entry to files by other than designated authorized personnel.

RETENTION AND DISPOSAL:

Automated data are erased after selected information is captured for managerial reports and course/score data transferred to individual's DA Form 669 which becomes part of the Military personnel Records Jacket. Automated data in the registry transcript system are retained during the soldier's tenure and for 2 additional years following separation after which they are converted to microfiche and retained for 40 years.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this system of records contains information about them should contact the System Manager, ATTN: Education Division, Director of Military Personnel Management; or the installation Education Services Officer/Counselor.

RECORD ACCESS PROCEDURES:

Individuals may obtain their records by contacting the appropriate Education Services Officer or Counselor, presenting acceptable identification such as military ID card, official building pass, or current driver's license.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

School transcripts, Education Services Officer/Counselor, the indivdual, test results, SIDPERS, Enlisted Master File.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1015.01DAAG

SYSTEM NAME:

Dependent Children School Program Files

SYSTEM LOCATION:

Army-operated dependents schools located at Ft Benning, GA; Ft Bragg, NC; Ft Campbell, KY, Ft Jackson, SC, Ft Knox, KY; Ft McClellan, AL; Ft Rucker, AL; Ft Stewart, GA; US Military Academy, West Point, NY. Records of former students are located at the Washington National Records Center, Washington, DC 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students in the Army-operated dependents schools located at installations identified in 'System location'.

CATEGORIES OF RECORDS IN THE SYSTEM:

Enrollment/admission/registration/transfer applications; course preferences/curriculum; health records; attendance registers; academic achievements and report cards reflecting grades/credits earned; aptitude, IQ, and other test results; notes regarding student's special interests, hobbies, activities, sports; counseling documents; high school transcripts and certificates; and related supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 6, Pub. L. 81-874.

PURPOSE(S):

To record education provided for eligible dependent children of military and civilian personnel residing on Army bases identified under 'System location'.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to Department of Education in connection with Federal funding for public education, to Federal and State educational agencies in connection with student's application for financial aid, to student's parents/legal guardians when Army officials determine bona fide need therefor and disclosure is not otherwise precluded by the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), 20 USC. 1232g.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By student surname.

SAFEGUARDS:

Records are accessible only to authorized personnel having need for the information in the performance of their official duties.

RETENTION AND DISPOSAL:

Academic records for elementary school students are destroyed at the school attended after 5 years; those for secondary school students are destroyed after 65 years by the Washington National Records Center where such

records are retired 5 years following student's graduation/withdrawal.

Individual student health records and tests/achievements documents are retained at the local school 1 year for elementary students; 2 years for secondary students, after which they are destroyed.

Teacher class registers of attendance and scholastic marks and averages are retained at the local school for 5 years; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals who wish to know whether or not this system contains information on them may write to the principal of the school attended or, if the records have been retired to the Washington National Records Center, to the Department of the Army, ATTN: DAAG-AMR-S, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301. Individuals must furnish name, name at the time of school attendance if different, date of birth, identity and location of school attended, dates of attendance, and signature.

RECORD ACCESS PROCEDURES:

Individuals requesting access to their records should follow the information outlined in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From individual, school teachers, principal, counselors, medical personnel, parents/guardians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1019.01OSA

SYSTEM NAME:

Civilian Marksmanship Program

SYSTEM LOCATION:

Office of the Director of Civilian Marksmanship/Executive Office for the National Board for the Promotion of Rifle Practice, Office of the Under Secretary of the Army, Washington, DC 20314-0100

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

US citizens who are members of civilian marksmanship clubs and State Marksmanship Associations enrolled with the Director of Civilian Marksmanship and are participants, competitors, or instructors in organized marksmanship programs; civilian and military competitors in national matches; applicants seeking to purchase M1 rifles.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for club membership consisting of the following documents: (a) DA Form 1271 (Application for Enrollment of A Civilian Rifle Club), (b) DA Form 1272 (Bond Application for Civilian Rifle Club), (c) DA Form 1273 (Requisition for Articles Authorized for Issue to Civilian Rifle Clubs), (d) DA Form 1274 (Description of Available Range Facilities for Civilian Rifle Clubs), (e) ODCM Form 137 (Roster of Club Members) identifying each member by full name, address, birthdate, firing courses participation by course title, score attained, and target fired for record, (f) DD Form 1584 (DOD National Agency Check Request) for each adult leader and club officer, (g) ODCM Form 138 (Assurance of Compliance with Title VI Civil Rights Act of 1964); Name, title, and address of local or State law enforcement officer to whom the club is known; Certificates of qualification or badges to eligible club members; receipts for arms on loan from the Director of Civilian Marksmanship; Certificate for Purchase of Firearms; results of NAC investigation; relevant correspondence and reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 4307-4313, 4652 and 32 U.S.C., section 316.

PURPOSE(S):

To promote, among citizens and other persons subject to induction into the Armed Forces of the United States not reached through training programs of the Armed Forces, practice in the use of military-type individual small arms; to promote competitions in the use of arms; and to issue equipment and awards therefor.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to Federal, State and local law enforcement agencies when fraudulent or criminal activity or allegations warrant.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in rotary type Diebold containers; club records on magnetic tape/disc.

RETRIEVABILITY:

By Club name; by individual competitor/purchaser surname.

SAFEGUARDS:

Information in this system of records is available only to individuals having official need therefor. Records area is protected by an alarm system. Building housing records is protected by security guards.

RETENTION AND DISPOSAL:

Records on enrolled Civilian Rifle Clubs and State Associations are retained for life of club, plus 2 years, following which they are destroyed by shredding. Competitive score cards are maintained for 1 year; cumulative point system record of individuals is permanent. Record of firearms loan or sale is retained 1 year. Certificate (of individual) to retain firearm is retained permanently at the US Army Armament Material Readiness Command, Rock Island, IL 61299.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Civilian Marksmanship/Executive Officer for the National Board for the Promotion of Rifle Practice, Office of the Under Secretary of the Army, Washington, DC 20314-0100.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them may write to the Director of Civilian Marksmanship at the above address, providing full name, SSN, birthdate, information such as club of which a member, competition in which participated, firearm purchased, etc., and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system should submit a written request to the System Manager and provide information as required in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, enrolled clubs and State Associations, investigative reports of the Defense Investigative Service and/or Federal Bureau of Investigation, law enforcement agencies, Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1019.03FORSCOM

SYSTEM NAME:

US Army Marksmanship Unit Data System (AMUDS)

SYSTEM LOCATION:

Primary system exists at the US Army Marksmanship Unit, Ft Benning, GA; segments exist at similar units at Ft Meade, MD; Ft Riley, KS; and Ft Ord, CA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Army personnel who compete in regional or US Army Rifle and Pistol Championships, Interservice Shooting Chapmionships or National Rifle Association National Shooting Championships.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, information concerning shooting classifications, levels of participation in competition, scores fired in such competitions; primary military occupational specialty, duty assignments, last unit address, phone number, and assignment preferences.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To monitor the competitive status of marksmanship qualified personnel throughout the Army, coordinate their assignment or attachment to appropriate marksmanship units in support of the National Trophy Group for Interservice and National Matches competitions, and/or for support of US Army efforts to place individuals on US Shooting Teams. In addition, information is used to assist installation commanders in identifying qualified persons to conduct marksmanship programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the National Rifle Association in connection with competitions. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; cards; magnetic tapes/discs.

RETRIEVABILITY:

By Individual's surname and SSN.

SAFEGUARDS:

All records are maintained in locked containers accessible only to coaches and managers of Marksmanship Unit teams.

RETENTION AND DISPOSAL:

Information is destroyed 4 years after the last competition entry.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Forces Command, Ft McPherson, GA 30330.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Commander, US Army Marksmanship Unit, Ft Benning, GA 31905. Writer should provide his/her full name and SSN, current address and telephone number.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write to the Commander, US Army Marksmanship Unit, Ft Benning, GA, providing information required in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; official Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1106.04USAISC

SYSTEM NAME:

Military Affiliate Radio System

SYSTEM LOCATION:

US Army Information Systems Command, Ft Huachuca, AZ for individuals on whom an investigation or inquiry has been received. For addresses of locations where member records exist, the System Manager may be contacted.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals having a valid amateur radio station license issued by the Federal Communications Commission who apply for membership in the Army Military Affiliate Radio System (MARS).

CATEGORIES OF RECORDS IN THE SYSTEM:

Applicant's name, home address and telephone number, licensing data and call-sign provided by Federal Communications commission, Army MARS call-sign, relevant inquiries/records and reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012; DOD Directive 4650.2.

PURPOSE(S):

To provide a potential reserve of trained radio communications personnel for military duty when needed an/or to provide auxiliary communications for military, civil, and/or disaster officials during periods of emergency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Federal Communications Commission.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards; paper in file folders, computer tapes, discs, listings.

RETRIEVABILITY:

By member's name.

SAFEGUARDS:

Information is maintained in buildings having security guards and is accessible only to individuals who have need therefor in the performance of their duties. Automated records are further protected by a product control number assigned to designated persons.

RETENTION AND DISPOSAL:

Retained 1 year beyond the time individual is active in the program, then destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Information Systems Command, Ft Huachuca, Arizona 85613-5000.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, furnishing name under

which licensed in the Army MARS program, SSN, present address, call sign, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to their records should follow instructions given under 'Notification procedure.'

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Federal Communications Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1108.16DAAG

SYSTEM NAME:

Postal and Mail Service System

SYSTEM LOCATION:

Postal facilities at Army headquarters offices, commands, and installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons designated as mail agents; military personnel assigned/attached to Army installations who desire mail handling service; standing delivery order agents designated by individuals who desire such service.

CATEGORIES OF RECORDS IN THE SYSTEM:

DD Form 285 designating Army postal clerks/NCO's/supervisors; locator cards comprising a directory of individuals assigned enroute, and/or departing given installation showing individual's full name, grade, current mailing address, date of assignment/detachment, and SSN (latter is voluntary); standing delivery order designations of agents to handle individual's mail.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To designate persons authorized to perform Army postal functions; to maintain current addresses of persons arriving/departing units for purpose of handling personal mail.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to US Postal Service.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards, paper records; microfiche, word processing disc.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are located in secured buildings, accessible only to designated persons having an official need for the information. Where word processing equipment is used, information is protected by a password system; when not in use, word processing equipment is locked.

RETENTION AND DISPOSAL:

Postal personnel designations and designation of mail delivery agents by individuals are destroyed 3 years following termination of individual's duty as such. Directory locator cards are retained for 1 year after individual departs a unit.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether this sytem of records contains information concerning them should inquire of the Postal Director at the unit where assigned or employed.

RECORD ACCESS PROCEDURES:

Written requests should contain individual's full name, rank/grade, SSN, and any other information that will assist in locating records. Personal visits may be made; individual must furnish proof of identity.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, unit commanders and Army postal officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1111.01DAMO

SYSTEM NAME:

Individual Flight Records Folder

SYSTEM LOCATION:

Decentralized to Flight Operations Section of Army/National Guard units for all personnel on whom flight records are maintained. Copies of individual flight records (DA Form 759) are maintained at the Directorate of Evaluation and Standardization, uS Army Aviation Center, Ft Rucker, AL for active Army and Reserve Component personnel who are Instructor Pilots, Standardization Instructor Pilots, or Instrument Flight Examiners. Records of Army reservists not on extended active duty are maintained at the US Army Reserve Components Personnel and Administration Center, St Louis, MO; those of National Guardsmen are maintained at the National Guard Bureau, Aberdeen Proving Ground, MD.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army aviators who are members of the Active and Reserve Components and qualified and current in the aircraft to be flown; civilian employees of Government agencies and Government contractors who have appropriate certifications or ratings, flight surgeons or aeromedical physicians' assistants in aviation service, enlisted crew chief/crew members, aerial observers, personnel in non-operational aviation positions, and those restricted or prohibited by statute from taking part in aerial flights.

CATEGORIES OF RECORDS IN THE SYSTEM:

DA Forms 759 and 759-1 (Individual Flight Record and Flight Certificate - Army (Sections I, II, and III)); DA Form 4186 (Medical Recommendations for Flying Duty), results of annual aviation written examinations, waivers, disqualifications, DA Form 4187 requesting requalification, requalification orders, aeronautical orders awarding ratings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301; 10 U.S.C., section 3012.

PURPOSE(S):

To record the flying experience and qualifications data of each aviator, crewmember, and flight surgeon in aviation service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Federal Aviation Agency and/or the National Transportation Safety Board.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname and/or SSN.

SAFEGUARDS:

Records are maintained in controlled areas accessible only to designated persons having official need therefor.

RETENTION AND DISPOSAL:

So long as an aviator remains operational, records are matintained by installation operations officer; when individual is no longer in operational flying status, individual Flight Records Folder is collocated with his/her Military Personnel Records Jacket.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-RQD), Headquarters, Department of the Army, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not this system of records contains information on them should inquire of the Flight Operations Section of their current unit, furnishing full name and SSN; if not on active duty, inquiry should be addressed as indicated in 'System location'.

RECORD ACCESS PROCEDURES:

Access may be achieved by writing or visiting the appropriate office and furnishing information required by 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Federal Aviation Agency, flight surgeon, evaluation reports, proficiency and readiness tests, and other relevant records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1111.16USAISC

SYSTEM NAME:

Air Traffic Controller Records

SYSTEM LOCATION:

Primary system is at US Army Information Systems Command, Ft Huachuca, AZ. Segments are located at Army Air Traffic Control facilities at fixed Army airfields and other aviation units requiring ATC personnel.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Traffic Controllers employed by the Department of the Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, ATC qualifications, training and proficiency data; medical examination reports; performance appraisals; ratings and date assigned to current facility; and similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Aviation Act of 1958, 49 U.S.C., sections 313, 601, 1354, and 1421.

PURPOSE(S):

To determine proficiency of Air Traffic Controllers and reliability of the ATC system operations within the Department of the Army.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Federal Aviation Agency, the National Transportation Safety Board, and similar authorities in connection with aircraft accidents, incidents, or traffic violations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; cards; magnetic tapes/discs.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in secure areas available only to designated persons having official need therefor.

RETENTION AND DISPOSAL:

Records are retained so long as individual is employed or on active duty. Copy of controller's qualifications, training, performance assessments, medical examination results, and similarly relevant data are filed in military member's Military Personnel Records Jacket or civilian employee's Official Personnel Folder. Historical data are maintained indefinitely at primary location.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Information Systems Command, Ft Huachuca, AZ 85613-5000.

NOTIFICATION PROCEDURE:

Individuals who believe information on them exists in this system of records may inquire of the Air Traffic Control Facility where assigned, or to the System Manager. Individual should provide full name, details which will facilitate locating the records, current address and signature.

RECORD ACCESS PROCEDURES:

Individuals who desire access to their records should write as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her supervisor, Army or Federal Aviation Agency physicians, ATC Facility Personnel Status Reports (DA Form 3479-6-R).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1201.02MTMC

SYSTEM NAME:

Personal Property Movement and Storage Records

SYSTEM LOCATION:

Installation Transportation Offices and Joint Personal Property Shipping Offices, world-wide; addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military members of the Army, Navy, Marine Corps, and Air Force: civilian employees; dependents; personnel of other government agencies when sponsored by the Department of Defense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Orders authorizing shipment/storage of personal property to include privately owned vehicles and house trailers/mobile homes; Department of Defense Form 1131 (Cash Collection Voucher), DD Form 1299 (Application for Shipment and/or Storage of Personal Property), DD Form 1384 (Transportation Control and Movement Document), DD Form 1797 (Personal Property Counseling Checklist), Standard Form 1103 (Government Bill of Lading), Storage contracts, and other related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To arrange for the movement, storage and handling of personal property; to identify/trace lost or damaged shipments; to answer inquiries and monitor effectiveness of personal property traffic management functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to commercial carriers to identify ownership, verify delivery of shipment, support billing for services rendered, and justify claims for loss, damage, or theft.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; microfilm; magnetic tapes and computer printouts.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Information is maintained in secured areas, accessible only to authorized personnel having an official need-to-know. Automated segments are further protected by code numbers/passwords.

RETENTION AND DISPOSAL:

Documents relating to packing, shipping and/or storing of household goods within continental United States are destroyed after 3 years; those relating to oversea areas are destroyed after 6 years. Documents regarding shipment of Privately owned vehicle/house trailers are destroyed after 2 years. Shipment discrepancy reports are destroyed after 2 years or when claim/investigation is settled, whichever is later. Administrative files reflecting queries and responses are retained for 2 years; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Headquarters, Military Traffic Management Command, Washington, DC 20315.

NOTIFICATION PROCEDURE:

Information may be obtained from the Installation Transportation Office which processed the shipping/storage documents.

RECORD ACCESS PROCEDURES:

Written requests should contain requester's full name, SSN, current address and telephone number, and any information which will assist in locating the records requested (e.g. type of shipment, origin, destination, date of application, etc.).

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual whose personal property is shipped/stored; from the carrier/storage facility.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1201.08TRADOC

SYSTEM NAME:

Marine Qualification Board Records.

SYSTEM LOCATION:

Marine Qualification Board, United States (US) Army Transportation School, Ft Eustis, VA 23604.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian employees of the Army.

CATEGORIES OF RECORDS IN THE SYSTEM:

Marine Service Record (DA Form 3068-1), individual's request for examination, test results, character and suitability statements, physical qualification reports, experience qualifications and evaluations, commander's recommendation, Marine Qualification Board recommendation and final action thereon, US Army marine Licenses (DA Forms 4309 and 4309-1), and similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To evaluate and recommend appropriate action concerning the issuance, denial, suspension, or revocation of US Army Marine Licenses; to award certification to individuals passing the marine qualification examination; to monitor test content and procedures to ensure that tests are valid and current; to award Special Qualification Identifiers to appointed Marine Qualification Field Examiners; to review marine casualty reports, incident reports, and investigations to re-evaluate qualifications of persons involved; to issue Marine Service Book to qualified individuals; and to maintain Marine Service Records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The US Coast Guard, Department of Transportation may be furnished information concerning certification and licensing of individuals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained within a building secured during non-duty hours, and are available only to authorized individuals having official need therefor.

RETENTION AND DISPOSAL:

Records are retained for 40 years, after which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

NOTIFICATION PROCEDURE:

Individuals who wish to know whether or not this system of records contains information on them should inquire of the Marine Qualification Board, US Army Transportation School Ft. Eustis, VA 23604. Individual should furnish name, pertinent details that will facilitate locating the record, current address, and signature.

RECORD ACCESS PROCEDURES:

For access to their records, individuals should submit a written request as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulaation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, military and civilian personnel records and reports, civilian maritime records, US Coast Guard, commanders and vessel masters, and other appropriate sources able to furnish relevant information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1205.26DALO

SYSTEM NAME:

Local Transportation Authorization and Use Files

SYSTEM LOCATION:

Army offices charged with responsibility for approving and issuing local transportation fare media to be used in the transaction of official Government business.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person required to use official local transportation in conducting official Government business with and around his/her designated duty stations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents pertaining to the accounting for and issuance of local ferry tickets, commercial bus tokens, rail passes, toll bridge tickets, etc., for official travel of Government personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To account for issuance of tickets/tokens/fare passes for local official travel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; cards.

RETRIEVABILITY:

By user's name or SSN.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Destroyed after 3 years.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information can be obtained from the designated official responsible for issuing local transportation fare media.

RECORD ACCESS PROCEDURES:

Individuals may inquire of the designated official who dispenses local fare authorizations.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From individuals using tickets/tokens/passes for official travel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1205.30DAAG

SYSTEM NAME:

Individual Travel Files

SYSTEM LOCATION:

Travel offices at installations, major commands, and Army Staff Agencies.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Army military (active and reserve) and civilian personnel, US Government personnel assigned to Army and other military installations, their dependents and bona fide members of individual's household, and US personnel traveling under Army sponsorship, including contractors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents pertaining to travel of persons on official Government business, and/or their dependents, including but not limited to travel assignment orders, authorized leave enroute, availability of quarters and/or shipment of household goods and personal effects, application for passport/visas, the passport on completion of authorized travel, security clearance and relevant messages and correspondence. Records may also include clearances for official travel to or within certain foreign countries which may require military theater/area and/or Department of State authorization pursuant to DOD Directive 5000.7, or other established military requirement applying in oversea commands for personal unofficial travel in certain foreign countries.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 704 and 3012; Status of Forces Agreement or other similar international agreements binding on military forces.

PURPOSE(S):

To process official travel requests (and personal travel to restricted areas if in oversea commands) for military and civilian personnel; to determine eligibility of individual's dependents to travel; to obtain necessary clearances where foreign travel is involved, including assisting individual in applying for passports and visas and counseling where proposed travel involves visiting/transiting communist countries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to attache' or law enforcement authorities of foreign countries; to US Department of Justice or Department of Defense legal/intelligence/investigative agencies for security, investigative, intelligence, and/or counterintelligence operations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized persons who are properly screened, cleared, and trained. Buildings housing records are either located on controlled access post or otherwise secured when offices are closed.

RETENTION AND DISPOSAL:

Records are retained for 2 years after which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Information may be obtained from the Administrative or Personal Services Office at the installation/major command at which travel request/clearance was initiated.

RECORD ACCESS PROCEDURES:

Individuals may submit written requests for information in this system to the appropriate decentralized record custodian, furnishing full name, grade/rank, signature, and details of travel authorization/clearance documents being accessed. Custodian of records

may require notarized statement of identity.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual requesting travel authorization/clearance; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1301.07AMC

SYSTEM NAME:

Food Taste Test Panel Files

SYSTEM LOCATION:

US Army Natick Research and Development Center, Natick, MA 01760.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel who volunteer to participate in sensory taste tests of food items.

CATEGORIES OF RECORDS IN THE SYSTEM:

Questionnaire and locator documents completed by participants containing name, date, organization, business telephone number, sex, age, marital status, rank/grade, grade, present/prior military service, highest educational level attained, section of country lived in the longest, willingness to test irradiated foods, food aversion/food preference data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To evaluate food rations under development by the Army; to determine acceptability of food items in consideration of purchase.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer paper printouts, cards, magnetic tapes and paper records in file folders.

RETRIEVABILITY:

By participant's surname or assigned unique number.

SAFEGUARDS:

Records are stored in metal file cabinets which are locked when not under the control of authorized personnel. Buildings housing the records employ security guards.

RETENTION AND DISPOSAL:

Records are destroyed when participant is no longer active in the program.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Natick Research and Development Center, Natick, MA 01760.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager, ATTN: Science and Advanced Technology Laboratory.

RECORD ACCESS PROCEDURES:

Individuals who believe information on them is contained in this system of records should write to the Sensory Analysis Branch, Science and Advanced Technology Laboratory, US Army Natick Research and Development Center, Natick, MA 01760, furnishing their full name and current address.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1304.05DASG

SYSTEM NAME:

Immunity Booster Files

SYSTEM LOCATION:

US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21701.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian employees of Ft Detrick engaged in research who have been immunized with a biological product or who fall under the Occupational Health and Safety Act or Radio- logic Safety Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name of biological agents, individual's name, SSN, age, race, date of birth, occupation, titers, immunization schedule, known allergies, amount of dosage, reaction to immunization, radiologic agents, exposure level, health screening test results, health test schedule, similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To create a large data base of immunological data for research purposes, and to manage the scheduling of all health screening tests, immunizations, physicals, and other special procedures required by the US Army Medical Research Institute of Infectious Diseases' biosurveillance program, radiologic safety program, and occupational health and safety program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Random access disc files, card files, and backed up on magnetic tape.

RETRIEVABILITY:

For research purposes, the data are usually retrieved and analyzed with respect to relative times, vaccine lots, titers, demographic values, etc. Data are seldom retrieved by name of individual or SSN. Schedule data however, are retrieved by name, by test to be taken, and by month of scheduled examinations.

SAFEGUARDS:

Records are maintained in controlled areas; access is restricted to authorized persons having need therefor in the performance of official duties.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310. Diseases, Ft Detrick, Frederick, MD 21701.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to

the Commander, US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21701. Writer should be specific concerning type of information sought.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should inquire as indicated in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21. (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From medical persons; their interview with individual concerned; laboratory results; immunization results; and other relevant test results.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1304.21DASG

SYSTEM NAME:

Sandfly Fever Files

SYSTEM LOCATION:

US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21701.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All human volunteers who participated in the Sandfly fever studies at US Army Medical Research Institute of Infectious Diseases.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain data on name, body temperature, pulse, blood pressure, respirations, urinalysis results, blood serology results.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

Information is being stored for possible future study. Data were collected and analyzed during a previous Sandfly fever study.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on punched computer cards and printouts.

RETRIEVABILITY:

By individual's name; analyzed by parameter, pre- or post-infection day and experimentals versus controls.

SAFEGUARDS:

Files are maintained in a secured building locked during non-duty hours. Access is restricted to authorized personnel only.

RETENTION AND DISPOSAL:

Records will be maintained until they have no further research value.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Commander, US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21703. Individual should provide sufficient detail to permit locating the record.

RECORD ACCESS PROCEDURES:

Individuals may access records pertaining to them by writing as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From quantitative data obtained from investigative staff and clinical laboratory reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1306.01DAPE

SYSTEM NAME:

Behavioral and Social Sciences Research Project Files

SYSTEM LOCATION:

Army Research Institute for the Behavioral and Social Sciences, 5001 Eisenhower Avenue, Alexandria, VA 22333 and field offices located at Ft Sill, OK; Ft Benjamin Harrison, IN; Ft Benning, GA; Ft Bliss, TX; Ft Hood, TX; Ft Knox, KY; Ft Leavenworth, KS; Presidio of Monterey, CA; Ft Rucker, AL; Ft Monroe, VA; Ft McPherson, GA; and HQ US Army Europe, APO NY 09403.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer, warrant officer, and enlisted military personnel, including Army Reserves and National Guard.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name and SSN, questionnaire type data relating to service member's pre-service education, work experience and social environment/culture, learning ability, physical performance, combat readiness, discipline, motivation, attitude about Army life, and measures of individual and organizational adjustments; test results from Armed Services Vocational Aptitude Battery and Skill Qualification Tests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 4503.

PURPOSE(S):

To research human factors inherent in the recruitment, selection, classification, assignment, evaluation, and training of military personnel; to enhance readiness effectiveness of the Army by developing personnel management methods, training devices, and testing of weapons methods and systems aimed at improved group performance. (No decisions affecting an individual's rights or benefits are made using these research records.)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; punch cards; magnetic tape.

RETRIEVABILITY:

By individual's name and/or SSN.

SAFEGUARDS:

Access to records is restricted to authorized personnel having official need therefor; automated data are further protected by controlled system procedures and code numbers governing access.

RETENTION AND DISPOSAL:

Information is retained until completion of appropriate study or report, after which it is destroyed by shredding/erasing.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system of records contains information about them should write to the System Manager and provide their full name, SSN, current address, and subject area and year of testing.

RECORD ACCESS PROCEDURES:

For access to information about them in this system of records, individuals should follow information in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her peers, or, in the case of ratings and evaluations, from supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1401.07aAMC

SYSTEM NAME:

Resumes for Non-Government Technical Personnel

SYSTEM LOCATION:

US Army Research Office, P.O. Box 12211, Research Triangle Park, NC 27709.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Resumes of candidates to provide scientific services to Federal agencies in the fields of mathematics and the physical, engineering, life and geosciences.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, personal history resume, affiliations, area of expertise, SSN, record of remuneration for services provided, and performance evaluations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301

PURPOSE(S):

To provide a source of personal information/qualifications on qualified scientific and technical personnel able to solve scientific and technical problems of interest to the US Government.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in metal containers; magnetic disc, tape.

RETRIEVABILITY:

By candidate's surname; automated records are retrieved by Key Word.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized, properly trained personnel who have official need therefor.

RETENTION AND DISPOSAL:

Retained for life of the contract; destroyed by shredding when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, US Army Research Office, P.O. Box 12211, Research Triangle Park, NC 27709.

NOTIFICATION PROCEDURE:

Information may be obtained from the Contracting Officer, US Army Research Office, P. O. Box 12211, Research Triangle Park, NC 27709.

RECORD ACCESS PROCEDURES:

Written requests may be sent to the System manager; requester must provide his/her full name, current address and telephone number, position title, and current employer.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual candidate.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1401.07bDAAG

SYSTEM NAME:

Library Borrowers'/Users' Profile Files

SYSTEM LOCATION:

Libraries on Army installations activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authorized users of Army library facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address, SSN, and telephone number of the user.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To identify individuals authorized to borrow library materials; to ensure that all library property is returned and individual's account is cleared, and to provide librarian useful information for selecting, ordering, and meeting user requirements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files, magnetic tapes, computer printouts.

RETRIEVABILITY:

By user's surname, SSN, and/or residence.

SAFEGUARDS:

Information is maintained in areas accessible only to authorized persons who have official need therefor. Libraries are secured during non-duty hours.

RETENTION AND DISPOSAL:

Records are destroyed when no longer needed to obtain and/or control library materials.

SYSTEM MANAGER(S) AND ADDRESS:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them is contained in this system of records should inquire

of the specific library that provided services, furnishing their name, period in which a user and any other information that would assist in locating applicable records.

RECORD ACCESS PROCEDURES:

Individuals seeking access should follow the guidance in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1402.18DAJA

SYSTEM NAME:

Procurement Misconduct Files

SYSTEM LOCATION:

Office of The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals or legal entities investigated for alleged procurement misconduct, such as fraudulent activities in securing or performing a Government contract.

CATEGORIES OF RECORDS IN THE SYSTEM:

Criminal and administrative investigations of fraudulent or other criminal conduct in connection with Government procurement activities and the Joint Consolidated List of Debarred, Ineligible, and Suspended Contractors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To determine whether criminal or civil proceeding should be initiated against the contractor with the Government or government procurement officials for criminal conduct in connection with procurement activities and to maintain and distribute a list of contractors determined to be ineligible to participate in Government procurement activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Department of Justice and United States Attorneys.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By last name.

SAFEGUARDS:

Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Destroyed 15 years after final action on the case.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Chief, Litigation Division, furnishing full name, curent address and telephone number, specific details that will enable locating the record, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', supplying information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Department of the Army Staff agencies, Army records and reports, Department of Justice, US Attorneys, opposing counsel, and similar relevant sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1403.30DACF

SYSTEM NAME:

Commercial Entertainment Transaction Records

SYSTEM LOCATION:

Installation and area clubs; other membership associations, nonappropriated fund activities and instrumentalities; Armed Forces recreation centers throughout the Army; United States Army Europe and Korea commercial/entertainment offices; addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual performers, members of entertainment groups or their agents who may be members of the United States Forces and/or their dependents, civilian components of US Forces and/or their dependents, and other US citizens or foreign nationals.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name of individual or group, SSN of individual, type of entertainment, passport number, nationality, location of performances, agent code, performance/band information, fees charged, payment records, individual contract number, performance information and date, and code of the non-appropriated fund activity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To register individual/group entertainers appearing at non-appropriated fund activities or instrumentalities, clubs, associations or recreation centers; to issue pay and supporting documents incident to contract for such entertainers; to account for monies of open messes and clubs for entertainment purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; punch cards, magnetic tapes and discs, and computer printouts.

RETRIEVABILITY:

By SSN, agent code or band code.

SAFEGUARDS:

Buildings housing records employ security guards. Paper files, computer

cards, and printouts are stored in areas accessible only to authorized personnel; offices and buildings are locked during non-duty hours. Access to computer is limited to individuals who are properly cleared and trained.

RETENTION AND DISPOSAL:

Records are retained for 6 years; then destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, providing full name of the individual, agent code (if applicable), SSN and/or passport number, and the time period and performance date involved.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual entertainer and agent.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1416.05DALO

SYSTEM NAME:

Property Officer Designation Files

SYSTEM LOCATION:

Maintained at unit level of the Army.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals with formal responsibility for United States Government property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Document appointing or relieving individuals as property officers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To verify an individual's authority to assume responsibility for US Government property.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By appointee's surname.

SAFEGUARDS:

Records are maintained in locked cabinets accessible only to designated authorized personnel.

RETENTION AND DISPOSAL:

Records are destroyed 2 years following individual's termination of appointment. burning or shredding 2 years after termination of appointment.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from the office designating the individual as Property Officer. Individual should provide name, unit where assigned as Property Officer, and time period involved.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her commander, Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1416.16DALO

SYSTEM NAME:

Hand Receipt Files

SYSTEM LOCATION:

Property book offices and supply rooms at most Army activities worldwide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian or military personnel who assume temporary custody or responsibility for United States Government or other official property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual receipts or listings reflecting acceptance of responsibility for items of property listed thereon.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To record property in use or in custody of individuals; to provide an audit trail for property accountability; to determine responsibility for lost, damaged, or stolen property.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape/disc; paper records in file folders.

RETRIEVABILITY:

By individual's surname, SSN, menue number, line number, size.

SAFEGUARDS:

Records are maintained in locked cabinets/areas accessible only to authorized personnel. Automated data are protected by administrative, physical, and technical safeguards required by Army Regulation 380-380.

RETENTION AND DISPOSAL:

Record is maintained only while property is in use by or in the custody of an individual; destroyed on turn-in or upon complete accounting for the property, or when superseded by a new receipt or listing.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from activities issuing hand receipts. Individual should provide his/her full name, installation at which a hand receipt holder, and any other information that may facilitate locating the record.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should inquire of the property book officer at the installation where record is believed to exist.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

Hand receipt number on printed form or on property book.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1416.20DALO

SYSTEM NAME:

Personal Property Accounting Files

SYSTEM LOCATION:

Maintained in orderly rooms of troop units, Army-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military individuals absent without leave or absent sick in medical facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting items of personal property of individuals listed in the preceding paragraph.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To identify and protect property belonging to soldiers who are absent without leave or absent because of illness and confined to medical facilities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By last name of individual owning the property.

SAFEGUARDS:

Records are maintained in locked cabinets accessible to authorized individuals having official need therefor.

RETENTION AND DISPOSAL:

Records are maintained during an individual's absence and destroyed 2 years after his/her return.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from troop commanders. Individual should provide full name, SSN, current address and telephone number, and dates and circumstances of the absence.

RECORD ACCESS PROCEDURES:

Individuals may review their record by visiting designated representatives of or writing to troop commanders holding the records.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From inventories and other Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1416.34DALO

SYSTEM NAME:

Personal Clothing Record Files

SYSTEM LOCATION:

Maintained by Active Army training activities, National Guard Armories, and US Army Reserve units.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned personnel with military status.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual personal clothing records (DA Form 3078).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To reflect accountability for personal clothing by individual soldiers during their first six months of military service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By surname of individual concerned.

SAFEGUARDS:

Records are maintained in locked cabinets accessible only to authorized personnel having official need therefor.

RETENTION AND DISPOSAL:

For active Army personnel, the record is destroyed when individual has been in service 6 months and has fulfilled his/her final showdown inspection as required by Army Regulation 710-2. For National Guard and US Army Reserve personnel, the record is transferred with the Military Personnel Records Jacket on individual's completion of basic training.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, D.C. 20310.

NOTIFICATION PROCEDURE:

Information may be obtained from troop commanders. Individual should provide his/her full name, SSN, and current address and telephone number.

RECORD ACCESS PROCEDURES:

Individual may review his/her record by visiting designated representatives of troop commanders.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; DA Form 3078.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1420.08DAPE

SYSTEM NAME:

Motor Vehicle/Equipment Operator Permit Files

SYSTEM LOCATION:

Decentralized to local installation level of the Department of the Army.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel authorized to operate Government motor vehicles and/or certain categories of equipment such as generators, air compressors, gas generators, construction equipment, materials handling equipment, locomotives, guided missile hydraulic elevators, mobile floating assault bridges, fueled heaters and stoves, amphibious crafts, and mine detecting equipment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's permit (SF 46) or other authorization for operating vehicles or equipment such as enumerated in the preceding paragraph; register of such individuals; qualifications records; similar relevant documents and reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C., section 301.

PURPOSE(S):

To determine qualifications of the individuals and issue authorization for operation of Government motor vehicles and/or equipment.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; cards.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are maintained in secured areas/cabinets accessible only to designated officials having need therefor in the performance of their duties.

RETENTION AND DISPOSAL:

Destroyed 3 years from date of issue or earlier if revoked by proper authority.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Individuals who believe information on them is contained in this system of records should inquire of the Motor Vehicle/ Equipment Examiner or Provost Marshal at the installation where permit or authorization was issued.

RECORD ACCESS PROCEDURES:

Individuals should submit a written request as indicated in 'Notification procedure', providing full name, SSN, date and place assigned when permit or authorization was issued, and signature.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1427.01DALO

SYSTEM NAME:

Laundry and Dry Cleaning Accounting Files

SYSTEM LOCATION:

All laundries at Army installations world-wide. DA Form 3799 is maintained also at US Army Finance and Accounting Center, Indianapolis, IN 46249.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel who are authorized payroll deduction service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application for laundry and/or dry cleaning start or stop deductions (DA Form 3799), laundry mark, organizational code number, amount deducted from pay monthly for laundry or dry cleaning service, date, and organization name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 3012.

PURPOSE(S):

To determine patrons authorized laundry and dry cleaning service, to verify receipt and shipment of individual laundry bundles, and amount of money deducted from soldier's pay; for management and statistical reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets; magnetic tape.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessible only to authorized individuals having need therefor.

RETENTION AND DISPOSAL:

Records are retained for 1 year, after which they are destroyed by shredding/ erasing. DA Form 3799 is retained indefinitely until laundry or dry cleaning service is cancelled by the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Logistics;(ODCSLOG), The Pentagon, Washington, DC 20310.

NOTIFICATION PROCEDURE:

Information in this notice may be obtained by inquiring of the Laundry Facility at the Army installation/activity where service was obtained.

RECORD ACCESS PROCEDURES:

Individuals wishing to access records concerning them in this system of records may inquire of the Laundry Facility at the installation providing service; individual should furnish name and pertinent data that will facilitate locating the record.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; DA Form 3799.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1434.10AMC

SYSTEM NAME:

Small Arms Sales Record Files

SYSTEM LOCATION:

US Army Armament Munitions and Chemical Command, Rock Island, IL 61229-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any US citizen considered eligible under Federal regulations who purchased a firearm from the US Government for personal use.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, mailing address, application for purchase of firearm, date purchased, DA Form 3535 (Weapon Sales Record), information concerning weapon caliber, model, type and serial number of firearm, relevant correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., section 4308.

PURPOSE(S):

To respond to individual citizen requests to purchase fire arms from the US Government for personal use.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Federal, state and local law enforcement investigative agencies may be furnished information from this system of records to determine last known firearm ownership, to trace recovered or confiscated firearms, and to assist in criminal prosecution or civil court actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets.

RETRIEVABILITY:

By purchaser's surname; type of weapon; and serial number.

SAFEGUARDS:

Records are maintained in areas accessible only to designated persons having official need therefor in the performance of their duties. Building housing records is protected by security guards.

RETENTION AND DISPOSAL:

Records are permament.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, US Army Armament Munitions and Chemical Command, Rock Island, IL 61299-6000.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not information on them exists in this system of records should write to the System manager, ATTN: AMSMC-MMD-LS, providing their full name; current address as well as address at time of firearm purchase, if different; type, caliber, and serial number of firearm(s) purchases; and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1504.08DAEN

SYSTEM NAME:

Real Estate Outgrants

SYSTEM LOCATION:

Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314; Engineer Division and District Offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Grantees holding outgrants (leases, licenses, easements, permits, and consents) for use of Government real property, or permission (under consents) for use of property over which the Government holds easement interests.

CATEGORIES OF RECORDS IN THE SYSTEM:

Outgrant instruments and listings by number and name to include location, purpose, term and rental for each outgrant and an indication when grantees are not in compliance with terms of their outgrants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 2667, 2668, 2669, 2672, 3012, 4777, 8012 and 9777; 16 U.S.C., sections 460d and 661 et seq; 30 U.S.C., section 185; 33 U.S.C., sections 558b and 558b-1; 40 U.S.C., sections 319 and 471 et seq.

PURPOSE(S):

To process outgrants; to record inspections of outgrants and determine grantees' compliance with terms and conditions of the grant.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets; punch cards; magnetic tape/disc.

RETRIEVABILITY:

By outgrant number; by grantee's name.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized persons having official need therefor, housed in buildings protected by security guards or locked when not in use. Information in automated media is further protected by physical security devices; access to or update of information in the system is protected through a system of passwords, thereby preserving integrity of data.

RETENTION AND DISPOSAL:

Records are destroyed 3 years after termination of outgrant instrument.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System manager, ATTN: Director of Real Estate; individual must provide full name, present address and telephone number, specifics concerning the outgrant, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records may write to the Chief of Engineers, Department of the Army, ATTN: Director of Real Estate, Washington, DC 20314, furnishing information as stated in 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1506.03aDAEN

SYSTEM NAME:

Resettlement Files

SYSTEM LOCATION:

Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 22314; Engineer Division and District Offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who apply for relocation assistance pursuant to Title II of Pub. L. 91-646.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application for relocation assistance; relevant correspondence; documents relating to the movement of displaced persons because of acquisition of real estate for Army Military, Civil works, or other Federal agency use.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. 91-646.

PURPOSE(S):

To process applications for relocation assistance benefits and to consider appeals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tape, cards, discs.

RETRIEVABILITY:

By applicant's surname.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel having need therefor, within buildings protected by security guards.

RETENTION AND DISPOSAL:

Records are retained 10 years after final action or determination on appeals, following which they are destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager, ATTN: DAEN-REH-O; individual must furnish full name, address and telephone number, state of residence at the time application was filed, other pertinent information that will assist in locating the records, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records should submit a request as indicated under 'Notification procedure', providing the information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

A1506.03bDAEN

SYSTEM NAME:

Homeowners Assistance Case Files

SYSTEM LOCATION:

Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314. Segments of this system exist at Engineer Division and District Offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees and military personnel who apply for homeowners assistance benefits.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to the application of persons sustaining losses in real estate because of closure or reduction of military bases; e.g., employment verification; income and expense figures; information concerning offer to sell real property or similar written offer; negotiator's report; title evidence and opinions; surveys, leases; Certificate of Inspection and Possession; Payment and Closing Sheet and Receipt for US Treasurer's check; market impact data; insurance and tax data; Disclaimer by Person of Possession; DOD Form 1607 (Application for Homeowner Assistance); FHA Form 1174 (Transmittal of Recorded Deed and Title Assembly-Military Acquisition); appraisal reports, docket sheets, questionnaires, copies of deeds and mortgages, mortgage settlement data; evidence of proof of ownership and occupancy of residence, applicant appeals and final decisions thereon; comparable forms and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 1013 of the Demonstration Cities and Metropolitan Development Act of 1966, Pub. L. 89-754 (80 Stat. 1255, 1290), as amended.

PURPOSE(S):

To process applications for homeowners assistance benefits and to consider appeals; to review market studies and appraisals; to review final title assemblies of deeds of conveyance to the Government for properties acquired under the program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of Housing and Urban Development/FHA: In assuming custody of acquired homes, to manage and dispose of such properties on behalf of the Secretary of Defense.

FHA/Veterans Administration: In accepting subsequent purchaser in private sales when property is encumbered by a mortgage loan guaranteed or insured by them.

Department of Justice: In reviewing final title and deeds of conveyance to the Government for properties acquired under the program, pursuant to their responsibilities under Pub. L. 91-393.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tapes/disks; cards.

RETRIEVABILITY:

By applicant's surname.

SAFEGUARDS:

All information is protected by physical security devices which include guards to the buildings and limited access only to authorized personnel having official need therefor. Access to or update of information in automated media is by a system of passwords, thereby preserving integrity of the data.

RETENTION AND DISPOSAL:

Files are destroyed 10 years after final action or decision on appeals, as applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: DAEN-REH-O at the above address. Individuals must provide their full name, current address and telephone number, name and location of the installation closed or announced for closure, and signature.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records should write to the System Manager, providing information listed under 'Notification procedure'.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1511.02DAEN

SYSTEM NAME:

Army Housing Information Management System

SYSTEM LOCATION:

Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314; Housing Managers at Army installations worldwide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel, their dependents; Department of Defense or other key civilian personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for on/off post housing containing name, service/SSN, rank/grade and date, service data, organization of assignment, home address and telephone number; locator data; appropriate travel orders; records reflecting housing availability/assignment/termination; eligibility of civilians for loan to purchase housing; referral services; property inventories, hand receipts, and issue slips; cost control, job orders; survey data; reports of liaison with real estate boards, realtors, brokers and other Government agencies; other management reports regarding the Army housing system, complaints and investigations; and similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., sections 133 and 2674; DOD Instructions 1100.16, 4165.27, 4165.34, 4165.43, 4165.44, 4165.47 and 4165.51.

PURPOSE(S):

To provide information relating to the management, operation, and control of the Army housing program; to provide necessary housing for military personnel, their dependents, and qualified civilian employees; to determine housing adequacy/suitability; to document cost data for alterations/repair of units; to establish rental rates; to provide guidance and referral service; to reflect liaison with real estate boards, brokers, and other Government agencies; to render reports; to investigate complaints and related matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records; cards; computer tapes, discs, and printouts.

RETRIEVABILITY:

By individual's surname, facility name or number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized persons having official need therefor, housed in buildings protected by security guards or lock when not in use. Information in automated media is further protected by physical security devices; access to or update of information in the system is protected through a system of passwords, thereby preserving integrity of data.

RETENTION AND DISPOSAL:

Installation troop housing and tenancy files are destroyed after 3 years; cost control files are destroyed 11 years after last entry; leasing/rental rate files are destroyed after 10 years; housing referral service files are destroyed after 5 years; off-post rental housing reports and/or complaints/investigations are destroyed 5 years after completion at office having Army wide responsibility (other offices: 3 years).

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from the Director of Industrial Operations, Office of the Chief of Engineers or his counterpart in District/Division Engineer Offices providing housing service.

RECORD ACCESS PROCEDURES:

An individual's request may be addressed to the Director of Industrial Operations at the appropriate installation, and contain his/her name and address and last assignment location.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual, his/her personnel records, tenants/landlords and realty activities, financial institutions, and previous employers/commanders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1522.10DAEN

SYSTEM NAME:

Reservoir Permit Files

SYSTEM LOCATION:

Army Corps of Engineers Project Offices; addresses may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for permits, permittees, and persons having done unauthorized work at Corps of Engineers water resource development projects.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for permits, permits and letters of comment from the general public.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

16 U.S.C., section 460d; 31 U.S.C., section 483a; 42 U.S.C., sections 4321, 4331-4335, 4341-4347; 33 U.S.C., section 1251 et seq; Executive Order 11752.

PURPOSE(S):

Serves as a basis for lakeshore management and public use activity control.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets.

RETRIEVABILITY:

By applicant name and permit number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel having official need therefor.

RETENTION AND DISPOSAL:

Reservoir permits are destroyed 1 year following expiration of permit.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Individuals wishing to know whether or not this system of records contains information concerning them may inquire of the System Manager, ATTN: Chief, Construction/Operations Division, Civil Works Directorate. Individual should furnish his/her full name, present address and telephone number, and specifics that will assist in locating the records.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves should write as indicated in 'Notification Procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the individual; Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1522.15DAEN

SYSTEM NAME:

General Permit Files

SYSTEM LOCATION:

Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314; segments exist at Engineer Division and District Offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals applying for permits, permittees, and persons having done unauthorized work in navigable waters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for permits, written comments from the general public, state, local and Federal agencies, similar relevant documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Sections 9, 10 and 14, River and Harbor Act of March 3, 1899; Section 404, Federal Water Pollution Control Act Amendments of 1972; Section 103, Marine Protection, Research and Sanctuaries Act of 1972.

PURPOSE(S):

Serves as the basis for decision by the Chief of Engineers or his designated representative to enforce the regulatory program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system may be disclosed to: Department of Justice for possible criminal prosecution; Appropriate Federal agencies to solicit views regarding one's application, as required by Federal laws such as the National Environmental Quality Act of 1969 and the Fish and Wildlife Coordination Act.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; magnetic tapes/discs and printouts; microfilm.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Access is restricted to designated persons having official need for the information in the performance of official duties. Records are maintained in buildings protected by security guards.

RETENTION AND DISPOSAL:

Fill and bank protection files are permanent. Dock permit files are destroyed 2 years after removal of the structure. Dredging and dumping permit files are destroyed 2 years after revocation or expiration. General permit files are permanent in field offices and destroyed after 3 years in Office, Chief of Engineers headquarters. Rejected permit applications are destroyed 1 year after disapproval. Non-action construction permit files are destroyed 2 years after expiration of permit.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained by writing to the System Manager, ATTN: DAEN-CWO-N; individual must furnish full name, his/her current address and telephone number, and specifics that will assist in locating the records.

RECORD ACCESS PROCEDURES:

Individuals wishing to access records pertaining to themselves in this system of records should address an inquiry as stated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

RECORD SOURCE CATEGORIES:

From the applicant, local and state government, the general public, Department of the Interior, Environmental Protection Agency, National Oceanic and Atmospheric Administration, Department of Justice.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

A1524.11DAEN

SYSTEM NAME:

Violation Warning Files

SYSTEM LOCATION:

Corps of Engineers offices world-wide; addresses may be obtained from the System manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who violate the provisions of Chapter III, Parts 313 or 327, of Title 36, CFR which govern public use of

water resource development projects administered by the Corps of Engineers.

CATEGORIES OF RECORDS IN THE SYSTEM:

DD 1805 (Violation Notice), or Engineer Form 4381, (Warning Citation); relevant correspondence between the Corps of Engineers and the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 234 of the Flood Control Act of 1970 (Pub. L. 91-611; 84 Stat. 1818).

PURPOSE(S):

To determine and take appropriate action with regard to violations of water resource development projects.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By individual's surname.

SAFEGUARDS:

Records are accessible only to designated individuals having official need therefor, located in buildings protected by security guards.

RETENTION AND DISPOSAL:

Records are destroyed by shredding 1 year after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, ATTN: DAEN-PM; individual must furnish his/her full name, current address and telephone number, name of project that originated the violation/warning notice, and serial number thereon.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records should write to the System Manager, as indicated in 'Notification procedure', providing information required therein.

CONTESTING RECORD PROCEDURES:

The Army's rules for access to records and for contesting contents, and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 5005).

RECORD SOURCE CATEGORIES:

Army records and reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DIRECTORY OF UNITED STATES ARMY, ARMY AND AIR FORCE EXCHANGE SERVICE AND FEDERAL ACQUISITION INSTITUTE ADDRESSES

This directory is published to enable users of record system notices to identify the location of such systems of records in order to request access to and amendment of records.

The Department of the Army also processes the record system notices of the Army and Air Force Exchange Service (AAFES) and the Federal Acquisition Institute (FAI) for publication in the FEDERAL REGISTER; therefore, the addresses of these organizations are included in this directory.

HEADQUARTERS, DEPARTMENT OF THE ARMY

The following elements of the Army constitute the Headquarters, Department of the Army and are located in Washington, DC area:

Office of the Secretary of the Army

Office of the Assistant Chief of Staff for Automation and Communications

Office of The Adjutant General

Office of the Chief, Army Reserve

Office of the Comptroller of the Army

Office of the Chief of Chaplains

Office of the Chief of Engineers

Office of the Chief of Staff

Office of The Inspector General

Office of The Judge Advocate General

Office of the Deputy Chief of Staff for Logistics

Office of the Deputy Chief of Staff for Research, Development and Acquisition

Office of the Assistant Chief of Staff for Intelligence

Office of the Chief, Military History

Office of the Deputy Chief of Staff for Operations and Plans

Office of the Chief, National Guard Bureau

Office of the Deputy Chief of Staff for Personnel

Office of The Surgeon General

Office of the Chief of Public Affairs

Army Board for Correction of Military Records

MAJOR COMMANDS

Commander US Army Materiel Development and Readiness Command 5001 Eisenhower Ave Alexandria, VA 22332

Commander US Army Military District of Washington Ft Lesley J. McNair 4th and P Sts, SW Washington, DC 20319

Commander US Army Criminal Investigation Command Nassif Bldg 5611 Columbia Pike Falls Church, VA 22041

Commander US Army Communications Command Ft Huachuca, AZ 85613

Commander US Army Health Services Command Ft Sam Houston, TX 78234

Commander US Army Forces Command Ft McPherson, GA 30330

Commander US Army Recruiting Command Ft Sheridan, IL 60037

Commander Military Traffic Management Command Washington, DC 20315

Commander US Army Training and Doctrine Command Ft Monroe, VA 23651

Commander US Army Intelligence and Security Command Arlington Hall Station 400 Arlington Blvd Arlington, VA 22212

Commander US Army Western Command Ft Shafter, HI 96823

Commander US Army Japan APO San Francisco 96343

Commander Eighth US Army APO San Francisco 96301

Commander in Chief US Army Europe and Seventh Army APO New York 09403

ARMY FIELD OPERATING AGENCIES, SUBORDINATE COMMANDS,

AND MAJOR INSTALLATIONS

ALABAMA

Commander US Army School/ Training Center and Ft McClellan Ft McClellan, AL 36201

Commander US Army Aviation Center, School and Ft Rucker Ft Rucker, AL 36362

Commander US Army Aeromedical Center Ft Rucker, AL 36362

Commander US Army Safety Center Ft Rucker, AL 36362

Commander US Army Missile and Munitions Center and School Redstone Arsenal, AL 35809

Commander US Army Missile Research and Development Command Redstone Arsenal, AL 35809

District Engineer US Army Engineer District, Mobile PO Box 2288 Mobile, AL 36628

Division Engineer US Army Engineer Division, Huntsville PO Box 1600, West Station Huntsville, AL 35807

ALASKA

Commander 172d Infantry Brigade Ft Richardson, AK 99505

Commander US Army Cold Region Test Center Ft Greely APO Seattle 98733

District Engineer US Army Engineer District, Alaska Anchorage, AK 99510

ARIZONA

Commander Ft Huachuca, AZ 85613

Commander US Army Intelligence Center and School Ft Huachuca, AZ 85613

Commander US Army Yuma Proving Ground Yuma, AZ 85364

ARKANSAS

Commander Ft Chaffee Ft Smith, AR 72902

Commander US Army Pine Bluff Arsenal Pine Bluff, AR 71601

District Engineer US Army Engineer District, Little Rock PO Box 867 Little Rock, AR 72203

CALIFORNIA

Commander 7th Infantry Division and Ft Ord Ft Ord, CA 93941

Commander Military Traffic Management Command, Western Area Oakland Army Base Oakland, CA 94626

Commander US Army Communications Command, Western Area Oakland Army Base Oakland, CA 94626

Commander Letterman Army Medical Center Presidio of San Francisco, CA 94129

Commander Sixth US Army Presidio of San Francisco, CA 94129

District Engineer US Army Engineer District, Los Angeles PO Box 2711 Los Angeles, CA 90053

District Engineer US Army Engineer District, Sacramento 650 Capital Mall Sacramento, CA 95814

District Engineer US Army Engineer District, San Francisco 211 Main Street San Francisco, CA 94105

Division Engineer US Army Engineer Division, South Pacific Room 1216 630 Sansome St San Francisco, CA 94111

COLORADO

Commander Fitzsimmons Army Medical Center Denver, CO 80240

Commander Rocky Mountain Arsenal Denver, CO 80240

Commander 4th Infantry Division and Ft Carson Ft Carson, CO 80913

DISTRICT OF COLUMBIA

Commander The Adjutant General Center Forrestal Bldg 1000 Independence Ave, SW Washington, DC 20314

Administrator US Army Civilian Appellate Review Agency Rm 8H-088, Forrestal Bldg 1000 Independence Ave, SW Washington, DC 20314

Commander Ft Lesley J. McNair 4th and P Sts, SW Washington, DC 20319

Commander US Army Command and Control Support Agency The Pentagon Washington, DC 20310

Commander US Army Management Systems Support Agency The Pentagon Washington, DC 20310

Commander Walter Reed Army Medical Center 6925 16th St, NW Washington, DC 20012

Commander US Army Physical Disability Agency 6925 16th St, NW Washington, DC 20012

FLORIDA

District Engineer US Army Engineer District, Jacksonville PO Box 4970 Jacksonville, FL 32201

GEORGIA

Commander US Army Infantry Center, School, and Ft Benning Ft Benning, GA 31905

Commander US Army Signal Center and Ft Gordon Ft Gordon, GA 30905

Commander Dwight David Eisenhower Army Medical Center Ft Gordon, GA 30905

Commander Ft McPherson, GA 30330

Commander 24th Infantry Division and Ft Stewart Hinesville, GA 31313

District Engineer US Army Engineer District, Savannah PO Box 889 Savannah, GA 31402

Division Engineer US Army Engineer Division, South Atlantic 510 Title Bldg 30 Pryor St, SW Atlanta, GA 30303

HAWAII

Commander Ft Shafter, HI 96823

Commander Tripler Army Medical Center Honolulu, HI 96823

Division Engineer US Army Engineer Division, Pacific Ocean Bldg 230 Ft Shafter, HI 96823

ILLINOIS

Commander Ft Sheridan, IL 60037

Commander US Army Military Enlistment Processing Command Ft Sheridan, IL 60037

Commander US Army Armament Materiel Readiness Command Rock Island Arsenal Rock Island, IL 61201

District Engineer US Army Engineer District, Chicago 219 S Dearborn St Chicago, IL 60604

District Engineer US Army Engineer District, Rock Island Clock Tower Bldg Rock Island, IL 61201

INDIANA

Commander US Army Administration Center and Ft Benjamin Harrison Ft Benjamin Harrison, IN 46216

Commander US Army Finance and Accounting Center Ft Benjamin Harrison, IN 46216

Commander US Army Institute of Administration Ft Benjamin Harrison, IN 46216

KANSAS

Commandant US Army Command and General Staff College Ft Leavenworth, KS 66027

Commander US Army Disciplinary Barracks Ft Leavenworth, KS 66027

Commander 1st Infantry Division and Ft Riley Ft Riley, KS 66442

KENTUCKY

Commander 101st Airborne Division and Ft Campbell Ft Campbell, KY 42223

Commander US Army Armor Center and School Ft Knox, KY 40121

Commander Lexington-Blue Grass Army Depot Lexington, KY 40507

District Engineer US Army Engineer District, Louisville PO Box 59 Louisville, KY 40201

LOUISIANA

Commander 5th Infantry Division and Ft Polk Ft Polk, LA 71459
District Engineer US Army Engineer District, New Orleans PO Box 60267 New Orleans, LA 70160

MARYLAND

Commander Edgewood Arsenal Aberdeen Proving Ground, MD 21005
Commander US Army Aberdeen Proving Ground Aberdeen Proving Ground, MD 21005
Commander US Army Environmental Hygiene Agency Aberdeen Proving Ground, MD 21005
Commander US Army Ordnance School and Center Aberdeen Proving Ground, MD 21005
Commander US Army Test and Evaluation Command Aberdeen Proving Ground, MD 21005
Commander Harry Diamond Laboratories 2800 Powder Mill Road Adelphi, MD 20783
Commander Ft Detrick Frederick, MD 21701
Commander US Army Medical Research and Development Command Ft Detrick Frederick, MD 21701
Commander Ft George G. Meade, MD 20755
Commander US Army Intelligence and Security Agency Ft George G. Meade, MD 20755
Commander Ft Ritchie, MD 21719
District Engineer US Army Engineer District, Baltimore PO Box 1715 Baltimore, MD 21203

MASSACHUSETTS

Commander Ft Devens, MA 01433
Commander US Army Security Agency Training Center and School Ft Devens, MA 01433
Commander US Army Natick Research and Development Command Natick, MA 10760
Division Engineer US Army Engineer Division, New England 424 Trapelo Road Waltham, MA 02154

MICHIGAN

Commander US Army Tank-Automotive Materiel Readiness Command Detroit Arsenal Warren, MI 48089
District Engineer US Army Engineer District, Detroit PO Box 1027 Detroit, MI 48231

MINNESOTA

District Engineer US Army Engineer District, St Paul 1135 US Post Office and Custom House St Paul, MN 55101

MISSISSIPPI

District Engineer US Army Engineer District, Vicksburg PO Box 60 Vicksburg, MS 39180
Division Engineer US Army Engineer Division, Lower Mississippi Valley PO Box 80 Vicksburg, MS 39180

MISSOURI

Commander US Army Engineer Training Center and Ft Leonard Wood Ft Leonard Wood, MO 65473
Commander Automated Logistics Management Systems Activity PO Box 1578 St Louis, MO 63188
Commander US Army Reserve Components Personnel and Administration Center 9700 Page Blvd St Louis, MO 63132
District Engineer US Army Engineer District, Kansas City 700 Federal Bldg Kansas City, MO 64106
District Engineer US Army Engineer District, St Louis 210 N 12th St St Louis, MO 63101

NEBRASKA

District Engineer US Army Engineer District, Omaha 6014 US Post Office and Courthouse 215 N 17th St Omaha, NE 68102
Division Engineer US Army Engineer District, Missouri River PO Box 103, Downtown Station Omaha, NE 68101

NEW JERSEY

Commander Military Traffic Management Command, Eastern Area Bayonne, NJ 07002
Commander Pictinny Arsenal Dover, NJ 07801
Commander US Army Training Center and Ft Dix Ft Dix, NJ 08640
Commander US Army Communications Research and Development Command Ft Monmouth, NJ 07703
Commandant US Military Academy Preparatory School Ft Monmouth, NJ 07703

NEW MEXICO

Commander White Sands Missile Range, NM 88002
District Engineer US Army Engineer District, Albuquerque PO Box 1580 Albuquerque, NM 87103

NEW YORK

Commandant US Army Chaplain School Ft Wadsworth Rosebank, Staten Island, NY 10305
Superintendent US Military Academy West Point, NY 10996
District Engineer US Army Engineer District, Buffalo 1776 Niagara St Buffalo, NY 14207
District Engineer US Army Engineer District, New York 26 Federal Plaza New York, NY 10007
Division Engineer US Army Engineer Division, North Atlantic 90 Church St New York, NY 10007

NORTH CAROLINA

Commander XVIII Airborne and Ft Bragg Ft Bragg, NC 28308
Commander US Army Institute for Military Assistance Ft Bragg, NC 28308
District Engineer US Army Engineer District, Wilmington PO Box 1890 Wilmington, NC 28401

OHIO

Division Engineer US Army Engineer Division, Ohio River PO Box 1159 Cincinnati, OH 45201

OKLAHOMA

Commander US Army Field Artillery Center, School, and Ft Sill Ft Sill, OK 73503
District Engineer US Army Engineer District, Tulsa PO Box 61 Tulsa, OK 74102

OREGON

District Engineer US Army Engineer District, Portland PO Box 2946 Portland, OR 97208
Division Engineer US Army Engineer Division, North Pacific PO Box 2870 Portland, OR 97208

PENNSYLVANIA

Commandant US Army War College Carlisle Barracks, PA 17013
Commander Letterkenny Army Depot Chambersburg, PA 17201
Commander US Army International Logistics Command New Cumberland Army Depot New Cumberland, PA 17070
Commander US Army Support Activity, Philadelphia Philadelphia, PA 17101
Commander Tobyhanna Army Depot Tobyhanna, PA 18466
District Engineer US Army Engineer District, Philadelphia US Custom House 2d and Chestnut Sts Philadelphia, PA 19106
District Engineer US Army Engineer District, Pittsburgh Federal Bldg 1000 Liberty Ave Pittsburgh, PA 15222

SOUTH CAROLINA

Commander US Army Infantry Training Center and Ft Jackson Ft Jackson, SC 29209
District Engineer US Army Engineer District, Charleston PO Box 919 Charleston, SC 29402

TENNESSEE

District Engineer US Army Engineer District, Memphis 668 Clifford Davis Bldg Memphis, TN 38103
District Engineer US Army Engineer District, Nashville PO Box 1070 Nashville, TN 37202

TEXAS

Commander William Beaumont Army Medical Center El Paso, TX 79920
Commandant Health Services Academy, US Army Ft Sam Houston, TX 78234
Commander Brooke Army Medical Center Ft Sam Houston, TX 78234
Commander Fifth US Army Ft Sam Houston, TX 78234
Commander US Army Air Defense Center, School, and Ft Bliss Ft Bliss, TX 79916
Commander III Corps and Ft Hood Ft Hood, TX 76544
Chief US Army Health Information Systems and Boistatistical Agency Ft Sam Houston, TX 78234
Commander Red River Army Depot Texarkana, TX 75501
District Engineer US Army Engineer District, Fort Worth PO Box 17300 Ft Worth, TX 76102
District Engineer US Army Engineer District, Galveston PO Box 1229 Galveston, TX 77553
Division Engineer US Army Engineer Division, Southwestern Main Tower Bldg 1200 Main St Dallas, TX 75202

UTAH

Commander US Army Dugway Proving Ground Dugway, UT 84022
Commander Tooele Army Depot Tooele, UT 84074

VIRGINIA

Commander Cameron Station Alexandria, VA 22314
Chief US Army Civilian Personnel Center Hoffman Bldg II 200 Stovall St Alexandria, VA 22332
Commander US Army Military Personnel Center Hoffman Bldg II 200 Stovall St Alexandria, VA 22332
Commander US Army Research Institute for the Behavioral and Social Sciences 5001 Eisenhower Ave Alexandria, VA 22333
Commander Arlington Hall Station 400 Arlington Blvd Arlington, VA 22212
Commandant The Judge Advocate General's School, US Army Charlottesville, VA 22901
Commander US Army Audit Agency Nassif Bldg Falls Church, VA 22041
Commander US Army Computer Systems Support and Evaluation Agency Falls Church, VA 22041
Commander US Army Operational Test and Evaluation Agency 5600 Columbia Pike Falls Church, VA 22041
Commander US Army Engineer Center and Ft Belvoir Ft Belvoir, VA 22060
Commander US Army Computer Systems Command Ft Belvoir, VA 22060
Commander US Army Transportation Center, School and Ft Eustis Ft Eustis, VA 23604
Commander US Army Logistics Management Center Ft Lee, VA 23801
Commander US Army Quartermaster Center, School and Ft Lee Ft Lee, VA 23801
District Engineer US Army Engineer District, Norfolk 803 Front St Norfolk, VA 23510
Division Engineer US Army Engineer Division, Middle East (Rear) PO Box 2250 Winchester, VA 22601

WASHINGTON

Commander 9th Infantry Division and Ft Lewis Ft Lewis, WA 98433
Commander Madigan Army Medical Center Tacoma, WA 98431
District Engineer US Army Engineer District, Seattle PO Box C-3755 Seattle, WA 98124
District Engineer US Army Engineer District, Walla Walla Bldg 602 City-County Airport Walla Walla, WA 99362

WEST VIRGINIA

District Engineer US Army Engineer District, Huntington PO Box 2127 Huntington, WV 25721

WISCONSIN

Commander Ft McCoy Sparta, WI 54656

OVERSEAS

Commander in Chief US Southern Command US Army Element APO Miami 34003
Commander V Corps APO New York 09097
Commander VII Corps APO New York 09107
Commander 32d Army and Air Force Defense Command APO New York 09227
Commander US Army Berlin Brigade APO New York 09742
Commander US Army Medical Command, Europe APO New York 90403
Commander US Army Southern European Task Force APO New York 09168
Commander in Chief US European Command US Army Element APO New York 09128
Commander US Army Element SHAPE APO New York 09055
Division Engineer US Army Engineer Division, Europe APO New York 09757
Division Engineer US Army Engineer Division, Mediterranean APO New York 09019
Division Engineer US Army Engineer Division, Middle East APO New York 09038
Commander 4th US Army Missile Command APO San Francisco 96558
Commander I Corps APO San Francisco 96358
District Engineer US Army Engineer District, Far East APO San Francisco 96301
District Engineer US Army Engineer District, Japan APO San Francisco 96343

ARMY AND AIR FORCE EXCHANGE SERVICE

(AAFES)

HEADQUARTERS

Army and Air Force Exchange Service 3911 Walton Walker Blvd Dallas, TX 75222

CONTINENTAL UNITED STATES EXCHANGE REGIONS/AREA EXCHANGES/EXCHANGES

Alamo Exchange Region Army and Air Force Exchange Service Bldg 370 Ft Sam Houston, TX 78234

Southwest Area Exchange
Ft Bliss, TX 79006

South Texas Area Exchange
Lackland AFB, TX 78236

Central Texas Area Exchange
Ft Hood, TX 76544

Red River Area Exchange
Barksdale AFB, LA 71110
Capitol Exchange Region Army and Air Force Exchange Service Bldg 6 Cameron Station Alexandria, VA 22314

Mid-Atlantic Area Exchange
Ft Dix, NJ 08640

New England Area Exchange
Ft Devens, MA 01433

Tidewater Area Exchange
Langley AFB, VA 23665

Washington Area Exchange
Cameron Station
Alexandria, VA 22314

Azores Area Exchange
APO New York 09406
Golden Gate Exchange Region Army and Air Force Exchange Service Box 3553 San Francisco, CA 94119

Alaska Area Exchange
Pouch 6-550
Anchorage, AK 99502

Arizona Area Exchange
Davis-Monthan AFB, AZ 85707

Northern California Area Exchange
Mather AFB, CA 95655

Northwest Area Exchange
Ft Lewis, WA 98433

Southern California Area Exchange
Norton AFB, CA 92409

Central California Area Exchange
Ft Ord, CA 93941
Ohio Valley Exchange Region Army and Air Force Exchange Service Bldg 2501, Gate 1 Indiana Army Ammunition Plant Charlestown, IN 47111

Central Area Exchange
Ft Leonard Wood, MO 65473

Great Lakes Area Exchange
K. I. Sawyer AFB, MI 49843

Midwest Area Exchange
Wright-Patterson AFB, OH 45433

North Central Area Exchange
Offutt AFB, NE 68113

Rocky Mountain Area Exchange
Ft Carson, CO 80913
Southeast Exchange Region Army and Air Force Exchange Service 1280 Kershaw St Montgomery, AL 36108

West Georgia Area Exchange
Ft Benning, GA 31905

Blue Ridge Area Exchange
Ft Bragg, NC 28307

Piedmont Area Exchange
Ft Jackson, SC 29207

Florida Area Exchange
MacDill AFB, FL 33608

Panama Area Exchange
APO Miami 34009

Puerto Rico Exchange
Ft Buchanan, PR 00934

Gulf Coast Area Exchange
Eglin AFB, FL 32542

OVERSEAS AAFES

Headquarters Army and Air Force Exchange Service-Europe APO New York 09245

Frankfurt Area Exchange, Germany
APO New York 09757

Greece Area Exchange
APO New York 90253

Italy Area Exchange
APO New York 09168

Spain Area Exchange
APO New York 09283

United Kingdom Area Exchange
APO New York 09129

Turkey Area Exchange
APO New York 09224
Headquarters Army and Air Force Exchange Service-Pacific 919 Ala Moana Honolulu, HI 96814

Guam Area Exchange
APO San Francisco 96351

Hawaii Area Exchange
919 Ala Moana
Honolulu, HI 96814

Japan Area Exchange
APO San Francisco 96323

Korea Area Exchange
APO San Francisco 96301

Okinawa Area Exchange
APO San Francisco 96344

Philippines Area Exchange
APO San Francisco 96431

FEDERAL ACQUISITION INSTITUTE
Federal Acquisition Institute 5001 Eisenhower Ave Alexandria, VA 22333

DEFENSE MAPPING AGENCY

HOW SYSTEMS OF RECORDS ARE ARRANGED. The Defense Mapping Agency records are grouped by subject series. Each series has records about a specific activity or function to which a subject title and number is given. Systems or records are grouped in the same way. For example, a system of records on personnel security clearances may be found in Personnel Security Files - B0504-01 and one about military personnel assignments may be found in Military Services Administrative Record Files - B0614-02. These numbers are part of the system identification (ID) which precedes the notices in the Federal Register. They look like this: B0504-01 HQ,HT,A; B0614-02 HQ,A. The letter B means Defense Mapping Agency. The first four digits (0504 and 0614) show that the records pertain to Personnel Security and Military Personnel respectively; and the last two are a further breakdown of the series. The letters that follow these numbers are internal management accounting devices only. Other systems of records which differ from these examples but have similar documents may also be found in the same series.

HOW TO USE THE INDEX GUIDE. The systems of records maintained by the Defense Mapping Agency are contained within the subject series that are listed below. This list identifies each series in the order in which it appears in this issuance. Use the list to identify subject areas of interest. Having done so, use the series number (for example 0504 for Personnel Security) to locate the systems of records grouping in which you are interested.

SUBJECT SERIES
SYSTEM IDENTIFICATION SERIES

Inspection
0210

Historical
0228

Finance and Accounting
0302

Civilian Personnel Pay and Accounting
0303

General Legal
0401

Claims Investigating and Processing Documents
0402

Informational Services
0408

Information Security
0502

Guard Protective Services
0503

Personnel Security
0504

Military Personnel Files
0614

Safety Management Program
0615

Medical and Health Program
0901

Individual Procurement Transactions
1202

General Supply Accounting
1205

Self Service Supply
1206

Maintenance
1208

Personnel Travel and Transportation
1211

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking

facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

B0210-06 HQHTASID

SYSTEM NAME:

210-06 Inspector General Investigative Files

SYSTEM LOCATION:

Office of the Inspector General - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), DMA Of(D). - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, military or civilian assigned to, employed by or having reason to do official business with the Defense Mapping Agency or one of its employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigative Files consist of written inquiries or investigative reports pertaining to complaints, possible violations or improper procedures pertaining to DMA personnel, procedures, policies or programs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101, Records Management by Federal Agencies.

PURPOSE(S):

To analyze and evaluate the effectiveness and efficiency of DMA policies, programs, and procedures; to use complaints, inquiries or investigations to initiate proper corrective action if the allegation is proven to be true in fact; to be used as basis for corrective actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Files are considered official in nature and are made available only to the Inspector General and Command officials.

STORAGE:

Paper records are stored in file folders and secured in safe-file cabinets.

RETRIEVABILITY:

Alphabetically by last name or subject matter DOD Hotline No.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Files accumulated in the Office of the Inspector General as permanent. Cut off on completion of Investigation.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector General, Headquarters, Defense Mapping Agency, Bldg 56, U.S. Naval Observatory, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the indivdual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Inspector General Investigative reports are the written results of IG Inquiries or Investigation of written or oral allegations from complaints.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0210-07 HQHTASID

SYSTEM NAME:

210-07 Inspector General Complaint Files

SYSTEM LOCATION:

Office of the Inspector Generals - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), DMA Office of Distribution Services(D). - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, military or civilian assigned to, employed by or having reason to do official business with the Defense Mapping Agency or one of its employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains letters or memorandums received by the Defense Mapping Agency wherein someone has complained about DMA personnel, programs, policies and/or procedures.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101, 3102 - Records management by Federal Agencies

PURPOSE(S):

As a basis to conduct an inquiry or investigation of the complaint; to initiate proper corrective action if justified.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Files are considered official in nature and are made available only to the Inspector General and Command officials.

STORAGE:

Paper records are stored in file folders and secured in safe-file cabinets.

RETRIEVABILITY:

Alphabetically by last name of individual or by subject.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Temporary Record. Destroy one year after completion and close of case.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector General, Headquarters Defense Mapping Agency, Bldg 56, U.S. Naval Observatory, Washington, D. C. 20305-3000.

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager.

RECORD ACCESS PROCEDURES:

Request from individual should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, etc., and some verbal information.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Source of Inspector General Complaint files are letters or memorandums received by HQ DMA from military or civilian.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0228-04 HT

SYSTEM NAME:

AR 228-04 Historical Photographic Files

SYSTEM LOCATION:

Public Affairs office - DMA Hydrographic/Topographic Center (HT)- See DMA Directory for complete address.

Decentralized Segments - Records Holding Area, Records Management Division of DMAHTC

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Commanding Officers; civilian employees (staff organization) VIP visitors; awards, suggestions, sports, retirement ceremonies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Photographs and negatives of

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 - Departmental Regulations

PURPOSE(S):

To furnish copies of photographs to organizations that requested photographs to be taken to obtain the background information regarding events, ceremonies, awards, sports, retirements at DMA for input to newspapers andmagazine articles to recognize accomplishments and publications.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To News Media for Public Relations and Community Affairs Matters and to organizers of testimonials, anquets and parties for the purpose of abtaining background information regarding events, ceremonies, awards, sports, and retirements at DMA.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Prints and negatives filed in cabinets.

RETRIEVABILITY:

Filed by name and/or event

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Records are Permanent. Records will be retired to Washington National Records Center on discontinuance of the installation.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Public Affairs Officer, Building 56, U.S. Naval Observatory, Washington D.C. 20305-3000.

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from System Manager

RECORD SOURCE CATEGORIES:

Photographs taken at awards ceremonies; Sporting events; retirement parties.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0228-10 HT

SYSTEM NAME:

AR 228-10 Installation Historical Files

SYSTEM LOCATION:

Public Affairs Office - DMA Hydrographic/Topographic Center(HT)

Decentralized Segments - Records Management Division - Records Holding Area of DMAHTC

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have given speeches or written an article for a magazine or newspaper.

CATEGORIES OF RECORDS IN THE SYSTEM

Copies of Speeches and articles fo. magazine or newspapers

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 - Departmental Regulations

PURPOSE(S):

To furnish background information on the history of installations to obtain up-to date information on all speeches, articles for magazines and newspapers published or given by an individual of DMA; to recognize accomplishments and publications.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To News for Public Relations and Community Affairs Matters and to organizers of testimonials and banquets for the purpose of obtaining background information on the history of installations, up-to-dat information on all speeches, articles for magazines and newspapers published or given by an individual of DMA, and rercognizing accomplishments and publications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Files retrieved alphabetically by name of individual.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

This is a permanent record. Retired from Records Holding Area.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Public Affairs Officer Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000.

NOTIFICATION PROCEDURE:

Information may be obtained from Above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Employee copies of speeches; newspapers; magazines, photographs and related publications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0302-13 HTA

SYSTEM NAME:

302-13 Record of Accounts Receivable

SYSTEM LOCATION:

DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Office of the Comptroller, Finance and Accounting Division. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

List of Contract Sales Agents, domestic and foreign, DMA Contractors, and current and former DMA civilian employees with outstanding balances due DMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Alphabetical file containing name of individual or company, address and special identifying code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The Budget and Accounting Procedure Act of 1950, Public Law 81-784.

PURPOSE(S):

To post credits and collection of accounts receivable balances.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection

Act of 1966 (31 U.S.C. 3701(a)(3)). Information may be provided to other Federal agencies for the purpose of collecting debts owed by individuals employed or believed to be employed by those agencies and owing DMA monies.

See also the 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Hard copy manifests and/or computer printouts.

RETRIEVABILITY:

Filed alphabetically by name of account.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Records are maintained after case settlement for three years in working area and then in storage area for an additional two years prior to destruction.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Finance and Accounting Division, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000.

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Written request for information should be addressed to system manager and contain the full name of the individual, current address and telephone number.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Hard copy Accounts Receivable manifests prepared from finance and contractual documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0302-21 HTA

SYSTEM NAME:

302-21 Record of Travel Payments

SYSTEM LOCATION:

DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A). Office of the Comptroller, Pay and Travel Branch. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any employee of Defense Mapping Agency reimbursed for Travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card file containing information used to reflect travel allowance payments made to individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U. S. C. 5707; Travel and subsistence Expenses-Regulations.

PURPOSE(S):

To reflect travel allowance payments made to employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Records are temporary. Cutoff on separation of employee, Inactive six years,three months, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Finance and Accounting Division, Building 56, U.S. Naval Observatory,Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and the travel number of visit, place visited and date on all correspondence received from this office. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Travel orders and vouchers

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0303-01 A

SYSTEM NAME:

303-01 Individual Pay Record Files

SYSTEM LOCATION:

DMA Aerospace Center(A). See DMA Directory for complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian pay record file contains magnetic tape. Created and updated by the use of time and attendance cards, address cards, savings bond forms, taxation documents, insurance documents, allotment documents, Standard Form 50.

Printout of Payroll

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of pay data and related information pertaining to DMA employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

3l U.S.C. 66a - Accounting and Auditing - Duties of Agency Heads; Information and Controls to be Covered

PURPOSE(S):

To establish, maintain and administer the employee's authorized pay and leave; to compute bi-weekly earnings, pay deductions, and net pay due the employee to identify rate of pay and authorized deductions as well as sick and annual leave accumulation, usage and balances; to provide a master tape listing, a civilian payroll master tape, a bi-weekly leave and earnings statement, and a civilian employee paycheck.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices. paycheck.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Tapes are retained in tape library, and are updated each pay period.

Printouts maintained and retained in current files are (CFA) and are forwarded in annual blocks to the National Personnel Records Center, GSA, lll Winnebago Street, St. Louis, MO 63ll8, l8 months after close of the calendar year or within 90 days after receipt of audit completion letter, whichever is first.

SYSTEM MANAGER(S) AND ADDRESS:

Director, DMA Aerospace Center, ATTN: Comptroller See DMA Directory for complete address listing.

NOTIFICATION PROCEDURE:

Information may be obtained from Above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Time and attendance cards, savings bond forms and similar withholding requests of the employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0303-05 A

SYSTEM NAME:

303-05 Leave Record Files

SYSTEM LOCATION:

Primary System. Comptroller, DMA Aerospace Center. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of DMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of official annual accumulation and use of employee's leave.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

PURPOSE(S):

To record official annual accumulation and use of employee's leave.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes and printouts.

RETRIEVABILITY:

Files are by payroll block number, organization, and name.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Applications for leave - Destroy on receipt of audit completion letter.

Remaining Files: Destroy after 6 years, 3 months old, or 90 days after receipt of audit completion letter. audit completion letter.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Finance and Accounting Division, Building 56, U.S. Naval Observatory,D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Time and attendance cards initialed by employee. Accumulation and use of leave.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0303-20 HTA

SYSTEM NAME:

303-20 Compensation Data Request Files

SYSTEM LOCATION:

Finance Accounting of DMA Hydrographic/Topographic Center (HT) and Aerospace Center (A). See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees requesting compensation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence relating to Federal Employee Compensation claims.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

PURPOSE(S):

To record documents and correspondence on employees who have been injured on the job, received treatment from a medical facility, and filed a claim for compensation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Rountine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by employee last name.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Destroy 6 years, 3 months after final disposition of the claim by settlement, transfer to GAO, or discontinuance period covered by account. (GRS 6/1.a.)

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Finance and Accounting, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Requests from individuals for information, notice of determination and refusal of work offer. Request for claims of compensation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0401-02 HQHTA

SYSTEM NAME:

401-02 Statements of Employment and Financial Interest and Ethics Act Files

SYSTEM LOCATION:

Office of the General Counsel, HQ DMA, Office of the Counsel, DMAHTC and DMAAC. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DD 1555 -Defense Mapping Agency civilian personnel classified at GS-13/ GM-13 or above, or others a specified by the designated Agency Ethics Official, and military officers serving in the grade of 0-5 or above, whose duties require the exercise of judgment in making Government decisions in regard to monitoring grants or subsidies; contracting and procurement; auditing; or other activities having a significant economic impact on the interests of any non-Federal enterprise.

Special Government Employees of the Defense Mapping Agency serving as advisors or consultants.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include DD 1555's - Confidential Statement of Employment and Financial Interests containing information as to outside employment, financial interests and creditors. Such forms are filed by individuals upon employment and renewed annually. Copies of the individual's current position description. Signed statements of the individual concerned stating that none of the interests listed constitute a conflict of interest with respect to the duties of his present position. Correspondence indicating review and the resolution of any conflicts disclosed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Part IV, Executive Order 11222, 'Prescribing Standards of Ethical Conduct for Government Officers and Employees' (as amended).

PURPOSE(S):

To determine the existence of,and, if possible, to resolve any real or apparent conflict between the personal financial interests of the individual concerned and the Government; to possibly be used in investigation/prosecution of fraud or other violation of conflict of interest laws.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Buildings in which files maintained are not open to general public and are guarded on 24-hour basis. Records are maintained in combination safes and are accessible after completion of review only to Agency Counsel. Each submission and subsequent annual renewals are kept in individual, sealed manila envelopes to prevent unauthorized disclosures.

RETENTION AND DISPOSAL:

Destroy 2 years after separation, retirement, reassignment, or death of the individual. (GRS 1/25.b.)

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, DMA Headquarters, Building 56, US Naval Observatory, Washington, D.C. 20305-3000.

NOTIFICATION PROCEDURE:

Information may be obtained from:

General Counsel, DMA Headquarters, Building 56, US Naval Observatory, Washington, DC. 20305-3000

Defense Mapping Agency Hydrographic/Topographic Center, ATTN: COUNSEL, Washington, D.C. 20315-0030

Defense Mapping Agency Aerospace Center, ATTN: COUNSEL, 3200 S. Second St. St. Louis, MO. 63118-3399

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: General Counsel, DMA Headquarters Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000.

Written requests for information should contain the full name and current address and telephone number of the individual. Visits will be arranged through the General Counsel, Headquarters DMA.

For personal visits, the individual should be able to provide some acceptable identification, such as a drivers license or an employer's identification card, and be prepared to provide some verbal information that can be verified with his file.

CONTESTING RECORD PROCEDURES:

The Defense Mapping Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Statements and related documents are obtained from the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0401-03 HQHTA

SYSTEM NAME:

401-03 Legal Assistance Case Files

SYSTEM LOCATION:

Office of General Counsel, DMA Headquarters (HQ), and Office of General Counsel DMA Hydrographic/ Topographic Center (HT), and Aerospace Center (A). See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel assigned to DMA who request legal assistance

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain legal opinions of the General Counsel Office regarding personal matters of an individual. Also copies of document prepared on behalf of the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101; - Records Management by Federal Agencies

PURPOSE(S):

To document legal matters and assistance provided to military personnel by Counsel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or floppy disk.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Record are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

a. HQ DMA and Component Headquarters: Destroy 6 months after completion of the case.

b. Other offices: Destroy 1 year after completion of the case. Selected opinions and correspondence withdrawn for the use as precedents may be held until no longer required for reference.

This record is a temporary record. Records are destroyed one year after completion of the case. Selected opinions and correspondence withdrawn for use as precedent may be held until no longer required for reference.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Request from military personnel for legal opinion on a personal matter, opinions of counsel and documents prepared by counsel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0402-05 HQHTA

SYSTEM NAME:

402-05 Legal Claims File

SYSTEM LOCATION:

Primary System - Office of General Counsel, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), and DMA Aerospace Center (A) - See DMA Directory for complete address listing.

Decentralized Segments - Washington National Records Center, GSA, 4205 Suitland Road, Suitland, Maryland 20409, Department of Army, Judge Advocate General, Pentagon, Washington, D.C.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA personnel having a claim against the Government for loss, damage, or destruction of personal property.

Any individual filing a tort claim against DMA for damages, loss or destruction of property and for personal injury or death resulting from negligence or wrongful act or omission of acts by DMA personnel and individuals against whom the Agency has legal claim.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's claims, related correspondence and processing papers, investigative reports, recommendations and opinions of the General Counsel's Office.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3l0l; - Records Management by Federal Agencies

28 U.S.C., Section 2671-2680, Federal Torts Claims Act.

PURPOSE(S):

To document claims against the Government by DMA personnel for damage, loss, or destruction of personal property incident to their service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or floppy disk.

RETRIEVABILITY:

Filed alphabetically by last name of employee or by case name.

SAFEGUARDS:

Records are maintained in a secured/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

a. Ddisapproved claims and claims involving a minor: Destroy 10 years after final action on the case.

b. Approved claims: Destroy 5 years after final action on the case.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Related forms, correspondence, investigative reports and information gathered in anticipation of litigation, and opinions of Counsel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0408-11 HQHTASID

SYSTEM NAME:

408-11 Biography Files

SYSTEM LOCATION:

Public Affairs Offices-DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), and DMA Office of Distribution Services (D) - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All top management and other key personnel of DMA

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographies; photographs; newspaper clippings and related documents pertaining to leading military and civilian personalities

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 3101 - Records Management by Federal Agencies

PURPOSE(S):

To document biographies, photographs, newpaper clippings, and related materials pertaining to leading DMA military and civilian personalities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Destroy two years after transfer, separation or death of the individual concerned

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Public Affairs Officer, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Biographical data furnished by individual

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0502-03 HQHTASP

SYSTEM NAME:

502-03 Master Billet/Access Record

SYSTEM LOCATION:

Primary System - Special Security Office, Department of Computer Services, Information, Storage, aDMA Hydrographic/Topographic Center, Decentralized segments - HQ DMA, DMA Aerospace Center, DMA SpecExploitation and Modernization. See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DMA employees and contractor personnel who have been indoctrinated for access to Sensitive Compartmented Information (SCI). In addition, employees of other government agencies are included for the period during which their security clearance or SCI access. status is permanently certified to DMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may contain for an individual the following: name, rank/grade, military component or civilian status, social security number, SCI billet number and title, SCI accesses authorized and held, date Background Investigation completed, date indoctrinated date and state of birth.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12356, National Security Information, 2 Apr 1982.

PURPOSE(S):

To identify and verify DMA personnel authorized access to SCI in order to control access to secure areas for use of classified information, for periodic reindoctrination (rebriefing) of employees for SCI access, for periodic security education and training, and for control and reissue of identification badges. To certify personnel SCI access status to the Defense Interrligence Agency for updating the Security Management Information System.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used to certify and verify SCI access status to other government agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system.

STORAGE:

Records are stored in computer memory core for retrieval through visual display terminals and line printers.

RETRIEVABILITY:

Files are retrieved by name and at least one other personal identifier, such as a date of birth, place of birth, social security number or military service number. Files may also be retrieved by billet number.

SAFEGUARDS:

Secured in alarmed vault in guarded building. Vault accessible only to properly cleared, authorized personnel. Transmission of system data between DMA Components is by secure mail channels.

RETENTION AND DISPOSAL:

Active records only are maintained. Records of personnel debriefed for SCI access are dumped on a debrief tape which is printed as an alphabetical listing cumulatively each month for one year, then the tape is erased. Old printed listing is destroyed when replaced by new printed listing (weekly).

SYSTEM MANAGER(S) AND ADDRESS:

Director, Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C., 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C., 20305-3000

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to above. Written requests for information should contain the full name of the individual, social security number, current address and telephone number. For personal visits, the individual should be able to furnish

personal identification containing his/her full name, social security number, physical description, photograph, and signature.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C.

RECORD SOURCE CATEGORIES:

Information is supplied by the individual concerned through completion of the Personal History Statement DD398. The bases for billet entries are security clearance or access approval messages or correspondence from the Defense Intelligence Agency; bases for incumbent entries are indoctrination oaths executed by incumbents at time of indoctrination.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0502-03-2 HQHTAS!SP

SYSTEM NAME:

502-03 Classified Material Access Files

SYSTEM LOCATION:

Primary System - Security Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and DMA Inter American Geodetic Survey (and DMA Special Program Office for Exploitation Modernization (SP).

Decentralized Segments - Requesting offices at DMA and organizations requiring the access authorization. See DMA Directory for complete address listing.

DIA, JCS

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals authorized to have access to classified files

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relfecting authorization to have access to classified material. They include forms containing individual's name, and signature, classification of files concerned, information desired, and signature of an official authorizing access.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12356, National Security Information, Apr 2, 1982.

PURPOSE(S):

To maintain records of individuals authorized access to classified material by specific categories and for established purposes; to check authorized individuals for access to classified material and guard authorization.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

File alphabetically by last name or grade of individual requiring access

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary Record - Destroy on transfer, reassignment, or separation of the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Report of investigating agency that conducted the background investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0502-15 HQHTAS!SP

SYSTEM NAME:

502-15 Security Compromise Case Files

SYSTEM LOCATION:

Primary System - Security Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), Exploitation Modernization. See DMA Directory for complete address listing

Decentralized Segments - Dept. of Justice and FBI on felonies cases.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA personnel security violation

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to investigations of alleged security violations, such as missing documents, unauthorized disclosure of information, unattended open security containers, documents not properly safeguarded and matters of a similar nature.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12356, National Security Information, Apr 2, 1982.

PURPOSE(S):

To protect records relating to investigations conducted into alleged and/or actual security violations by Security Office personnel and appointed investigating officials.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice for Defense offices responsible for making such determinations. Destroy 5 years after close of case. (GRS 18/25 a.)

b. All other files, exclusive of papers placed in official personnel folders. Destroy 2 years after completion of final action or when no longer needed, whichever is sooner. (GRS 18/25 b.)

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from: System Manager.

RECORD SOURCE CATEGORIES:

Reporting organization or official

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0503-02 HTASISP

SYSTEM NAME:

503-02 Security Identification Accountability Files

SYSTEM LOCATION:

Security Offices - DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA INTER American Geodetic Survey (I), and DMA Special Program Office for Expliotation and Modernization (SP). - See DMA Directory for complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Civilian employee

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the application, supporting materials and the number of the identification badges.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12356, National Security Information, 2 Apr 1982.

PURPOSE(S):

To maintain accountability for various indentification cards/badges issues and identify to whom issued.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records kept in file folders by No. also in desk type cabinet.

RETRIEVABILITY:

Filed Alphabetically by name.

SAFEGUARDS:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Temporary Record-Transfer to Records Holding Area after last card or badge number entered has been accounted for. Hold for three years and destroy.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be address to system manager

Written requests for information should contain the full name of the individual, current address and telephone number and the case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from System Manager

RECORD SOURCE CATEGORIES:

Individual's badge request, personnel forms and investigatory findings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0503-03 HTA

SYSTEM NAME:

503-03 Firearms Authorization Files

SYSTEM LOCATION:

DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A). See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Security guards that have been issued firearms and ammunitions

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents authorizing DMA civilian guards to carry firearms. Included are firearms authorization cards and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

50 U.S.C. 61; Arms and Ammunition issued to protect public property; reimbursement of Department of Army.

PURPOSE(S):

To maintain required firearms annual qualifications records, weapons serial numbers and firearms authorization cards issued to each assigned Security Police.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary Record, Destroy upon expiration of authorization.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Weapon serial number, and authorization of issue authorization card issued.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0503-04 HQHTAI

SYSTEM NAME:

503-04 Parking Permit Control Files

SYSTEM LOCATION:

Security Offices of Components - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have been issued parking Permits or cited for violations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to the allotment of parking spaces, recording of violations by holders of parking permits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

50 U.S.C. 797; Internal Security - Security Regulations and Orders; Penalty for Violation. and Delegations, Promulgation by President.

PURPOSE(S):

To maintain records of parking space assignments/ allocations and parking violations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records kept in file folders and desk type pull-out shelves.

RETRIEVABILITY:

Filed by name alphabetically

SAFEGUARDS:

Buildings and Facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Temporary-Record. Destroy on Transfer or separation of parking permit holder, or when permit is superseded or revoked.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, Hq. & Components. See DMA Directory for complete address listing.

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address, and telephone number, and social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified on employment.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Individuals requests for permits, copies of tickets issued.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0503-05 HQHTAI

SYSTEM NAME:

503-05 Vehicle Registration and Driver Record File

SYSTEM LOCATION:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), and Inter American Geodetic Survey (I). - See DMA Directory for complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person privileged to operate a motor vehicle on a military instal- lation and who has been involved in a chargeable traffic accident or whose commission of a moving traffic violation has been verified.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a record of issuance of decal and of all traffic offenses/ incidents and actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

50 U.S.C. 797; Internal Security - Security Regulations and Orders; Penalty for Violation.

PURPOSE(S):

To record traffic offenses, incidents and actions taken.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

8'x5' paper cards in card file cabinet

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Destroy one year after revocation or expiration.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, Hq. & Components. See DMA Directory for complete address listing.

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification and also some information that would verify his need to know.

CONTESTING RECORD PROCEDURES:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Report of traffic violation from Security police.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0503-09 HQHTASI

SYSTEM NAME:

503-09 Key Accountability Files

SYSTEM LOCATION:

Security Office, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and DMA Inter American Geodetic Survey (I). - See DMA Directfor complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals with keys to a secure area.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation relating to the issue, return and accountability for keys to secure areas.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12356, National Security Information, 2 Apr 1982.

PURPOSE(S):

To maintain documentation on periodic inspections, key accountability, reference checks and daily use records and investigations into loss or destruction of secure areas.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper Records in file folders

RETRIEVABILITY:

Filed Alphabetically by name

SAFEGUARDS:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

a. Files relating to keys to restricted security areas; Destroy 3 years after turn-in of key or on discontinuance, whichever is first.

b. Files relating to keys to other areas Destroy 6 months after turn-in of key or on discontinuance, whichever is first. (GRS 18/17)

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determination s may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Individual's key requests, personnel forms and investigatory findings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0504-01 HQHTSP

SYSTEM NAME:

504-01 Personnel Special Security and Investigative Files

SYSTEM LOCATION:

Special Security Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), and DMA Special Office for Exploitation Modernization - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those military and civilian personnel who are assigned to or employed by DMA and whose dudties require access to classified defense information, and/or have been assigned to Sensitive Compartmented Information (SCI) billets, and who have therefore been investigated under the provisions of DOD regulations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of three parts: part one subject to exemption of 552a(k)(5) form review,and parts two and three are available for review. Part (1) exempted consists of National Agency Checks with Written Inquiries (NACI); Background Investigations (BI); Special Background Investigations (SBI); Periodic Reinvestigations (PR). Part (2) available for review consists of National Agency Check (NAC). Part (3) available

for review consists of Special Security (SS) security indoctrination and termination oaths, clearance and access certification messages, billet approvals and SS security violation investigative reports, if necessary.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12356, National Security Information, Apr 2, 1982.

PURPOSE(S):

To maintain up-to date personnel security information for DMA civilian and military personnel who require access to classified defense information to determine eligibility for access to Sensitive Compartmented Information (SCI); to conduct continuing Security Education Programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by last name of file subject.

SAFEGUARDS:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Retained in active file during period subject is assigned to or employed by DMA, retained in inactive file for one year following reassignment or termination of employment, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

See Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number. When investigative files are requested the case control number (CCN) is also required.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Investigations are originated based on applicant's application for employment. Sources of information are inquiries of birth, education, local police, FBI files, subversive files, credit, neighborhood, personal references, etc.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 522a (j) or (k), as applicable. For additional information, contact the Systems Manager.

B0504-01-2 HQHTASISP

SYSTEM NAME:

504-01 Personnel Security Files

SYSTEM LOCATION:

Primary System - Security Office, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), and DMA Special Office for Exploitation Modernization (SP). See DMA Directory for complete address.

Decentralized Segments - Cross reference index cards (i.e., Badge Requests Cards, Identification Cards, Guard Desk Roladex Identification Cards) with extracts of information contained in primary files are maintained on file in Security Office of each DMA element.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those military, civilian, and industrial personnel who are assigned to, employed by DMA; whose official duties, responsibilities and/or contracts require that they have access to classified defense information which has been entrusted to or is under the Defense Mapping Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

File Contains individual's certificate of clearance indicating level of access individual is cleared for, date clearance was issued, type of investigation conducted, date investigation was completed and identification of agency that conducted the investigation. Additionally, contained in the file are; copy of Statement of Personal History (DD Form 398), individual's certification that he/she has read and understands both the Department of Defense and Agency security directives and instructions regarding the protection of classified defense information; individual certification that he/she understands responsibilities for protection of North Atlantic Treaty Organization (NATO), material to a lesser extent some files will contain individuals certification that he/she has been briefed for access to NATO Top Secret (COSMIC); NATO Top Secret Restricted Data (ATOMAL); Single Integrated Operational Plan (SIOP); Extremely Sensitive Information (ESI); Atomic Energy Commission, Restricted Data (RD); and Atomic Energy Commission, Critical Nuclear Weapons Design Information (CNWDI).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EO 12356, National Security Information, Apr 2, 1982.

PURPOSE(S):

To insure that each and every individual assigned to, employed by or contracting with DMA has been cleared for the level of access to classified information that is necessary for accomplishment of his/her official duties; to insure that each individual is made aware of his/her responsibilities regarding protection and safeguarding of any classified information entrusted to him/her.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Alphabetically by name of individual

SAFEGUARDS:

Buildings are located on guarded government installation with security guards and alarms. Records are maintained in areas accessible only to

authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are maintained in an active status only for the period of time that the individual is actually assigned to, employed by or contracting with DMA. When the individual terminates his association with DMA, the records are maintained in an inactive status for the period of one year and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Individual's certificate of clearance originates in HQ DMA Special Security Office (SSO) based on notification of personnel investigation by either the Office of Personnel Management or the Defense Investigative Agency. Certification of clearance for military personnel will be certified by the individuals' parent service. Much of the routine information in these records such as name, date and place of birth, etc., is obtained during the individual's initial processing which is usually accomplished on his first duty day. Other information such as type of investigation, date of investigation, etc., is obtained from such investigating agencies as the OPM, Defense Investigative Service (DIS), etc. The records are updated as new information is received regarding the individual's clearance and access.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0614-01 HQ

SYSTEM NAME:

614-01 Official Records (Military) Files and Extracts

SYSTEM LOCATION:

Military Personnel Office - DMA Headquarters (HQ) - See DMA Directory for complete address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military Personnel assigned to DMA

CATEGORIES OF RECORDS IN THE SYSTEM:

Navy-Documents as required by Bureau of Naval Personnel Manual (BUPERSMAN) NAVPERS 15791.B.

Army-Documents as required by Army Regulation 640.10

Enlisted and Officer personnel folders - co

Statement of Military History, Qualification Records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101

PURPOSE(S):

To determine the acceptability of an individual nominated by the parent service for a DMA position; to be used in the preparation of efficiency/fitness/effectiveness reports and award recomendations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Alphabetically by name of individual

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Permanent Record. Retained until departure of individual DMA, MPRJ handcarried to transfer point by individual upon separation from the service and subsequently retired to National Records Center (Military Records) 9700 Page Boulevard, St. Louis, MO 63132.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager

Written requests for information should contain the full name of the individual current address and telephone number, service number on all correspondence received from this office. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification cards, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Information is obtained from the individual's Service Military Personnel Center, the individual's rating official within the DMA and the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0614-02 HQA

SYSTEM NAME:

614-02 Military Services Administrative Record Files

SYSTEM LOCATION:

Directorate of Administration, DMAAC; Military Personnel Office - DMA Headquarters (HQ)- See DMA Directory for complete mailing address.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military Personnel assigned to DMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains letters, memorandums, emergency data, and assignment actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

PURPOSE(S):

To maintain information for the purpose of ting as a liaison between the individual, DMA, and servicing CBPO's.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by employee last name.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Destroy in accordance with parent service directives.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000.

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Leave records, finance documents, transmittals, personnel rosters, physical examinations, personnel actions, locator cards, trip reports, copies of orders/reassignments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0615-07 HQHTASI

SYSTEM NAME:

615-07 Safety Awards Files

SYSTEM LOCATION:

Logistics Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I) - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DMA Driver

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains list of the names of drivers who have received safe driver awards. All correspondence between the Safety Office and the National Safety Council

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4503 - Agency Awards

PURPOSE(S):

To document presentation of safety awards to individuals in compliance with established policy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by name

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Destroy when 5 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Driver record of the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0901-04 HTA

SYSTEM NAME:

901-04 Civilian Employee Health Clinic Record

SYSTEM LOCATION:

Primary System - Civilian Employee Health Clinic - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual employed by DMA Hydrographic/Topographic Center (HT) and Aerospace Center (A) and any individual employed by other Government agencies housed in the DMAHTC/DMAAC complexes

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information on treatment of employee received at dispensary at HTC and AC

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 7901 - Health Service Programs; 5 U.S.C. 8103 - Compensation for Injuries - Medical Services and Initial Medical and Other Benefits

PURPOSE(S):

To Maintain medical records of individuals receiving treatment at a DMA clinic for illness/injury while on duty.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Family Doctor will have full access to the information

Supervisors may inquire to record of injury

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

5x8 card files in cabinet

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Destroy 6 years after last entry. Upon transfer of employee, the records will be put in a sealed envelope and transferred with the employee. (GRS1/21)

Aerospace Center - on transfer of individual, record is transferred to gaining organization. On separation record is returned to National Personnel Records Center (NPRC) with the individuals official Personnel Folder

SYSTEM MANAGER(S) AND ADDRESS:

DMA Hydrographic/Topographic Center, ATTN: Personnel Office, Room 132-A, Erskine Hall, 6500 Brookes Lane, Washington, D.C. 20315-0030, DMA Aerospace Center, ATTN: Personnel Office, 3200 S. Second ST., St. Louis, MO. 63118-3399 See DMA Directory for complete address.

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Entry of information by attending nurse. Record of treatment.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B0901-07 HTAI

SYSTEM NAME:

901-07 Alcoholism and Drug Abuse Files

SYSTEM LOCATION:

Civilian Personnel Offices - DMa Hydrogaphic/ Topographic Center (HT), DMA Aerospace Center (A), DMA Inter American Geodetic Survey (I) - See DMA Directory for complete address listing.

Civilian Personnel Offices - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees who have contacted program counselor requesting assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains counseling interview notes, medical documents, therapy/ treatment referral notes.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC 1175

PURPOSE(S):

To maintain documents relating to alcohol and narcotic control, treatment, assistance, and advice provided to DMA personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed chronologically by number; names deleted, but are known by counselor.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Destroy when 3 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Employee interviews and medical reports

Employee or relatives

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1202-17 HTA

SYSTEM NAME:

1202-17 Contracting Officer Designation Files

SYSTEM LOCATION:

Contracting Offices - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete mailing address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employee designated Contracting Officer and Contracting Officer Representative at DMA

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting the designation and recission of Contracting Officers and Contracting Officers representative which includes the specific procurement authorities delegated

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 3101 - Records Management by Federal Agencies

PURPOSE(S):

To maintain documents showing individual designated as contracting Officers or Contracting Officer's Representative (COR); To include data reflecting limitations, restrictions on authority, and back- ground information on COR for use in other contracts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book

RETRIEVABILITY:

Filed alphabetically by last name of employee

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Temporary Record. Destroy upon termination.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Certificate of Appointment and background information on education, DD Form 1539, and specific information on procurement authorities delegated

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1205-05 HTA

SYSTEM NAME:

1205-05 Property Officer Designation Files

SYSTEM LOCATION:

Property Officers of DMAHTC and DMAAC - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees designated Property Officers who have property accounts for their organizations, and have been issued an account number.

CATEGORIES OF RECORDS IN THE SYSTEM:

Forms and/or memorandums designating property officers. Included are letters of appointment and revocation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 486; Management and Disposal of Government Property

PURPOSE(S):

To maintain documents showing individuals authorized as equipment custodians for the various organizations within the agency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Memorandums or forms showing who or which individual is authorized custodian for equipment for the various organizations within the Agency. Name of individual grade and organization are shown on this document.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

By individual's account number and organization.

SAFEGUARDS:

Records are maintained in a secured area-locked file cabinets

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Temporary Record - Destroyed in the active office two years after termination of appointment.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Internal correspondence designating responsible property accounting individuals

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1205-23 HTASID

SYSTEM NAME:

1205-23 Report of Survey Files

SYSTEM LOCATION:

DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I), Office of Distribution Services (D). - See DMA Directory for complete address listing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA personnel that have loss, damage, or destroyed accountable Government property

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of reports that describe the circumstances concerning loss, damage or destruction of Government property

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 USC 486 - Management and Disposal of Federal Property - Policies, Regulation and Delegations; Promulgation by President

PURPOSE(S):

To determine responsibility and recognize appropriate actions to be taken as to pecuniary liability.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Logistics Officer - determine responsibility and recommend appropriate action be taken as to pecuniary liability

Director final decision on payment

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper record in file folders and/or Kardex book

RETRIEVABILITY:

Filed by assigned control number of individual.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Destroy 2 years after date of survey action or date of posting medium. (GRS 3-10c.)

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals, current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Report of lost damaged or destroyed property

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1206-02 HTA

SYSTEM NAME:

1206-02 Self Service Store Authorization Card Files

SYSTEM LOCATION:

Logistics Offices - DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA personnel authorized self-service store cards.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cards identifying individuals as authorized self-service store representatives, requests for issuance of cards, correspondence concerning lost and found cards and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 486; Management and Disposal of Federal Property.

PURPOSE(S):

To indicate individuals authority to sign-receipt for supplies in a designated activity.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card file and file cabinets

RETRIEVABILITY:

By account number and organization, alphabetical by last name

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Temporary Record. Held in active file until expiration of card or change of individual; held two years and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be used to verify employment.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Memorandums, cards, forms designating an individual authorization to sign for supplies received from the self-service store.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1208-06 HTA

SYSTEM NAME:

1208-06 Motor Vehicle Operator's Permits and Qualifications Files

SYSTEM LOCATION:

Primary System - Motor Pool, DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete address

Decentralized Segments - Official Personnel Folder; Personnel Records (Civilian) Center - St. Louis, MO.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DMA employees qualified and issued a motor vehicle operators permit.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains information on employee qualification record and cards and logs in regards to permits issued to individuals authorized to operate Government equipment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 491; Management and Disposal of Federal Property-Motor Vehicle Pools and Transportation Systems.

PURPOSE(S):

To be as a record of scores on tests, such as: eye examinations, reaction examinations and as a quick reference on an individual having a license to operate a Government vehical.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Rotary Card file and Log Book

RETRIEVABILITY:

ROTARY Card File - By last name of individual

Log Book - By number of permit

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Temporary Record - Permit is a three year record - Destroyed in the Motor Pool

Permanent Record - Qualification Record - kept in active office until separation or transfer of individual concerned, then transferred to Personnel Office for incorporation into the Official Personnel Folder.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Qualification records consisting of scores on tests.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1211-03 HQHTAI

SYSTEM NAME:

1211-03 Passport Files

SYSTEM LOCATION:

Primary System - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), DMA Inter American Geodetic Survey (I) See DMA Directory for complete address

Decentralized Segment - State Department (Passports)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals traveling overseas on official government orders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating passports and visas for DMA personnel, including their dependents. Included are requests and receipts for passports, transmittal letters, control cards, and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101; Records Management by Federal Agencies.

PURPOSE(S):

To maintain documents relating to passports and visas for DMA personnel and their dependents, for travel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders - paper records in locked cabinets.

RETRIEVABILITY:

By name of individual - Alphabetically

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Temporary Record - Held in active office until separation or transfer of individual.

Transferred to State Department upon transfer or separation of individual.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Administration Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could verify employment.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determination should be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Requests and receipt for passports and visas.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

B1211-07 HQHTASDISP

SYSTEM NAME:

1211-07 Individual Government Transportation Files

SYSTEM LOCATION:

Primary System - Travel Office - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address listing.

Decentralized Segments - Records Management, Records Holding Areas

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DMA employees authorized government travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Travel orders and other pertinent correspondence and related documents, and copies of issued and canceled transportation requests, transportation certificates, MAC transportation authorizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101; Records Management by Federal Agencies, 45 U.S.C. 5707 - Travel and Substance Expense Regulation.

PURPOSE(S):

To officially designate Transportation Officer, Assistants and Agents to record authorized travel, issue orders, make travel arrangements, and prepare vouchers for reimbursement to DMA employees (military and civilian).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper Records in file folders

RETRIEVABILITY:

Alphabetical by name on individual folders or by TR number in case of group travel.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Temporary Record. Travel Office holds for one year, transfers to Records Holding Area, held for three (3) years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Mapping Agency, ATTN: Administration Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

NOTIFICATION PROCEDURE:

Information may be obtained from above.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address, and telephone number, social security number.

Personal visits - the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could verify employment.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Folders contain various amounts of information on issued and cancelled transportation requests, transportation certificates, travel orders and related data on overseas employees, DMA employees and invitational orders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

DEFENSE MAPPING AGENCY OFFICIAL MAILING ADDRESSES

Headquarters Defense Mapping Agency
Bldg 56, U.S. Naval Observatory
Washington, D.C. 20305-3000

DEFENSE MAPPING AGENCY COMPONENT ACTIVITIES

DMA AEROSPACE ORGANIZATIONS

DMA Aerospace Center
3200 South Second Street
St. Louis, Missouri 63118-3399

DMA Aerospace Center
Kansas City Office
609 Hardesty Avenue

DMA HYDROGRAPHIC/ TOPOGRAPHIC ORGANIZATIONS

DMA Hydrographic/Topographic Center
Washington, D.C. 20315-0030

DMA Hydrographic/Topographic Center
Louisville Office
600 Federal Place
Louisville, Kentucky 40202-2291

DMA Hydrographic/Topographic Center
Providence Office
175 Brookside Avenue
West Warwick, Rhode Island 02893-3899

DMA Hydrographic/Topographic Center
San Antonio Office
Building 4011
Ft. Sam Houston, Texas 78234-5000

DMA Central Depository
Ft. Omaha, Building 113
30th and Fort Streets
Omaha, Nebraska 68111-1646

DMA Hydrographic/Topograhic Center
Geodetic Survey Squadron
F.E. Warren AFB, Wyoming 82005-6300

DMA Hydrographic/Topographic Center
Det. 1, Geodetic Survey Squadron
Vandenberg AFB, California 93437-5000

DMA Hydrographic/Topograhic Center
Det. 2, Geodetic Survey Squadron
P.O. Box 96
White Sands Missile Range
New Mexico 88002-0092

DMA Hydrographic-Topographic Center
Det. 4, Geodetic Survey Squadron
Patrick AFB, Florida 32925-6437

DMA OFFICE OF DISTRIBUTION SERVICES ORGANIZATIONS

DMA Office of Distribution Services

Washington, D.C. 20315-0010
DMA Distribution Center
Clearfield, Utah 84016-1292
DMA Distribution Center 5801 Tabor Avenue
Philadelphia, Pennsylvania 19120-5098
DMA Office Norfolk
Bldg SP238, Naval Air Station
Norfolk, Virginia 23511-5190
DMA Branch Office Jacksonville
Box 68, Naval Air Station
Jacksonville, Florida 32212-0068
DMA Branch Office Tampa
Building 501
MacDill AFB, Florida 33608-6001
DMA Office San Diego
Bldg 654, Naval Air Station, North Island
San Diego, California 92135-5000
DMA Branch Office Atsugi
Box 47
FPO Seattle 98767-2901
DMA Branch Office Cubi Point
Box 59
FPO San Francisco 96654-2912
DMA Branch Office Naples
Box 95
FPO New York 09520-0200
DMA Office Europe
APO New York 09633-6467
DMA Branch Office England
APO New York 09238-5000
DMA Office Pacific
Bldg T-1710
Hickam AFB, Hawaii 96853-5000
DMA Distribution Office
Latin America
APO Miami 34002-0006

DMA SPECIAL PROGRAM OFFICE FOR EXPLOITATION MODERNIZATION

DMA Special Program Office for Exploitation Modernization
8301 Greensboro Drive, Suite 800
McLean, Virginia 22102-3692

DEFENSE MAPPING SCHOOL

Defense Mapping School
Fort Belvoir, Virginia 22060-5828

DMA INTER AMERICAN GEODETIC SURVEY

DMA Inter American Geodetic Survey
Bldg 144
Fort Sam Houston Texas 78234-5000
DMA Inter American Geodetic Survey
Panama Support Element
APO Miami 34004
DMA Inter American Geodetic Survey
Panama Area Coordinator
APO Miami 34004
DMA Inter American Geodetic Survey
Cartographic School, Drawer 936
APO Miami 34004

OFFICE OF THE INSPECTOR GENERAL, DOD

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing

authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

CIG-01

SYSTEM NAME:

Privacy Act and Freedom of Information Act Files.

SYSTEM LOCATION:

Office of the Deputy Inspector General for Program Planning, Review and Management, Department of Defense, The Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have submitted or were the subjects of request made under the Privacy Act of 1974 (5 U.S.C Sec 552a) or the Freedom of Information Act (5 U.S.C. Sec 552).

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of all Privacy Act and Freedom of Information Act requests and the answers thereto. Correspondence pertaining to the requests, the information released or withheld; summaries, logs of actions taken and correspondence from and to other DoD and Federal agencies regarding specific requests of mutual interest. Documents pertaining to all appeals and legal actions concerning OIG actions in response to such requests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the Inspector General Act of 1978, (Pub. Law 95-452), as amended, and DoD Directive 5106.1 (32 C.F.R. 376) implementing that law, the DoD Inspector General is authorized to organize, direct and manage the Office of the Inspector General, to include the creation and maintenance of necessary records. See also 5 U.S.C. Sec 552 and 5 U.S.C. Sec 552a.

PURPOSE(S):

Records are used to respond to individual requests for access to records made under either act and to respond to requests for amendment made under the Privacy Act, to document OIG actions in response to these requests, and any subsequent appeals regarding agency actions or litigation. Records are used by OIG personnel to take and coordinate actions with other OIG, DoD, and Federal and state agencies. OIG investigative, audit and inspection personnel when the release of the information requested may have an impact on these activities. Also, information may be provided to the appropriate OIG element when further action is needed to verify assertions of the requester or to obtain permission to release information obtained from sources.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system may be provided to other Federal agencies and state and local agencies when it is necessary to coordinate responses or denials. See also the Blanket Routine uses for all OIG systems of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by surname of requester.

SAFEGUARDS:

Records are stored in locked security containers accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Privacy Act Records: Requests which are granted wholely, unappealed denials, and denials completely overruled on appeal by the appeal authority are destroyed two years after the reply or the final OIG, DoD action.

Denials and partial denials which are not overruled on appeal or are the subject of litigation are destroyed five years after the final OIG or judicial action, as appropriate. Freedom of Information Act Records: Records of requests that are totally granted are destroyed two years after the date of the OIG reply. Records of all denials are destroyed five years after the OIG reply. Records of appeals are destroyed four years after final OIG, DoD reply or three years after final adjudication by a court, whichever is sooner.

SYSTEM MANAGER(S) AND ADDRESS:

Dr. J. Mauri Hamilton, Privacy Act Coordinator, Office of the Deputy Inspector General for Program Planning, Review and Management, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Send your request to the System Manager. Please include full information regarding the previous request such as date, subject matter, and if available, copies of the previous OIG reply.

RECORD ACCESS PROCEDURES:

The OIG access procedures may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The OIG rules for contesting and appealing initial denials of amendment may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

From the individuals on whom records are maintained and official records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

CIG-02

SYSTEM NAME:

Applicant Records

SYSTEM LOCATION:

Primary Record: Office of the Deputy Inspector General for Program Planning, Review and Management, Department of Defense, The Pentagon, Washington, D.C. 20301. Portion of this system may be temporarily maintained by other OIG offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have submitted applications or other correspondence directly to OIG or its components indicating an interest in employment with the OIG or any of its components.

CATEGORIES OF RECORDS IN THE SYSTEM:

Temporary records of the applicant's interest in or qualifications for employment with the OIG.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the Inspector General Act of 1971, (Pub. Law 95-452), as amended, and DoD Directive 5106.1 (32 C.F.R. 376) implementing that law, the DoD Inspector General is authorized to organize, direct and manage the Office of the Inspector General, to include the creation and maintenance of necessary records.

PURPOSE(S):

To identify applicants and determine their eligibility for positions with the OIG. Used by OIG personnel and supervisory personnel to select employees and to respond to requests for employment. Information may be coordinated with other DoD activities for verification purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system may be provided to other Federal agencies when it is necessary to verify the information provided. See also the Blanket Routine uses for all OIG systems of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by surname of applicant.

SAFEGUARDS:

Records are stored in locked security containers accessible only to authorized personnel. Offices are locked after duty hours and security guards are used.

RETENTION AND DISPOSAL:

Records are temporary and are destroyed as classified waste as soon as a final OIG determination is made regarding the hiring action.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Deputy Inspector General for Program Planning, Review and Management, DoD, The Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Send your request to the System Manager. Written request should contain the full name of the applicant, and the approximate date of the application.

RECORD ACCESS PROCEDURES:

The OIG access procedures may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The OIG rules for contesting and appealing initial denials of amendment may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

From the individuals on whom records are maintained and official records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

CIG-03

SYSTEM NAME:

Personnel Locator Cards

SYSTEM LOCATION:

Primary Location: Office of the Deputy Inspector General for Program Planning, Review and Management, Department of Defense, Washington, D.C. 20301. Other Locations: The various components and activities of the Office of the Inspector General DoD, maintain locator cards on personnel assigned to them.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel assigned or attached to the OIG or its components, and certain formerly assigned or attached individuals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Locator cards reflecting the name, location and telephone number of the assigned or attached individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the Inspector General Act of 1971, (Pub. Law 95-452), as amended, and DoD Directive 5106.1 (32 C.F.R. 376) implementing that law, the DoD Inspector General is authorized to organize direct and manage the Office of the Inspector General, to include the creation and maintenance of necessary records.

PURPOSE(S):

Records are used to locate individuals assigned or attached to OIG by OIG administrative and supervisory personnel at the OIG and in field activities. Records are used to aid in the distribution of communications addressed to individuals, and to make and verify entries in personnel rosters, directories, and listings. Individuals are allowed to restrict the unofficial use of

the information in the system. Locator information may be provided to agencies and individuals within DoD having a need for such information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Locator information regarding specific individuals may be provided to other agencies and individuals upon request subject to the limits established by the individual. See also Blanket Routine uses for all OIG systems of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records consist of paper forms.

RETRIEVABILITY:

Filed alphabetically by surname.

SAFEGUARDS:

Records are stored in security containers and locked file cabinets accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained in active file until departure of the individual and then placed in inactive file. Destroyed one year after departure. Records are destroyed as if classified waste.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Deputy Inspector General for Program Planning, Review and Management, OIG, DoD, The Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Send your name to the System Manager. You may wish to include the dates of your assignment to OIG and the OIG component to which assigned.

RECORD ACCESS PROCEDURES:

The OIG access procedures may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The OIG rules for contesting and appealing initial denials of amendment may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

From the individual on whom records are maintained and official records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

CIG-04

SYSTEM NAME:

Case Control System - Investigative.

SYSTEM LOCATION:

Primary Location: Office of the Assistant Inspector General for Investigations (INV), Cameron Station, Alexandria, VA 22314, has primary control over the system. INV is a component of the Office of the Inspector General (OIG), Department of Defense (DoD). Decentralized Locations: INV Regional Field Offices, Resident Agencies, and various INV Headquarters components have temporary control over portions of the records. The Office of the Assistant Inspector General for Criminal Investigations Policy and Oversight (CIPO) originates and has control over portions of the records.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person or activity which is the subject of an ongoing or recently complete OIG investigation.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file is composed of records of investigations which are being or have been conducted by the OIG. Records contain the name and other personal identifying information on individuals who are investigated.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the Inspector General Act of 1978, (Pub. Law 452), as amended, and DoD Directives 5106.1 (32 C.F.R. Part 376) implementing the law, the Inspector General, DoD, is authorized to organize direct, and manage the Office of the Inspector General, to include creating and maintaining necessary records.

PURPOSE(S):

The file contains open and closed case listings used to manage investigations, to produce statistical reports, and to control various aspects of the investigative process. Users are the Case Control Officers; OIG Project Officers, and other OIG officials. Used to determine the existence, location, and status of cases, control workload, and to prepare statistical reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Blanket Routine Uses for all OIG record systems.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records.

RETRIEVABILITY:

By name, Social Security Number, military service number or case control number.

SAFEGUARDS:

Files are maintained in locked cabinets accessible only to those with an official need-to-know.

RETENTION AND DISPOSAL:

Records are retained for one year and then disposed of as classified waste.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Inspector General for Investigations, OIG, DoD, 8D490 Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager at the above address. Requester should provide the full name of the subject company or individual, and all maiden and alias names under which the file may be maintained. Personal identifiers which should be included are date and place of birth, Social Security Number, and the last four digits of a military service number. These assist in locating files and are helpful in conducting the search. However, furnishing of personal identifiers is voluntary. Searches will be limited to the data furnished. The office listed above may be visited from 9:00 a.m. to 3:00 p.m., Monday through Friday. Requesters visiting the office should bring personal documents as proof of identity.

RECORD ACCESS PROCEDURES:

The OIG rules for access to records and appealing initial denials of access by individuals may be obtained by writing the System Manager.

CONTESTING RECORD PROCEDURES:

The OIG rules for contesting contents of the records and appealing initial denials of requests for amendment by the individual concerned may be obtained by writing the System Manager.

RECORD SOURCE CATEGORIES:

OIG Case Control Centers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

In accordance with 5 U.S.C. 552 (j)(2) certain portions of the case control records may be exemptedfrom the provisions of 5 U.S.C. Sec 552a(c) (3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(4)(I), (e)(5), (e)(8), (f), and (g). Information from this system will be withheld only to the extent that its release would interfere with the

investigative process. See 32 C.F.R. Part 293.

CIG-05

SYSTEM NAME:

DoD Motions for Discovery of Electronic Surveillance Files.

SYSTEM LOCATION:

Office of the Assistant Inspector General for Criminal Investigations Policy and Oversight, Suite 431, 1600 Wilson Boulevard, Arlington, Virginia 22209-2509.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those individuals and/or organizations on which the Department of Justice has requested informationupon which to base their reply to court approval motions for discovery of electronic surveillance.

CATEGOR ES OF RECORDS IN THE SYSTEM:

Chronological listing for identification and location of files. Individual case files to include original and subsequent requests from the Department of Justice; file copy of memorandum to the DoD Components' responses to the Office of Secretary of Defense (OSD), and copies of OSD's responses to the Department of Justice.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 28, United States Code Section 526, 'Conduct of Litigation Reserved to Department of Justice.'

PURPOSE(S):

Preparation of response to Department of Justice, as well as any subsequent inquiries from that office.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of Justice's response to court-approved motion for discovery.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by year and case name.

SAFEGUARDS:

Records are stored in security combination lock file containers accessible only by office personnel of the Assistant Inspector General for Criminal Investigations Policy and Oversight.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file until end of calendar year in which project is completed, held one additional year in inactive file and subsequently retired to Washington National Records Center (WNRC).

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Inspector General for Criminal Investigations Policy and Oversight, Suite 431, 1600 Wilson Boulevard, Arlington, Virginia 22209-2509.

NOTIFICATION PROCEDURE:

Information may be obtained from: Assistant Inspector General for Criminal Investigations Policy and Oversight, Suite 431, 1600 Wilson Boulevard, Arlington, Virginia 22209-2509.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Assistant Inspector General for Criminal Investigations Policy and Oversight, Suite 431, 1600 Wilson Boulevard, Arlington, Virginia 22209-2509. Written requests for information should contain the full name of the individual, date, and place of birth, Social Security Number (SSN), and notarized signature. The records requested may be made available to individuals for review at the following location: Assistant Inspector General for Criminal Investigations Policy and Oversight, Suite 431, 1600 WilsonBoulevard, Arlington, Virginia 22209-2509.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Department of Justice formal written inquiries and internal correspondence necessary to gather information to make replies to such inquiries.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

CIG-06

SYSTEM NAME:

Investigative Files

SYSTEM LOCATION:

Primary Location: Office of the Assistant Inspector General for Investigations (INV), Cameron Station, Alexandria, VA 22314, has primary control over the system. The INV is a component of the Office of the Inspector General (OIG), Department of Defense (DoD). Decentralized Locations: INV Regional Field Offices, Resident Agencies, and various INV Headquarters staff elements originate and have temporary control over portions of the records. The Office of the Assistant Inspector General for Criminal Investigations Policy and Oversight (CIPO) and Office of the Assistant Inspector General for Inspections originate and have control over portions of the records.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DoD civilian personnel; members of the Armed Forces of the United States, Reserve components, and National Guard units; DoD contractors; individuals residing on, having authorized official access to, or contracting or operating any business or other functions at any DoD installation or facility; and individuals not affiliated with the Department of Defense when their activities have directly threatened the functions, property or personnel of the Department of Defense, or they have threatened any other high ranking government personnel who are provided protective service mandated by the Secretary of Defense, or they have engaged in, or are alleged to engage in criminal acts on DoD installations or directed at the Department of Defense, its personnel or functions; or individuals information regarding DoD activities falling under the purview of OIG responsibilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Official Reports of Investigation (ROIs) including any attachments, prepared by OIG or other DoD Federal, state, or local official investigative activities; Information Summary Reports (ISRs) which record unsolicited information of a criminal nature received by OIG concerning persons or incidents which are of direct interest to other DoD components or Federal agencies; Documents, information, and confidential source files which are not included in the ROIs but which serve as the basis of investigations or which guide and facilitate investigative activities, including documents providing the data to open, direct, conduct, transfer and close cases; OIG file administration and management documents accounting for disclosure, control, and access to a file; and Grand Jury information not contained in reports, agent notes, fingerprint cards, duplicate files at the local level and other miscellaneous documents

supporting the criminal investigation file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the Inspector General Act of 1978 (Pub. Law 95-452), as amended, and DoD Directive 5106.1 (32 C.F.R. Part 376) implementing that law, the DoD Inspector General is authorized to organize, direct and manage the Office of the Inspector General, to include the creation of necessary records.

PURPOSE(S):

Investigative information is collected at the request of appropriate DoD officials or agencies to identify offenders, to provide facts and evidence upon which to base prosecution, to effect corrective administrative action and to recover money and property which has been wrongfully appropriated. Information contained in ISRs is disseminated to interested DoD components. Information is collected during reciprocal investigations conducted for other DoD investigative elements for maintenance and use by the requesting DoD activity. Users of OIG investigative information include: OIG personnel in the course of their official duties; other accredited DoD investigative elements, DoD Agencies, elements of the Military Departments and representatives of the Secretary of Defense and the Joint Chiefs of Staff. OIG investigative records are used: in criminal law enforcement investigations including statutory violations, counterintelligence as well as counterespionage and counterterrorist activities and other security matters; to provide information in contractor responsibility and suspension/debarment determinations; to provide information in contractual actions; to make statistical evaluations of OIG investigative activities; to respond to Freedom of Information Act access requests; to determine loyalty, suitability, eligibility, and general trustworthiness of individuals for access to classified information and government facilities, for entry into, retention in and for personnel actons in the Armed Forces or Federal employment; to provide information in response to Inspector General, Equal Employment, or other complaint investigations and congressional inquiries; to obtain relevant information from federal, state, local and foreign agencies; to obtain employment records, if necessary, from business enterprises; and to obtain information relevant to the on-going investigations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information contained in ISR's is disseminated to interested Federal agencies. Information is collected during reciprocal investigations conducted for other Federal investigative elements (or in limited instances, for local or state law enforcement agencies) for maintenance and use by the requesting activity. Users of OIG investigative information include: accredited Federal criminal and civil law enforcement agencies; regulatory and licensing agencies; other accredited Federal agencies conducting investigations to evaluate suitability for employment or access to classified information; congressional committees; and the General Accounting Office. OIG investigative records are used: in criminal law enforcement investigations including statutory violations; in counterintelligence as well as counterespionage and counterterrorist activities and othe security matters conducted by other agencies; to assist agencies charged with the responsibility for investigating or prosecuting violations of laws, rules, regulations or orders; to provide information in judicial or adjudicative proceedings including litigation or in accordance with a court order; to determine loyalty, suitability, eligibility, and general trustworthiness of individuals for access to classified information and government facilities; by other Federal agencies in connection with hiring and retention of employees, issuance of security clearance, or other benefit by the requesting agency; to provide information pertinent to the protection of persons under the provisions of 18 U.S.C. Sec. 3056; to obtain employment records, if necessary, from business enterprises; and to obtain information relevant to the on-going investigations. See also Blanket Routine Uses set forth for all DoD systems (32 C.F.R. Sec. 286a).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders, on microfilm, and on supplementary index cards.

RETRIEVABILITY:

Investigations are centrally retrievable through the Defense Investigative Service (DIS) Case Control System DIS System, V5-04; or the Defense Central Index of Investigations (DCII), DIS System V5-02. Both systems are managed by DIS and have been described in the Federal Register.

SAFEGUARDS:

All OIG records are stored in locked safes and are accessible only to authorized personnel who have a need-to-know in conjunction with their official duties. Recipients of investigative information are responsible for safeguarding the information within the guidelines provided by OIG.

RETENTION AND DISPOSAL:

Retention of closed OIG investigative files is authorized for 25 years, except they may be offered to the National Archives after 15 years. Fraud prevention surveys are maintained for 10 years. Generally, ISRs are retained only 60 days. The partial duplicate records are retained for one year. All records are destroyed as if they were classified material.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Inspector General for Investigations, DoD, 8D490 Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Requests should be addressed to the System Manager at the address given above. Include in the request the full name, date, and place of birth and Social Security Number, and any other pertinent data concerning the topic of the criminal investigation. These items are necessary for retrieval of information. The requester's signature should be notarized. More information may be required. Individuals may visit INV at Bldg. 8, Room D490, Cameron Station, Alexandria, VA to make direct inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries providing the personal data is voluntary. However, the record search will be limited to the data furnished.

RECORD ACCESS PROCEDURES:

The OIG rule for access and appealing initial denials of access may be obtained by visiting or writing the System Manager.

CONTESTING RECORD PROCEDURES:

The OIG rules for contesting and appealing initial denials of amendment may be obtained by visiting or writing the System Manager.

RECORD SOURCE CATEGORIES:

Subjects and suspects of OIG investigations. Interview of witnesses, victims, and confidential sources. All types of records and information maintained by all levels of government, private industry, and non-profit

organizations reviewed during the course of the investigation or furnished the OIG. Any other type of record deemed necessary to complete the OIG investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Portions of this system of records may fall within the scope of 5 U.S.C. 552a(j)(2) and are exempt from the provisions of 5 U.S.C. Sec. 552a(c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(4)(I), (e)(5), (e)(8), (f), and (g). Information from this system will be withheld only to the extent that its release would interfere with the investigative process. See 32 C.F.R. Part 293.

CIG-07

SYSTEM NAME:

Case Control System - Audit, Audit Follow-up, & Audit Policy and Oversight.

SYSTEM LOCATION:

Office of the Assistant Inspector General for Auditing (AUD); Planning, Resources, and Reports Division. AUD is a component of the Office of the Inspector General (OIG), Department of Defense (DoD). Portions of this system may be temporarily maintained by other OIG offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active personnel employed by the OIG audit activities with historical data. Records on former employees are maintained for two years after termination, reassignment or retirement.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data on the individual's current position, current employment status, travel, audit experience training, and the following specific personal data: Name, Social Security Number (SSN), Date of Birth (DOB), Service Computation Date (SCD), career status, experience, address, assigned station, job series, clearence, education, and evaluation due date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the Inspector General Act of 1978, (Pub. Law 95-452), as amended, and DoD Directive 5106.1, (32 C.F.R. Part 376) implementing the law, the Inspector General, DoD, is authorized to organize, direct, and manage the Office of the Inspector General, to include creating and maintaining necessary records.

PURPOSE(S):

Information is used for: (1) Security clearance notification alert; provided to all audited activities in advance of visits by audit personnel. Information provided in notice is name, SSN, Office of Assignment, and the security clearance for each auditor. (2) Time and attendance reporting; provided by all audit activities, to include regional offices in the United States and Overseas. Time and attendance reports are used by various managers to track temporary duty (TDY) travel frequency and duration, to accrue manhour data on assigned audit projects, to categorize indirect time for end of year reporting to provide time and attendancedata to the centralized payroll system. Information included in time and attendance report are SSN, name, grade, assigned office, hours spent for duty, annual leave hours, sick leave hours, other leave hours and type, TDY location, and TDY duration. (3) Planned annual leave reporting; utilized by various managers for workload planning and travel scheduling. Information included is name, Assigned office, and dates of planned leave. (4) Audit status and auditor assignment reporting; used by managers to control audits and auditors, and to minimize effectiveness of manpower resources. Included information is audit number, audit requester code, title milestone dates, audit cost summary, personnel manhours expended. (5) Other personnel reporting; used by the staff manager to determine training needs, promotional eligibility, education and background, professional organization participation, and performance evaluation. Information included is name, assigned offices, education, professional activities training history (course title, dates attended), performance evaluation, date of birth, and service computation data. (6) Travel reporting; used by managers to control temporary duty travel, travel costs, and issuances of blanket travel orders.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Blanket Routine Uses for All OIG record systems.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Active records are stored on immediate access disk and magnetic tape. Inactive records are maintained on magnetic tape. Hard copy records are stored in file cabinets.

RETRIEVABILITY:

Records are internally stored by employee SSN and are selectively retrievable by all data elements as specified in the Categories of Records in the System.

SAFEGUARDS:

All records reside in a 'private library' which is not accessible by any other user. All system files are backed up upon creation and upon any update action. A 'Master ID' with unrestricted access to all records in the private library is available only MIS management personnel. A 'Subordinate ID' which has restricted access, only to pertinent records, is used by field offices. Password protection is afforded at the session and file level. All user ID's are protected by separate validation. Password validation initiates immediate 'log-off.' Physical controls including limiting password to only authorized personnel. Master ID is located in a secure environment, and access to the terminal facility is restricted to MIS management employees who work within the area. Access to records containing personal data is restricted to those who require the records in the performance of their official duties and to the individual who is subject of the record (or his authorized representative). Tape files are maintained in an environmentally secure vault area when not in use. Computer Science Corporation has been cleared to process personal data for Government agencies by General Services Administrationon December 11, 1975.

RETENTION AND DISPOSAL:

Machine resident records are maintained for 2 years after they become inactive. All inactive records are afforded the same safeguards as active records and are maintained on magnetic tape within the computer center. Machine records are destroyed at the end of the 2 year period. Hardcopy records are only retained until the records are replaced or become obsolete. Machine records are destroyed by erasure or overprinting. Paper records are destroyed as if classified waste.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Inspector General for Auditing, OIG, DoD, Suite 1200, Commonwealth Building, 1300 Wilson Boulevard, Arlington, VA 22209. Telephone: 202/697-9108.

NOTIFICATION PROCEDURE:

Written or personal request for information should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Procedures for gaining access by an employee/previous employee to his/her records may be obtained from the System Manager. Written request for information should contain the full name of the employee/past employee and SSN. For personal visits, the employee should be able to identify himself/herself with Social Security Card and one other corroborating personal identification. The OIG rules for access and appealing initial denials of access may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The OIG rules for contesting contents and appealing initial denials of amendment may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Official Personnel Folder and other personnel documents, activity supervisors, applications and forms completed by the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

OFFICE OF THE SECRETARY OF DEFENSE

HOW SYSTEMS OF RECORDS ARE ARRANGED. The Office of the Secretary of Defense (OSD), a Component of the Department of Defense, is located in the Pentagon. In providing immediate staff assistance and advice to the Secretary of Defense, independently organized and identified offices function in full coordination and cooperation. Therefore, the Office of the Secretary of Defense systems of records are not maintained or arranged by subject but established in functional areas of a particular responsible staff office. The Office of the Secretary of Defense includes the offices of the Under Secretaries of Defense, the Assistant Secretaries of Defense, the Assistants to the Secretary of Defense, the General Counsel, DoD, and such other staff offices as the Secretary of Defense establishes to assist him in carrying out his duties and responsibilities.

HOW TO USE THE INDEX GUIDE. To assist the reader in locating and reviewing the particular record system of interest, the various staff offices and the prefix letter symbols represented as part of the record system identification for that office are set forth below

OSD OFFICES
LETTER IDENTIFICATION

Office of the Assistant to the Secretary of Defense (Atomic Energy)
DAE

Office of the Defense Audit Service
DAS

Office of the Special Assistant to the Secretary and Deputy Secretary of Defense
DATSD

Office of the Assistant Secretary of Defense (Comptroller)
DCOMP

Office of the General Counsel, DoD
DGC

Office of the Assistant Secretary of Defense (Health Affairs)
DHA

Office of the Director, Information Operations and Reports
DIO&R

Office of the Assistant Secretary of Defense (International Security Affairs)
DISA

Office of the Assistant to the Secretary of Defense (Legislative Affairs)
DLA

Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics)
DMRA&L

Office of the Directorate for Health Services (OCHAMPUS), DoD
DOCHA

Office of the Assistant Secretary of Defense (Program Analysis and Evaluation)
DPA&E

Office of the Assistant Secretary of Defense (Public Affairs)
DPA

Office of the Commandant, Defense Systems Management College
DSMC

Office of the Director, Washington Headquarters Services
DWHS

Office of the Under Secretary of Defense for Policy
DUSDP

Office of the Under Secretary of Defense for Research and Engineering
DUSDRE

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the

hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

DATSD 03

SYSTEM NAME:

Files of Personnel Evaluated for Non-Career Employment in DoD.

SYSTEM LOCATION:

Primary Location - Air Force Data Services Center, Room 3A1066, The Pentagon, Washington, D.C. 20330. Hardcopy located at Office of the Assistant to the Secretary and Deputy Secretary of Defense, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active and inactive employees/candidates employed/seeking non-career positions in DoD, including consultants and committee members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel files consist of resumes, forwarding correspondence between internal offices within DoD, transmittal correspondence from individuals, industry, other departments and agencies, and the Executive/Legislative Branch of the Federal Government.

Correspondence consists of requests for employment or recommendations of others for employment for non-career positions, and memoranda confirming telephonic queries. Card files consist of DoD consultants or members of committees, home and business addresses, and approval dates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, US Code, Section 133.

PURPOSE(S):

Files are collected to evaluate qualifications of individuals seeking or who have been recommended for non-career positions within DoD. Records are used in searching for qualified candidates for forthcoming vacant positions. Files are reviewed by authorized personnel within the immediate Office of the Secretary of Defense. Files of individual candidates are sent to presidential personnel for clearance. Records are used to track consultancy or memberships, home and business addresses, particular expertise, and entry/exit date.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) blanket routine uses at the head of this component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; cards in card files, computer disks, and computer paper printouts.

RETRIEVABILITY:

Information accessed by last name of individual. Individual user codes and passwords required to access information stored in computer.

SAFEGUARDS:

Building employs security guards. Sensitive manually stored data kept in locked cabinets or safes and may be accessed only by authorized personnel. Computer stored data is kept in a secure computer facility and may be accessed only by authorized, properly trained personnel who have access codes and passwords.

RETENTION AND DISPOSAL:

Active files are retained as long as an individual is employed within DoD. Inactive files are screened upon termination of employment with DoD to determine their retention value for possible future non-career employment i.e., some files are destroyed upon termination of employment. while other files may be retained for an indefinite period depending on the background and experience of individual.

SYSTEM MANAGER(S) AND ADDRESS:

Ms. Marybel Batjer, Office of Assistant to the Secretary and Deputy Secretary of Defense, Room 3E941, The Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Office of the Assistant to the Secretary and Deputy Secretary of Defense, Washington, D.C. 20301. Visits are limited to the Office of the Assistant to the Secretary and Deputy Secretary of Defense. Written requests for information should contain the full name of the individual and social security number. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, building access identification card, etc.

RECORD ACCESS PROCEDURES:

Procedures for gaining access by an individual may be obtained from the following: Office of the Assistant to the Secretary and Deputy Secretary of Defense, Room 3E941, The Pentagon, Washington, D.C. 20301. Telephone: 202-697-7968.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Files are originated in the Office of the Assistant to the Secretary and Deputy Secretary of Defense, with information that has been referred by others or aplicants for non-career positions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DGC 02

SYSTEM NAME:

Private Relief Legislation File.

SYSTEM LOCATION:

Legislative Reference Service, Defense Legal Services Agency, Department of Defense, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals for whom private relief legislation has been introduced in Congress.

CATEGORIES OF RECORDS IN THE SYSTEM:

Private relief legislation files of the Department of Defense, contain the history of legislation concerns individuals and contains information about them.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code, Section 133 and 137.

PURPOSE(S):

These files are used by the attorneys in the Office of the General Counsel, Office of the Secretary of Defense and personnel in the Department of Defense to produce working papers in development of a department position.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by name and bill number.

SAFEGUARDS:

Stored in metal filing cabinets where they are kept in a locked room.

RETENTION AND DISPOSAL:

Files are retained as long as there is an office interest in the legislation after which they are destroyed or retired to the Federal Records Center, Suitland, Maryland.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Legislative Reference Service, Defense Legal Services Agency, Department of Defense, Room 3D282, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Written request for information should be addressed to the System Manager, Director, Legislative Reference Service, Defense Legal Services Agency, Department of Defense, Room 3D282, Pentagon, Washington, D.C. 20301. Valid proof of identity is required.

RECORD ACCESS PROCEDURES:

Procedure for gaining access by an individual to his records may be obtained from the following: Office of the Assistant General Counsel (Legal Counsel) Room 3E988 Pentagon Washington, D.C. 20301 202-697-2714.

CONTESTING RECORD PROCEDURES:

Office of the Assistant General Counsel (Legal Counsel), at the address above may be contacted to obtain rules for contesting contents of records and appealing initial determinations.

RECORD SOURCE CATEGORIES:

Information contained in Private Relief Legislative files is obtained from various sources including correspondence with the Legislative Branch and inputs by the components of the Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DGC 04

SYSTEM NAME:

Industrial Personnel Security Clearance Case Files.

SYSTEM LOCATION:

Directorate for Industrial Security Clearance Review (DISCR), Defense Legal Service Agency (DLSA) Department of Defense (DoD), 4019 Wilson Blvd., Suite 101, Arlington, VA 22203-1995. Decentralizedinactive segments at the Washington National Records Center, and at the U.S. Army Investigative Records Depository, Fort Meade, Maryland 20755. Automated records are maintained on a system V5-02,Defense Investigative Service, Personnel Investigations Center, Baltimore, MD.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Government contractor employees, and former employees whose industrial security clearance cases were referred to DISCR for adjudication under Executive Order 10865 as implemented by DoD Directive 5220.6 by the Defense Industrial Security clearance office (DISCO) or by the Director Defense Investigative Service (DIS).

CATEGORIES OF RECORDS IN THE SYSTEM:

System includes, automated case status records for current cases and inactive cases and an alphabetical card index file for records of cases prior to 1984 used for recording actions taken and for identification and location of case files within the system; individual case files which include requests for investigation and clearances, general correspondence relating to case, personnel security questionnaires, investigative reports prepared by various investigative agencies,medical and psychiatric records and evaluations, DISCO referral recommendation, correspondence between the individual and DISCR elements, DISCO, medical facilities, DoD Psychiatric Consultants, investigative agencies, other DoD and Federal agencies, Screening Board, Examiners and the Appeal Board, attorneys, elements of the office of the Secretary of Defense and Defense Investigative Service, written interrogatories and Statement of Reasons (SOR) to individuals, with replies, recommendations, summaries, records of adjudicative actions, transcript of hearings and exhibits. Supplementing the sytem's case files are redacted copies of DISCR administrative and adjudicative decisions from July 1961 to date. Names and identifying information of applicant's, witnesses, source of information, etc., are deleted from these redacted record's to protect the privacy of persons involved.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10865, 'Safeguarding Classified Information Within Industry,' dated February 20, 1960, as amended by Executive Order 10909, dated January 17, 1961, DoD Directive 5220.6, 'Industrial Personnel Security Clearance Program' dated December 20, 1976, DoD Regulation 5200.2R 'DoD Personnel Security Program.'

PURPOSE(S):

These records are collected and maintained to determine whether the granting or retention of security clearance to industrial contractor personnel is clearly consistent with the national interest, to record clearance adjudicative actions and determinations; to record processing steps taken and processing time; to prepare statistical listings and summaries; to document due process actions taken, to assist authorized DoD Consulting Psychiatrist to compile evaluations and reports; to respond to inquiries from Presidential Staff offices when the inquiry is made at the request of the individual; to monitor and control adjudicative actions and processes. Automated case status system and card files are used to record statistics, provide location and status and internal identification of cases, to prepare listings and statistical reports and summaries, and to monitor work flow and actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to the Department of Justice in determining claims for reimbursement in preparation of hearings, appeals and Federal Court review. Also see DoD blanket routine uses at the beginning of DoD listing of system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are maintained in file folders, and on vertical file cards; automated records in electronic storage are maintained on magnetic tapes and discs at Defense Investigative Service, Personnel Investigations Center, Baltimore, MD.

RETRIEVABILITY:

Filed alphabetically by name or by case number. Access to computer data may be made by Name and SSAN and a combination of name and other personnel identifying data.

SAFEGUARDS:

Files folders and cards are stored in safes or locked file containers locked in a limited access area, and are accessible only to DISCR authorized personnel. All records are stored, processed, transmitted and protected as the equivalent of classified information. Records are accessed by the custodian of the record system and by persons responsible for servicing the system, who are properlyscreened and cleared for need-to-know. Computer hardware is located in locked areas controlled and guarded, with access limited to authorized personnel. Computer access is via dedicated data circuits which prevent access from standard dial-up telephones and is individually password controlled. Individual passwords are changed quarterly or are changed upon departure of personnel. The automated system is operated by Defense Investigative Service, Personnel Investigations Center, Information Systems Division. Only DISCR personnel with an official need-to-know are given individual passwords and user identification information needed to access the computer system and amend, add, alter, change or delete DISCR records. Other authorized contributors and users of the Defense Central Index of Investigations are authorized read-only access to DISCR case status records in that system

RETENTION AND DISPOSAL:

Completed case files are retained in office files for two years after annual cut-offs, then are retired to the Washington National Records Center, for an additional 20 years. Inactive, completed case files prior to 1982 are maintained at the U.S. Army Investigative Records Repository, Ft. Meade, MD 20755. Automated electronic case status records and alphabetical card index files are retained as locator for both active and inactive records. Computer data and alphabetical card files are purged when the inactive case file is no longer retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Directorate for Industrial Security Clearance Review (DISCR), 4019 Wilson Blvd., Suite 101, Arlington, VA. 22203-1995.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager. Written requests from individuals must be notarized and should be sent to 4019 Wilson Blvd., Suite 101, Arlington, VA 22203-1995 and should include the individual's full name, any former names, date and place of birth, and Social Security Account Number (SSAN). Request for copies of redacted, final determination should be sent to the System Manager, and should include OSD Case Number of the records requested.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is received from investigative reports from federal investigative agencies; personnel security records and correspondence; medical and personnel records, reports and evaluations; correspondence from contractors, employers, organizations of assignment and Federal agencies DoD organizations, agencies and offices; from individual, their attorneys or authorized representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this record system may be exempt under 5 U.S.C. 522a(k)(5). For additional information contact the System Manager.

DGC 05

SYSTEM NAME:

Administrative Files on Active Psychiatric Consultants to Department of Defense (DoD).

SYSTEM LOCATION:

Directorate for Industrial Security Clearance Review (DISCR), Defense Legal Services Agency (DLSA),DoD.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Psychiatric consultants who have entered into agreement with the Department of Defense to conduct psychiatric examination of individuals applying for industrial security clearance for access to classified information required in the performance of their work for classified Government contractors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records filed alphabetically by last name of psychiatrist, consisting of correspondence concerning agreement to conduct psychiatric examinations requested by the Government; and initiation and confirmation of security clearance is issued to psychiatrists. Current list of active DoD psychiatric consultants. Alphabetical card index file for identification and address of active psychiatric consultants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DoD Directive 5220.6, 'Industrial Personnel Security Clearance Program,' December 20, 1976; Executive Order 10865, February 20, 1960, and Deputy Secretary of Defense Memorandum dated October 20, 1965, Subject: Employment of psychiatric consultants for Industrial Security Program.

PURPOSE(S):

To be used by Psychiatric ocnsultants having active professional service agreements with and having been granted security clearance by the Department of Defense (DoD) are used by DISCR, and Defense Industrial Security Clearance Office (DISCO), Defense Investigative Service (DIS), in processing requests for industrial personnel clearance of individuals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of the Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, vertical file cards.

RETRIEVABILITY:

Alphabetically by surname.

SAFEGUARDS:

Records are stored in security combination locked file cabinets accessible only to DISCR authorizedpersonnel.

RETENTION AND DISPOSAL:

Destroy six months after agreement between consultant and DoD has been terminated.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Directorate for Industrial Security Clearance Review, 4019 Wilson Boulevard, Suite 101, Arlington, VA 22203-1995.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, DISCR, at above address. Telephone: 202-696-4598.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to DISCR, at above address. Written requests should include the individual's full name, date and place of birth, and notarized signature. The records requested may be made available to individuals for review at the above address.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contests and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Adminstrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Copy of Letter of Consent (for Security clearance), DISCO Form 560, and correspondence with individual psychiatrists.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DGC 06

SYSTEM NAME:

Attorney and summer intern Position Applications.

SYSTEM LOCATION:

Office of the Assistant General Counsel (Manpower & Health Affairs), Office of the Secretary of Defense, Room

3E999, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who applies to the Office of General Counsel of DoD for an attorney position for a summer intern position.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain copies of letters and any other documents submitted by applicants, such as resumes, SF-171s, and applicant writing samples, and also contains response from the Office of the General Counsel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Section 3101.

PURPOSE(S):

To consider applicant qualifications for available positions in the Office of the General Counsel and the Defense Legal Services Agency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Documents filed chronologically in folders. Summer intern applicants filed alphabetically, with separate storage for first and second year students.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name card index indicating date in chronological file folder. Summer intern files retrievable by alphabetical file folders.

SAFEGUARDS:

Building employs security guards. Records are maintained in file cabinets to which office personnel grant access only to those with a need to know. Training and screening of office personnel regarding protection of sensitive legal files is applicable to the subject file.

RETENTION AND DISPOSAL:

Records are maintained for a one-year period. They are destroyed monthly. Summer intern applicant files are destroyed at the end of the summer.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant General Counsel (Manpower & Health Affairs), Office of the Secretary of Defense, Room 3E999, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Assistant General Counsel (Manpower & Health Affairs), Office of the Secretary of Defense, Room 3E999, Pentagon, Washington, D.C. 20301. Telephone: 202-697-9341.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b (See also OSD Administrative Instruction No. 81).

RECORD SOURCE CATEGORIES:

Application and related forms from the individuals for position.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 01.0

SYSTEM NAME:

Teacher Correspondence Files

SYSTEM LOCATION:

Teacher Recruitment Section, Staffing Branch, Office of Dependents Schools, Office of Assistant Secretary of Defense (Manpower, Installations, and Logistics), Room 120, Hoffman Building, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual with whom or about whom the Teacher Recruitment Section has correspondence.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains all correspondence received from and responses to individuals writing the Teacher Recruitment Section.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

20 U.S.C. 901-907.

PURPOSE(S):

The collected information is used by the Teacher Recruitment Section to maintain accurate record of correspondence with individuals making inquiry to Section, any individual records might be transferred to any component of the Department of Defense having a need to know in the performance of official business.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order. See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in individual's file folders.

RETRIEVABILITY:

Filed alphabetically be either the last name of the correspondent or the last name of the employee/applicant the correspondence concerns.

SAFEGUARDS:

Building employs security guards, office locked during nonbusiness hours.

RETENTION AND DISPOSAL:

Files are retained for one to three years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Dependents Schools, Office of the Assistant Secretary of Defense (MI&L), Pentagon, Washington, D.C. 20301-4000.

NOTIFICATION PROCEDURE:

Information may be obtained from: Chief, Teacher Recruitment Section, DoD Office of Dependents Schools Room 120, Hoffman Building 2461 Eisenhower Avenue Alexandria, Virginia 22331 Telephone: 202-325-0885.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Teacher Recruitment Section, Office of DependentsSchools, Office of the Assistant Secretary of Defense (MI&L), Pentagon, Washington, D.C. 20301-4000.Written requests for information should contain full name and address of the individual. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or other identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32

C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Correspondence initiated by the individual or by others on his or her behalf and replies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 02.0

SYSTEM NAME:

Educator Application Files.

SYSTEM LOCATION:

Manual and automated records are maintained at the Teacher Recruitment Section, Personal Division, Department of Defense Dependents Schools (DoDDS), Hoffman Building I, 2461 Eisenhower Avenue, Alexandria, Virginia 22331 and manual records at the Five DoDDS regional personnel offices. A terminal is located in the Hoffman Building complex. Automated records are maintained at the main computer site which is operated by the control data Corporation/Bureau Information Services (CDC/BIS) located in Lakewood, Ohio.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Prosepective teachers applying for position within the DoDDS system and current DoDDS teachers and educators applying for either interregional transfers or positions in the DoDDS Educator Career Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Prospective Teachers: Files contain all papers and forms relating to the individual's application for employment to include Personal Qualification Statement (SF 171), Supplemental Application of Employment with DoDDS (DS Form 5010), Professional Evaluation, DoDDS (DS Form 5011), DoDDs Applicant Index Form 5012), interviewer's worksheets, official college transcripts, copy of teachingcertificates, copy of birth certificate, and correspondence to or concerning the applicant. Interregional Transfer Applicants: Files contain all papers and forms relating to the individual's application. A coded worksheet developed by the regional staff is provided to the central personnel office for processing (remainder of material retained at the region). Also included are miscellaneous worksheets and correspondence relating to the application. Educator Career Program Applicants: Files contain all paper and forms relating to the individual's application to include: DoDDS Educator Career Program Application (DS Form 5080), DoDDS Assessment of Potential (DS Form 5081), DoD Education Career Program Rating Sheet (DS Form 5082) and miscellaneous worksheets and correspondence relating to the application.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

20 U.S.C. Sections 902, 903 and 931.

PURPOSE(S):

Teacher Recruitment Section and Regional Offices: To determine qualifications and make selections of candidates for vacant positions within the DoDDS system (including new teachers, interregional transfers, and Educator Career Program positions), to review types of experience, educational background, evaluation of previous employers, professional credentials, to interviews' ratings. Department of the Army, Air Force and Navy staff agencies and Commands: To complete processing of hired individuals, to obtain Office of Personnel Management National Agency Check, medical examination, passports; to arrange transportation and shipment/storage of household goods; and to provide gaining Civilian Personnel Offices necessary documentation for placing individual on rolls. Any individual's records in a system of records might be transferred to any Component of the Department of Defense having a need to know in the performance of official business.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The CDC/BIS which operates the automated system. See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders are stored at the DoDDS personnel office or regional offices; some files are supported by automated files which are maintained on disks and/or tapes at the central computer site.

RETRIEVABILITY:

The manual files are filed alphabetically by name. The automated records are indexed by name or system assigned number (assigned chronologically upon input). Also, any combination of data in the automated file can be used to select individual records. Only authorized individuals (i.e., personnel staffing specialists) are provided user identification numbers and passwords to access the system via terminal.

SAFEGUARDS:

Paper records are maintained in files which are accessible only to authorized personnel.

a. Description of automated process. Current hardcopy records of information and disks are maintained in the DoDDS personnel office where access can be controlled. The office is locked after normal duty hours and building is secured by a private security force. Hardcopy records of interregional transfer applicants and a portion of the Career Educator applicants are maintained in the regional offices in locked cabinets and/or locked offices where access can be controlled and which are locked after normal duty hours. Approved special requests for data can be supported by ad hoc inquiry. Any combination of data can be used to select individual records for special processing.

b. Physical safeguards. A high-speed remote batch terminal, used for this system, is located in the DoDDS personnel office. The office is secured after normal duty hours to preclude unauthorized access. Access to the personnel terminal and all hardcopy records are controlled by office personnel. Access to automated data files by terminal is controlled by the use of a user ID and password system. The central computer site is owned and operated by the CDC/BIS which has a complex security system. The site is guarded 24 hours a day, year-round, and employs a system of electronic locks, alarm systems closed-circuit television, and intercom devices to preclude access by unauthorized personnel. All visitors are registered, escorted, and accounted for at all times. CDC/BIS has a back-up power supply so that the system will remain on-line during power shortages. Back-up tapes are run daily, weekly, and monthly and stored in fireproof vaults. A second copy of monthly tapes is stored in an off-site vault with 24-hour security.

c. Remote terminal access. Access to the terminal is controlled by the use of user identificationnumbers and passwords. The passwords are initially assigned by CDC/BIS; however, the user is immediately instructed to change it to something only known to him/her. Only through a complex internal checking system, can authorized CDC/BIS personnel access the password in the event it is lost or forgotten by the user.

The password can be changed as frequently as desired and is now changed every 6 months or upon the departure of employee which has knowledge of it.

d. Storage media. Hardcopy files are stored in the personnel office or in regional office. Disksused in the personnel office are also stored there. Data retained CDC/BIS is on disks and magnetic tape.

e. Risk analysis. The main computer site is adequately secure for storage of personnel information. CDC/BIS is bound to uphold all provisions of the Privacy Act in accordance with GSA contract procedures. The terminal is protected so that unauthorized access to information can be prevented.

RETENTION AND DISPOSAL:

Prospective Teachers: Records are retained for recruitment period (no more than 2 years). For nonselected applicants, portions are returned to applicant for future use and portions are destroyed unless the applicant has indicated a desire to reapply in which case portions of the file are retained until the next recruitment period. Records of selected applicants are forwarded to theDepartments of the Army, Air Force, and Navy as appropriate for processing. Interregional Transfer Applicants: File is retained for 1 year and destroyed. Career Educator Program Applicants: Applicants are retained for 2 years (unless updated by applicant) and destroyed. Automated Records: Back-up tapes at CDC/BIS are erased every 6 months via complete overwriting. Archive tapes after release by user are degauased. When released by user, all bytes used for data which are on disk are automatically reset to 0 before anyone may use the storage space. Disks used on the terminal in the personnel office are erased when no longer needed and reused (i.e., never leave the office and are never used by another system).

SYSTEM MANAGER(S) AND ADDRESS:

ds. Marilee Sprenkle, Chief, Teacher Recruitment Section, Office of the Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331. Telephone: (202) 325-0690.

NOTIFICATION PROCEDURE:

Information may be obtained from: Chief, Teacher Recruitment DoD Dependents Schools, Room 120 2461 Eisenhower Avenue Alexandria, Virginia 22331 Telephone: (202) 325-0690.

RECORD ACCESS PROCEDURES:

Requests from individuals for their own files should be sent to the address indicated in 'Notification Procedure' secton above. Written requests for information should contain the full name and address of the individual and a notarized signature.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing intitial determination by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is obtained from the individuals concerned, current and past employers, and educationalinstitutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(5). (See 32 C.F.R. 286b (OSD Admin. Inst No. 81)).

DMRA&L 03.0

SYSTEM NAME:

Employer Support File (PLEDGE)

SYSTEM LOCATION:

Primary Location - National Guard Computer Center, 5600 Columbia Pike, Falls Church, VA 22041. Hardcopy roster located at: National Committee for Employer Support of the Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Company name, self-employed individuals, individuals heading companies bearing their names, the pledging officials representing various companies, or staff directors who have pledged to support the National Guard and Reserve Components. Volunteer members of state and area employer support committees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names, address, geographic location, and size of pledging company. Name, address of state committee members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 136.

PURPOSE(S):

The purpose of the file is to assist in informing the public and encouraging employers to support the Guard and Reserve. National Committee for Employer Support of the Guard and Reserve; used to answer inquiries from employees or prospective employees of companies concerning whether a company has pledged to support the Guard and Reserve; used by members of the state committee for employer support to assist Guard and Reserve members who are experienceing difficulties with companies that have pledged; used as a screening tool to prevent resolicitation of support from employers who have already pledged; used to supply state level organizations' lists of companies in states which have pledged; used to prepare speech and press release material mentioning companies that have pledged. Membership roster of state and area committees used for mailings, and routine business. Any individual records in the system may be transferred to any component of the Department of Defense having a need-to-know in the performance of official business.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, and civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic computer tape.

RETRIEVABILITY:

Retrieved by company name, geographic location, or type of business. Retrieved by state membership.

SAFEGUARDS:

Primary location is a TOP SECRET facility. Hardcopy output is accessible to authorized personnel only during working hours; room is locked after hours and builing has security guards.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Chairman, National Committee for Employer Support of the Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209.

NOTIFICATION PROCEDURE:

Information may be obtained from: Chairman, National Committee for Employer Support of the Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209. Telephone: (202) 696-5303.

RECORD ACCESS PROCEDURES:

Requests for information should be addressed to: Chairman, National Committee for Employer Support of the

Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209. Written requests should contain the name of the individual and/or employer, current mailing address and telephone number. For personal visits, the individual should be able to provide some acceptable identification, such as driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing intitial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is supplied by employers who have pledged, from Dunn and Bradstreet, and from Census Data.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 06.0

SYSTEM NAME:

Department of Defense Priority Placement Program (STOPPER LIST).

SYSTEM LOCATION:

Primary location: Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444. Decentralized locations: hard copy rosters/listing supplied every two week to all DoD Civilian Personnel Offices world-wide (approximately 500 locations) and to other personnel management activites.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Displaced career and career-conditional employees adversely affected by reductions-in-force or transfer of function; overseas nondisplaced career and career-conditional employees being returned to the U.S. All individuals in file must voluntarily initiate entry into the system.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains summary of occupational experience, education, training, age, sex, height and weight, marital status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136.

PURPOSE(S):

To DoD Civilian Personnel Offices to assist activities in filling vacant positions and in assisting displaced employees and overseas returnees in obtaining employment; to DoD Activities for short resume of individual's background used in assessing qualifications for vacant positions; to Office of the Deputy Assistant Secretary of Defense, Civilain Personnel Policy for statistical analyses of civilian personnel employment trends and patterns for establishing policy and for planning purposes; informing individuals in system of non-government job opportunities. Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To other Federal Agencies for filling vacant positions; to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magentic computer tape.

RETRIEVABILITY:

Normally retrievable for occupation and grade.

SAFEGUARDS:

The primary location is identified as a secure area; access it through electrically controlled doors and cypher locks; tapes are stored in a vault when not in use.

RETENTION AND DISPOSAL:

Record of displaced employees are maintained in the system for one year. Records of overseas returnees are entered six months prior to return and are maintained until individual is placed in job or leaves the government. Initial input for records is hard copy which is destroyed after tape record is created.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Staffing Policies and Programs, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D821, the Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from the Department of Defense Civilian Personnel Office where the individual registered to enter the system.

RECORD ACCESS PROCEDURES:

Written requests from individuals should be directed to the Department of Defense Civilian Personnel Office where the individual registered to enter the system and should include name and current mailing address and telephone number. For personal visits, the individual should be able to present to the personnel office some acceptable identification, such as a driver's license or other ID card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Adminstrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

The individual must take action to place his record in the system; information entered into the record is provided by the individual in writing or through employment counseling; additional information is obtained from the individual's office personnel file (201 file).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 07.0

SYSTEM NAME:

Department of Defense Overseas Employment Program

SYSTEM LOCATION:

Defense electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Career and career-conditional employees of the Federal Government and reinstatement eligible employees who desire overseas employment and voluntarily register.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains summary of occupational experience, education, training, age, sex, height and weight, marital status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136.

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H.R. 1869 / Pub. L. 99-44

To amend the Internal Revenue Code of 1954 to repeal the contemporaneous recordkeeping requirements added by the Tax Reform Act of 1984, and for other purposes. (May 24, 1985; 99 Stat. 77) Price: $1.00

S. 661 / Pub. L. 99-45

Entitled the "George Milligan Control Tower". (May 24, 1985; 99 Stat. 80) Price: $1.00

federal register

Wednesday
May 29, 1985

Book 2 of 2 Books

Part III—Continued

Department of Defense

Office of the Secretary

Privacy Act of 1974; Systems of Records

Federal Register

Wednesday
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Book 2 of 2 Books

Part III—Continued

Department of Defense

Office of the Secretary

Privacy Act of 1974; Systems of Records

(Continued from Book I)

PURPOSE(S):

Data is used to provide an automated applicant supply system for use in filling overseas job vacancies; data is used by Department of Defense activities in filling overseas job vacancies. These data may be used by the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) for statistical analyses for policy, planning, and guidance; for evaluation of theeffectiveness of the program, and for monitoring of activity compliance with the program. Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To other Federal agencies for use in filling overseas job vacancies; to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic Computer Tape.

RETRIEVABILITY:

Retrieval by occupational skill and grade.

SAFEGUARDS:

The location is identified as a secure area; access is through electrically controlled doors and cypher locks; tapes are stored in a vault when not in use.

RETENTION AND DISPOSAL:

Records remain in the system for one year or until the individual is placed in an overseas position; the individual is notified after eleven months that his registration is about to expire and is given the opportunity to re-register for another year.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Staffing Policies and Programs, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D281, the Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from the Department of Defense Civilian Personnel Office where the individual registered to enter the system.

RECORD ACCESS PROCEDURES:

Written requests from individuals should be directed to the Department of Defense Civilian Personnel Office where the individual registered to enter the system and should include name, current mailing address and telephone number. For personnel visits, the individual should be able to present to the personnel office some acceptable identification, such as a driver's license or other ID card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 C.F.R. 286b and OSd Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information in the file is obtained from the individual, either in writing or through interviews with personnel counselors, and from his official personnel file (201 file).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 09.0

SYSTEM NAME:

Defense Equal Opportunity Management Institute.

SYSTEM LOCATION:

Primary and backup computer system location - Bldg. 989, Patric AFB, Fla. 32925-6685. Hard copy and microfiche backup files are located in the Chief, Evaluation Division, Defense Equal Opportunity Management Institute, Bldg. 561, Patrick AFB, Fla. 32925-6685.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current or former students at the Defense Equal Opportunity Management Institute.

CATEGORIES OF RECORDS IN THE SYSTEM:

Life history summary, name, race, age, military organization, test and examination scores and forms, peer group and instructor ratings, advisor progress reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136.

PURPOSE(S):

The data is and by the Defense Equal Opportunity Management Institute in evaluating the progress of student and to create a permanent record of academic accomplishment. Also used by advisors in counseling students to verify attendance and grades to colleges and universities; to select instructors; to make decisions to release students from the program. Students use the data to evaluate their program; any individual records in the system may be transferred to any component of the Department of Defense having the need to know in the performance of official business.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To law enforcement or investigatory authorities for investigation and possible criminal prosecutioncivil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Primary file is by computer disk files. Backup files are magnetic computer tapes, microfiche and paper records.

RETRIEVABILITY:

Files are sequenced alphabetically by last name by class.

SAFEGUARDS:

Primary location is a controlled access area. Backup files - storage is in locked file cabinets. Only authorized personnel have access to files.

RETENTION AND DISPOSAL:

Computer and Microfiche records are kept permanently, paper backup records are kept for four years.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant, Defense Equal Opportunity Management Institute, Patrick AFB, Fla. 32925.

NOTIFICATION PROCEDURE:

Information may be obtained from: Commandant, Defense Equal Opportunity Management Institute Patrick AFB. Fla 32925 Telephone: 305-494-6976.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to the Commandant, Defense Equal Opportunity Management Institute, Patrick AFB, Fla. 32925. Written requests for information should contain the full name, current address and telephone number, and class of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as military ID card or driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by the individual, student peers, instructors, counselors, and examination.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 10.0

SYSTEM NAME:

Equal Opportunity Complaint File.

SYSTEM LOCATION:

Office of the Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has filed or had filed on his behalf a discrimination complaint.

CATEGORIES OF RECORDS IN THE SYSTEM:

The letter or document initiating complaint, direction to services on investigating complaint, services' investigatory report and copies of response to complainant.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136.

PURPOSE(S):

To be used by the Office of the Deputy Assistant Secretary of Defense (Equal Opportunity) in answering queries concerning status or disposition of complaints, for assigning actions and reviewing actions on complaining, and for analyses of trends or patterns in discrimination complaints. This information may be used by any other Department of Defense component having the need to know in the performance of official business.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records in the system may be transferred to any component of the Department of Justice that requestthem for the purpose of representing the Department of Defense in litigation to which the records are pertinent.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder.

RETRIEVABILITY:

Filed by first letter of last name for service and year.

SAFEGUARDS:

Kept in file drawer, building has security guards.

RETENTION AND DISPOSAL:

Files are retained for one year in active status, one year in inactive status, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Deputy for Plans and Policy Office of the Deputy Assistant Secretary of Defense (Equal Opportunity) Room 3E319 Pentagon Washington, D.C. 20301. Telephone: 202-695-0107.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Deputy for Plans and Policy, Office of the Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, Pentagon, Washington, D.C. 20301. For personal visits, the individual should be able to provide some acceptable identification such as a driver's license or other ID card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information contained in the file is obtained from the individual or someone acting on his behalf, from the Services' investigation of the complaints.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 15.0

SYSTEM NAME:

Reports of Defense Related Employment

SYSTEM LOCATION:

Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logisitics), Pentagon Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired or former military officers, in grades of major or lieutenant commander or above and formercivilian officers, and employees of the Department of Defense employed at or above the minimum salary of GS-13, who, during any of the first three years after termination of service or employmentwith the Department of Defense, are employed at fifteen thousand dollars or more per year by a Defense contractor who, during that year, was awarded contracts by the Department of Defense totaling ten million dollars. Also covered are current officers and employees of the Department of Defense employed at or above the minimum salary level GS-13, who within the preceding three years are employed by such a Defense contractor.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of report DD Form 1878 completed by individuals covered by the system and forwarded to the Department of Defense describing their employment with the Department of Defense and with the Defense contractor and a listing showing the names of individuals who submitted completed DD Form 1787.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The system was established and is maintained as required by Public Law 91-121, section 410, approved November 19, 1969.

PURPOSE(S):

These records are available for public inspection in accordance with the specific terms of section 410(f) of Public Law 91-121. There is no limitation or restriction on use by the public of the information contained in the report.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Section 410(d) of Public Law 91-121 requires the submission to the President of the Senate and Speaker of the House of Representatives by December 31 of each year of information in the reports submitted by individuals during the preceding Fiscal Year.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

In metal file cabinet.

RETRIEVABILITY:

Alphabetical by name of individual.

SAFEGUARDS:

Maintained in unlocked file cabinet when not in use.

RETENTION AND DISPOSAL:

Retire to WNRC when three years old. Destroy when 10 years old.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Any individual who desires to know whether a report DD Form 1787 submitted by him is on file may address a letter of inquiry to the System Manager, Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Pentagon, Washington, D.C. 20301. In as much as the reports are available for public inspection no proof of identity is required.

RECORD ACCESS PROCEDURES:

On request of any individual the reports on file are made available for inspection in the office of the System Manager, Room 3C980, Pentagon, Washington, D.C. 20301.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

The individual submitting the DD Form 1787.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 17.0

SYSTEM NAME:

DoD Teacher Back Pay Project.

SYSTEM LOCATION:

DoD Office of Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All former DoD Overseas Dependents School teachers who were paid under Public Law 89-391, dated April 14, 1966.

CATEGORIES OF RECORDS IN THE SYSTEM:

System is comprised of names, Social Security Numbers, and dates of birth of former DoD overseas teachers, and information extracted from their Official Personnel Records which will effect computation of their retroactive pay; and current addresses of former teachers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Court decision in the case called Virginia J. March et al, v. United States of America (Civil Action 3437-70, U.S. District Court, District of Columbia, June 30, 1975) on intent of Public Law 89-391, dated April 14, 1966.

PURPOSE(S):

To be used by Office of Dependents Schools Back Pay Project workers to compute back pay as it applies to individual teacher; prepare necessary updating for individual's Official Personnel Record, life insurance entitlement where applicable; prepare reports to individual teachers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Data in this system is used by the Department of the Treasury; to the Social Security; the Office of Personnel Management, the attorneys for the teachers and General Accounting Office addresses will be used for mailing purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer tapes, computer printouts.

RETRIEVABILITY:

Social Security Number (SSN) and name.

SAFEGUARDS:

All records are stored under strict control, maintained in spaces normally accessible only to authorized personnel, in cabinets in locked room.

RETENTION AND DISPOSAL:

Record will be maintained in this office until all requirements of the judgement and will be destroyed when they are no longer useful.

SYSTEM MANAGER(S) AND ADDRESS:

Director, DoD Office of Dependents Schools, Office of the Assistant Secretary of Defense (Manpower,Reserve Affairs and Logistics), 2461 Eisenhower Avenue, Room 148, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to Director, DoD Office of Dependents Schools, Attn: Back Pay Project, 2461 Eisenhower Avenue, Room 148, Alexandria, VA 22331. Telephone: 202-325-0660. Letter should contain the full name and signature of the requester.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to same address as stated in the 'Notification Procedures:', above.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Official Personnel Records obtained from Federal Records Center and other agencies currently employing individuals concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 19.0

SYSTEM NAME:

Automated Career Management System (ACMS) DD-M(AR) 1456.

SYSTEM LOCATION:

Primary System -- DoD Centralized Referral Activity, 1507 Wilmington Pike, Dayton, Ohio 45444. Decentralized System -- Defense ADP Resources Office, Cameron Station, Alexandria, Virginia 22314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Departments of Defense civilian career program employees GS-5 or higher and former employees; and DoD Senior Executive Service Candidates.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, home and work addresses, Social Security Number (SSN), educational background, work experience, grade and salary, occupation, age, special qualifications, awards, military reserve status, and supervisory appraisals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Sections 301 and 302, which authorize Agency Heads to: establish civilian personnel management programs; maintain files and records necessary to operate such programs; and delegate civilian personnel management authorities to subordinate officials.

PURPOSE(S):

The data in this system provides alist of eligible candidates qualified to fill position vacancies normally at GS-13 and higher grade levels and provides information for program analyses and management to all DoD Civilian Personnel Offices and the DoD Components serviced by these offices all of the organizations are required to

submit job vacancies to designated occupation series against Automated Career Management System (ACMS) for the generation of a list with resumes of qualified candidates for consideration by a selection panel and others; to Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) for statistical analyses of civilian work force, and management and evaluation of specific employment programs within the Department of Defense. Any individual records contained in the system may be transferred to any component of the Department of Defense having the need-to-know in the performance of official business.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Disk packs.

RETRIEVABILITY:

Retrievable by occupation, Social Security Number (SSN), name, specific skills, educational background, or training background.

SAFEGUARDS:

The location is identified as a secure area; access is through electically controlled doors and cypher locks; disk packs are stored in a vault when not in use.

RETENTION AND DISPOSAL:

Active records are maintained up to one year after termination of the individual's employment with the Department of Defense, or upon notification that the individual no longer is employed in a position for which registration is required. Inactive records of personnel are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Staffing and Career Management, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D264, Pentagon, Washington, D.C. 20301. Telephone: 202-697 3402.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to Director, Centralized Referral Activity, DoD-CRA-R, 1507 Wilmington Pike, Dayton, Ohio 45444. For personal visits, the individual should be able to provide some acceptable form of identificationsuch as a driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Adminstrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Data are obtained from record subjects, from their official personnel folders, and from supervisory appraisals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 21.0

SYSTEM NAME:

Department of Defense Dependents Schools (DoDDS) Grievance Records.

SYSTEM LOCATION:

Office of Dependent Schools, 2461 Eisenhower Avenue, Room 120, Alexandria, Virginia 22331; six regional offices located in London, England; Wiesbaden, Germany; Karlsruhe, Germany, Madrid, Spain;Okinawa Japan and Panama; in principals' offices of DoDDS schools; and at the servicing civilian personnel offices at various military installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former employees who have submitted grievances in accordance with 5 USC 2302, and 5 USC 7121, or a negotiated procedure.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system contains records relating to grievances filed by DoD Dependents Schools (DoDDS) employees under 5 USC 2302, and 5 USC 7121. These case files contain all documents related to the grievances, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original and final decision, and related correspondence and exhibits. This system includes files and records of internal grievance and arbitration systems that DoDDS may establish through negotiations with recognized labor organizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 2302, and 5 USC 7121.

PURPOSE(S):

The collected information is used by the DoDDs in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statisticsand studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute rule, regulation, or order where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation. To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; the issuance of a security clearance; the conducting of a security or suitability investigation of an individual; the classifying of jobs; the letting of a contract, or the issuance of a license, grant,or other benefit by the requesting agency to the extent that the information is relevant and necessary to requesting the Agency's decision on the matter. To provide information to a congressional office from the record of an individual, in response to an inquiry from the congressional office, made at the request of that individual. To disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court. By the National Archives and Records Service (General Services Administration) in records management inspections conducted under authority of 44 USC 2906. To disclosure information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel, the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission, when

requested in performance of their authorized duties. To disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding. To provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are maintained in file folders.

RETRIEVABILITY:

These records are retrieved by the names of the individuals on whom the records are maintained, by case number, and by subject matter of the grievance.

SAFEGUARDS:

These records are maintained in locked metal file cabinets, with access only to authorized DoDDS employees and servicing civilian personnel offices.

RETENTION AND DISPOSAL:

These records are disposed of not sooner than 3 years after closing of the case. Disposal is by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Mr. Paul Wolfe, Chief, Management Employee Relations Branch, Personnel Division, Office of Dependents Schools, 2461 Eisenhower Avenue, Room 120, Alexandria, Virginia 22331. Telephone: 202-325-0690.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Request for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing intitial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information in this system of records is provided:

a. By the individual on whom the record is maintained.

b. By testimony of witnesses.

c. By Agency officials.

d. From related correspndence from organization or persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 22.0

SYSTEM NAME:

DoD Dependent Children's School Program Files.

SYSTEM LOCATION:

Active Students - DoD operated overseas dependents schools, regional offices, and the Office of Dependents Schools (ODS), Alexandria, Virginia. Former High School Students - Permanent records (high school transcripts) are retained at the school for 4 years subsequent to graduation, transfer, or termination, the forwarded to the regional office for 1 year where they are compiled and forwarded to the Washington National Records Center (WNRC) except Panama . Records for the Panama region are retired to the East Point, Georgia, Federal Archives Records Center (FARC). Former Panama Canal College Students - Permanent records (college transcripts) are retained at the college for 10 years, then retired to East Point FARC.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students in the DoD operated overseas dependent schools.

CATEGORIES OF RECORDS IN THE SYSTEM:

A. Enrollment files: Documents relating to the admission, registration, and departure of dependent school students. Included are pupil enrollment applications, course preference, admission cards, drop cards, and similar or related documents.

B. Daily attendance register files: Documents reflecting the daily attendance of pupils at dependent schools. Included are forms, printouts, bound registers and similar or related documents.

C. Elementary school academic records: Documents reflecting the standardized achievement, mental ability, yearly grade average, attendance of each student and the teachers' comments. Included are forms, notes, and similar or related documents.

D. Elementary school report card files: Documents reflecting grades, personality traits, and promotion of failure. Included are report cards and similar or related documents.

E. Elementary school teacher class register files: Documents reflecting daily, weekly, semester, or annual scholastic grades and averages, absence and tardiness data.

F. Elementary school student files: Documents pertaining to individual elementary school students. Included in each folder are reading and health records; individual education plans; intelligence quotient; achievement, aptitude, and similar test results; notes related to pupil's progress and characteristics; and similar matters used by counselors and successive teachers.

G. Secondary school absentee files: Documents reflecting absence of students. Included are homeroom teachers' registers, secondary school daily attendance records of absentees reported by teachers, tardy slips for admission of students to classroom, transfer slips notifying teachers of new class and homeroom assignment, notices of change by school principal to teacher upon change of classroom, student application for permission to be absent, student pass slips, and similar or related documents.

H. Secondary school academic record files: Documents reflecting students grade and credits earned. Included are forms, notes, and similar or related documents.

I. Secondary school report card files: Documents reflecting scholastic grades, personality traits, and promotion or failure. Included are report cards and related documents.

J. Secondary school teacher class register files: Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, absence and tardiness, and withdrawal data. Included are class registers and similar or related documents.

K. Secondary school class reporting files: Documents reflecting teacher reports to principals and used as source documents for preparing secondary school academic record cards. Included are forms, correspondence, and similar or related documents.

L. Credit transfer certificate files: Documents reflecting secondary school scholastic credits earned. Included are certificates and similar or related documents.

M. Secondary school student files: Documents pertaining to individual secondary school students. Included in each folder are student health records; individual education plans; absence reports and correspondence with parents pertaining to absence; records of achievement and aptitude tests; notes concerning participation in extracurricular activities, hobbies, and other special interests or activities of the student; and, miscellaneous

memorandums used by student counselors.

N. College absence, withdrawal, and add files: Student applications for permission to be absent from final exams. Student drop and add class records and adminstrative withdrawal letter.

O. College academic record files: Documents reflecting student grades and credits earned. Included are forms, notes, and similar or related documents.

P. College report card files: Documents reflecting scholastic grades and promotion of failure. Included are report cards and related documents.

Q. College teacher class register files: Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, absence and withdrawal data. Included are class registers and similar or related documents.

R. College class reporting files: Documents reflecting teacher reports to Registrar and used as source documents for preparing college transcripts. Included are forms, correspondence, and similar or related documents.

S. Credit transfer certificate files: Documents reflecting college scholastic credits earned. Included are certificates and similar or related documents.

T. College student files: Documents pertaining to individual college students. Included in each folder are absence reports, records of achievement, and aptitude tests.

U. Automated support files: Automated data files are composed of records containing the following information (varies by regional system): student registration data-student identification, number, student name, sex, grade level, bus number, date of enrollment, date of birth, course numbers and names, teachers, credit, grades received, dates of absences, and sponsor's name, status, rank, date of rotation, organization of unit, local address, emergency address and phone.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Recurring provisions of the DoD Appropriations Act and Department of Defense Directive 1342.6, 'Department of Defense Dependent's Schools,' dated October 17, 1978, with change 1.

PURPOSE(S):

A. Dependent children's school program files (general):

1. Records of students attending DoD operated overseas dependent schools are used by school officials, including teachers, to:

a. Determine the eligibility of children to attend these schools;

b. Schedule children for transportation;

c. Record daily and/or class attendance of students and date(s) of withdrawal;

d. Determine tuition paying students and record status of payments;

e. Determine students located in areas not serviced by dependents schools so that alternative arrangements for education can be made and payment made, as required;

f. Monitor special education services required by and received by the student; and,

g. Used to develop and maintain reading and health records, including school related medical needs.

2. Records may also be released to other officials of the Department of Defense requiring information for operation of the Department (including defense investigative agencies) on a case-by-case basis in accordance with established policies and procedures.

B. Dependent children's school program files (elementary):

1. Used by school officials, including teachers, in the current and/or gaining school to develop and provide an educational program for elementary students by school personnel cited above.

2. Used in the following manner to record:

a. Teacher or standardized test data;

b. Attendance, absences, and/or tardiness of each student;

c. Recommendations for promotion or retention including teacher comments;

d. Daily, weekly, semester, or annual grades; and,

e. Notes related to the individual pupil's progress and learning characteristics useful to professional school personnel in counseling the student and in the determination of his/her proper placement.

C. Dependent children's school program files (secondary):

1. Used by school officials, including teachers, in the current and/or gaining school to develop and provide an education program for secondary students.

2. Documents are used by school personnel cited above in the following manner to:

a. Record teacher and/or standardized test data;

b. Record attendance, absences, and/or tardiness of each student;

c. Form the basis for a decision on a student request for permission to be absent from a class or classes;

d. Determine proper class or grade placement or graduation;

e. Determine scholastic grades and/or grade point average;

f. Form the basis for school recommendations for student financial aid for postsecondary education;

g. For the basis for preparing the secondary school transcript;

h. Determine secondary school academic credits earned; and,

i. Note special interest or hobbies of the student.

3. Used by DoD recruiting officials to determine eligibility for military service.

D. Dependent children's school program files (college):

1. Used by school officials, including teachers, in the current and/or gaining school to develop and provide an educational program for college students.

2. Documents are used by school personnel cited above in the following manner to:

a. Record teacher and/or standardized test data;

b. Record attendance and absences of each student;

c. Form the basis for a decision on a student request for permission to be absent from a class or classes;

d. Determine proper class or grade placement or graduation;

e. Determine scholastic grades and/or grade point average;

f. Form the basis for school recommendations for student financial aid for college education;

g. Form the basis for preparing the college transcript; and,

h. Determine college academic credits earned.

3. Used by DoD recruiting officials to determine eligibility for military service.

E. Automated support. Automated support is used by school and regional officials (where applicable) to:

1. Provide academic data to each student upon request, provide report cards, etc., at the end of each grading period, provide transcripts upon request, and provide hard copy for manual files.

2. Provide academic data within the region and to ODS.

3. Provide data within the Department of Defense on a need-to-know basis.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Documents of students attending the DoD overseas dependent schools may be used by authorized Federal representatives for employment purposes. Academic data may be provided to other educational institutions and employers or prospective employers in accordance with current policies and procedures. Student records and test results may be used by agencies contracted by DoDDS

to evaluate various aspects of the system and student population. Contractors will be informed of their obligations under the Privacy Act in accordance with current policies and procedures. Provide data to other government agencies and Congress when a specific authorized need requires it.

Disclosures pursuant to U.S.C. 552a (b)(12), may be made from this system to Consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1861a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Files are paper records in file folders.

RETRIEVABILITY:

A. Elementary school academic records and secondary school and college academic records (transcripts) are filed alphabetically by school, school year, and last name of student.

B. Elementary, secondary, and college teacher class register files are filed by school, school year, and last name of teacher.

C. Remaining dependent school student files are filed by school, school year, and last name of student.

D. The automated files are indexed by a variety of data, depending upon the region and school involved (some have regionally assigned student identification numbers, others are by last name of student). Also, any combination of data in the file can be used to select individual records. Only authorized personnel have required information to access the system or process jobs.

SAFEGUARDS:

Paper records are maintained in files accessible only to authorized personnel. Authorized records:

A. Description of the automated process. Current hard copy records of all information are kept in locked file cabinets in limited access school offices. Computer-produced student records and reports become an integral part of the manual system and are retained in limited access school offices and/or locked cabinets. Computer disks, tapes, etc., are maintained in limited access areas within the various computer centers, regional offices, and/or schools. Approved special requests for data can be supported by ad hoc inquiry. Any combination of data can be used to selectindividual records for special processing.

B. Physical safeguards. Computer facilities and remote terminals are located in schools and regional offices throughout the school system. Particular regional systems vary; however, the same basic safeguards are employed (in various combinations) in all the systems. Computer hardware disk cards and other materials are secured in locked facilities after normal duty hours or are maintained in secure military computer centers. During school hours, storage media is stored in areas where access can be monitored. On-line access is protected by combinations of the following various factors: (1) users must have file and/or disk names; (2) users must have possession or approval to gain possession of appropriate disk(s); and, (3) users must have specifically designed codes and/or keys to permit read/write operations.

C. Storage media. Hard copy files are stored in the school offices of each participating school and regional offices. Computer files are stored on magnetic tape and disks, as outlined above.

D. Risk analysis. All personal information which is collected and/or maintained for this system is stored in locations adequately secure for such information. Administrative safeguards have beeen instituted to prevent access to information in the automated systems.

RETENTION AND DISPOSAL:

A. Enrollment files: Maintained at the respective school for 1 year after graduation, withdrawal, transfer, or death of the student, then destroyed.

B. Daily attendance register files: Destroyed after reviewing attendance registers for the next school year.

C. Elementary school academic records files: When a student transfers to another school, this file is forwarded by mail to officials of the receiving school on request in accordance with current regulations, or destroyed at the school 5 years after graduation, death, or withdrawal of the student.

D. Elementary School report card files: Released to parents or students at the end of the school year or transfer of the student.

E. Elementary school teacher class register files: Destroyed at the school concerned after 5 years.

F. Elementary school student files: 1. When a student transfers to another school, the reading and health records are released to the parent or student (if over 18 years of age) for hand-carrying to the receiving school. 2. Remaining documents pertaining to the students are forwarded by mail to the officials of the receiving school or the parent/guardian on request in accordance with current regulations; if not requested, documents are destroyed at the school concerned 1 year after graduation, death, or withdrawal of the student.

G. Secondary school absentee files: Destroyed at the school after 1 year.

H. Secondary school academic record files (high school transcript): 1. Permanent file. 2. When a student transfer to another DoD dependents school, this film (transcript) is forwarded by mail to officials of the receiving school on request. 3. When a student transfers to a non-DoD school, a copy of the transcript is forwarded to the receiving school on request in accordance with current regulations. 4. Files not forwarded to another DoD school are retained at the school concerned for 4 years, the regional office for 1 year and then retired to the WNRC (or East Point FARC if in the Panama region)for an additional 60 years.

I. Secondary school report card files: Released to parents of students or student (if over 18 years of age) at the end of the school year or on transfer of student.

J. Secondary school teacher class register files: Retained at the school concerned for 5 years and then destroyed.

K. Secondary school class reporting files: Destroyed at the school after 1 year.

L. Credit transfer certificate files: Destroyed at the school after 1 year.

M. Secondary school student files: 1. Retained at the school concerned for 2 years after graduation, death, or withdrawal of the student. 2. When a student transfers to another school: a. A copy of the record may be released to the parents or student (if over 18 years of age) for hand-carrying to the receiving school. b. An official copy of the record will be forwarded to the receiving school in accordance with current regulations upon request. (The original record is retained at the school.)

N. College absentee files: Destroyed at the school after 1 year.

O. College academic record files (college transcripts): 1. Permanent file. 2. When a student transfers to another college or university, this file (transcript) is forwarded by mail to officials of the receiving school upon receipt of an authorized request. 3. Original files (transcripts) are retained at the college for 10 years then retired to East Point FARC.

P. College report card files: Released to student at the end of the semester or school year, or on transfer of student.

Q. College teacher class register files: Retained at the school for 5 years and then destroyed.

R. College class reporting files: Destroyed at the school after 1 year.

S. Credit transfer certificate files: Destroyed at the school after 1 year.

T. College school student files: 1. Retained at the school for 2 years. 2. When a student transfers to another school: a. A copy of the record may be released to the parents or student (if over 18 years of age) for hand-carrying to the receiving school. b. An official copy of the records will be forwarded to the receiving school upon request pending receipt of authorized request. (The original record is retained at the school.)

U. Automated files: Automated files are normally retained for 1 year. However, this may vary as all information is documented in the manual files and the information in automated form may be destroyed earlier or later than 1 year for various internal purposes.

SYSTEM MANAGER(S) AND ADDRESS:

Dr. Beth Stephens, Director, Department of Defense Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331, Telephone: (202) 325-0188.

NOTIFICATION PROCEDURE:

Information may be obtained from officials of the school concerned or from the System Manager.

RECORD ACCESS PROCEDURES:

A. Written requests for information on the records system and for instructions concerning personal visits may be forwarded to the principal of the school within 4 years after graduation, transfer, withdrawal, or death of student.

B. The fifth year, the principal should be contacted for elementary records or the System Manager for secondary records.

C. Subsequently, all requests for secondary records may be forwarded to the Department of Army, HQ DA (DAAG-AMR), Washington, D.C. 20301, except for information from schools in Panama. These requests should be sent to: Director, DoDDS-Panama, APO Miami 34002.

D. All requests for college records should be sent to the college for the first 10 years, then to the Director, DoDDS-Panama, address above.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing intitial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is obtained from the individuals concerned and their parents/guardians, teachers, and school administrators.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 23.0

SYSTEM NAME:

Educator Certification/Recertification Files.

SYSTEM LOCATION:

Records are maintained at the schools, regional offices, and the Office of Dependent Schools (ODS),Alexandria, Virginia.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This system applies to all Department of Defense Dependents Schools (DoDDS) teachers, as the term 'teacher' is defined in 20 United States Code 901, and to all DoDDS excepted service and ODS educators classified in the 1710 or related series.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of transcripts and/or other documentary evidence, as necessary, for recertificationrenewal and maintenance. Also included are internal forms to summarize this data and to certify that it has been reviewed by appropriate officials.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

20 USC 931, recurring provisions of the annual DoD Appropriations Act, and Department of Defense Directive 1342.6, 'Department of Defense Dependents Schools,' October 17, 1978, and Change 1, thereto.

PURPOSE(S):

Dependents schools' administrators use this information to determine the eligibility of applicable employees to be certified/recertified.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information may be supplied to States with whom the Department of Defense Dependents Schools has reciprocal agreements for respect of certificates issued/revoked by the respective systems. Records may be disclosed to educational accrediting institutions and organizations during review of a school or schools. Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order. Every reasonable effort will be made to notify individuals when records pertianing to them are made available under compulsory legal process.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are stored in file folders in locking cabinets, rooms, and/or secure buildings (when possible), located at schools, regional offices, and ODS.

RETRIEVABILITY:

The files are arranged alphabetically or by social security number (at the option of the custodian).

SAFEGUARDS:

Paper records are maintained in files which are located in locked cabinets, rooms, and/or builings, which are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are maintained for the current as well as the upcoming certification cycles. Records for an expired certification cycle are retained for 2 years; then, they are destroyed or returned to the employee. If a teacher leaves the system, the file is maintained for two years following the current expiration date of the certificate and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Mr. Mervin Scott, Chief, Personnel Division, ODS, 2461 Eisenhower Avenue, Alexandria, VA 22331.

NOTIFICATION PROCEDURE:

Information may be obtained from the principal, regional certification coordinator, ODS certification coordinator, or the Chief, Personnel Division, ODS.

RECORD ACCESS PROCEDURES:

Educators may request to see their files from the individual in charge of certification at their particular location.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and contesting contents and for appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is obtained from the individuals concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DMRA&L 24.0

SYSTEM NAME:

Joint Service Review Activity File.

SYSTEM LOCATION:

Office of the Assistant Secretary of Defense (Manpower, Installations and Logistics), (MP & FM) (LLP), Pentagon, Washington, D.C. 20301-4000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have submitted a complaint to the Joint Service Review Activity in accordance with DoD Directive 1332.28 and the decisional principles contained within the Urban Law court decision. Complaints relate to decisional documents issued by the Discharge Review Boards of the Military Departments.

CATEGORIES OF RECORDS IN THE SYSTEM:

The JSRA files consist of the following: The complaint submitted by the individual, a copy of the decisional document, and review of the complaint by the Military Department, the Joint Service Review Activity, and the Deputy Assistant Secretary of Defense (MP&FM). Additionally, any evidence submitted by the complainant to support the complaint is maintained with the documents listed above.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C. 1553, 'Review of Discharge or Dismissal,' and DoD Directive 1332.28, 'Discharge Review Board (DRB) Procedures and Standards,' dated August 11, 1982.

PURPOSE(S):

This data is used to maintain the necessary documents needed to process complaints submitted by applicants for their counsel in an expeditious fashion; used by the Discharge Review Boards of the Military Departments in evaluating the validity of the complaint; The Joint Services Review Activity in making its evaluation and recommendation on the complaint; the Deputy Assistant Secretary of Defense in making a final determination on the complaint. The documents are available to the complainant and/or applicant for his/her case. They receive a copy of the DASD final determination. Only information which has been expurgated of all identifying information will be released to the public when requested.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's Published System Notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by surname.

SAFEGUARDS:

Access to the building is by authorized identification pass or official escort. The records are maintained in a locked file cabinet which is under continuous observation during duty hours. The room is locked after duty hours.

RETENTION AND DISPOSAL:

The records are maintained until the complaint action is finalized. Records are then kept for 1 year in the inactive status. The records are then forwarded to the appropriate Military Department for inclusion in the Official Military Records or destruction if copies of the action have been filed.

SYSTEM MANAGER(S) AND ADDRESS:

Adminstrative Director, Joint Service Review Activity, Office of the Assistant Secretary of Defense (Manpower, Installations and Logistics) (Military Personnel and Force Management), Room 3D823, The Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

General information concerning the JSRA procedures may be obtained from the Administrative Director, Joint Service Review Activity, Office of the Assistant Secretary of Defense (Manpower, Installations, and Logistics) (Military Personnel and Force Management), Room 3D823, The Pentagon, Washington, D.C. 20301. Telephone: 202-697-3387.

RECORD ACCESS PROCEDURES:

Requests from individuals for their own files should be sent to the address indicated in 'Notification Procedure' section above. Written requests for information should contain the full name and address of the individual and a notarized signature.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records, and for contesting contests and appealing initial determinations by the individual concerned, are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

The basic information contained in the JSRA's file comes from the complainant, and the decisional document issued by the Military Department. This information forms the basis for reviews conducted by the Discharge Review Board of the Military Department, the Joint Service Review Activity and the Deputy Assistant Secretary of Defense (Military Personnel and Force Management).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 01

SYSTEM NAME:

Health Benefits Files

SYSTEM LOCATION:

Primary System -- Beneficiary and Provider Relations Division (BR), OCHAMPUS DoD, Aurora, Colorada, 80045

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who seek health care under the Program for the Handicapped as CHAMPUS beneficiaries and/or extended hospitalization under the basic program as CHAMPUS/CHAMPVA beneficiaries.

CATEGORIES OF RECORDS IN THE SYSTEM:

Original correspondence with individuals, medical statements, Congressional inquiries, medical treatment records, authorization for care, case status sheets, memos for record, follow-up reports justifying extended care, correspondence with fiscal intermediaries and work-up sheets maintained by case workers, and appeals and hearings case files consisting of transcript and/or other documentation pertaining to reconsiderations or appeals of adverse determinations affecting an individual's benefits under CHAMPUS/CHAMPVA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, Code of Federal Regulations, Parts 101-11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Chapter 17, Title 38, United States Code; Title 32 Code of Federal Regulations, Part 199.

PURPOSE(S):

To be used by the Office of the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) to determine the eligibility of an individual for health care under CHAMPUS/CHAMPVA; to authorize payment of health claims by CHAMPUS/CHAMPVA beneficiaries; to respond to inquiries from Congressional offices made at the request of the individual covered by the system.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution; and referral to the Secretary of the Department of Health and Human Services and/or the Adminstrator of the Veterans' Administration consistent with their statutory administration responsibilities under CHAMPUS/CHAMPVA pursuant to Chapter 55, Title 10, United States Code and Section 613, Chapter 17, Title 38, United States Code.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Hardcopy records in file folders. Automated records are maintained on magnetic tape and disc.

RETRIEVABILITY:

Retrievable numerically be case number (sponsor's Social Security Number) then alphabetically by letter assigned to each individual family member. Records are also retrievable by sponsor or beneficiary anme. These records are also accessible through an automated index.

SAFEGUARDS:

Automated index is accessible only by authorized persons possessing user identification codes. Hardcopy records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Building is protected by Fitzsimons Army Medical Center (FAMC) security force.

RETENTION AND DISPOSAL:

Automated indexes are permanent. Hardcopy records are closed out at the end of the calendar year in which paid, or voided, as applicable; held 1 additional year at OCHAMPUS; and transferred to the Federal Records Center. The Federal Records Center will destroy the records after an additional 4 years retention.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Beneficiary and Provider Relations Division (BR), OCHAMPUS, DoD, Aurora, Colorado 80045. Telephone: 303-361-8220.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager. Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone number. Should it be determined that the release of medical information to the requestor could have an adverse effect upon the individual's physical or mental health, the requestor will be required to provide the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that record. For personal visits to examine records, the individual should provide some acceptable identification such as a driver's license or other form of picture identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Adminstrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Records of Fiscal Intermediaries (FI), contractors, CHAMPUS advisors, all branches of the Uniformed Service, Congressional inquiries, private physicians, consultants, applicants and inquiries made by individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 02

SYSTEM NAME:

Medical Care Inquiry Files

SYSTEM LOCATION:

Executive Office (DE), OCHAMPUS, DoD, Aurora, Colorado 80045. Decentralized Segment - Office of Appeals and Hearings (DCA), OCHAMPUS, Aurora, Colorado 80045.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who seek information concerning health care under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) and the Civilian Health and Medical Program-Veterans' Administration (CHAMPVA).

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting inquiries received from private individuals and Congress for nonprivileged information on such matters as medical treatment received and eligibility for medical care under CHAMPUS/CHAMPVA. Included are notifications to individuals of approval or termination of treatment, and similar or related documents. Records consist of individual inquiries from personnel concerning eligibility under CHAMPUS/CHAMPVA and replies thereto; Congressional inquiries on behalf of constituents concerning eligibility under CHAMPUS/CHAMPVA and replies thereto; files notifying personnel of eligibility or termination of benefits under CHAMPUS/CHAMPVA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, Code of Federal Regulations, Parts 101-11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Champter 17, Title 38, United States Code; Title 32, Code of Federal Regulations, Part 199.

PURPOSE(S):

To be used by Office of the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) to establish eligibility for health care under CHAMPUS/CHAMPVA; to respond to an individual's inquiry concerning CHAMPUS/CHAMPVA; to respond to inquiries from Congressional offices made at the request of the individual covered by the system.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To Secretary of the Department of Health and Human Services and/or Adminstrator of the Veterans' Administration consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA pursuant to Chapter 55, Title 10, United States Code, Section 613, Chapter 17, Title 38, Unites States Code; and referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Hard copy records in file folders.

RETRIEVABILITY:

Filed alphabetically by the last name of inquirer. These records are also accessible through an automated index by case number, sponsor's name and Social Security Number.

SAFEGUARDS:

Automated index is accessible only by authorized persons possessing user identification codes. Hard copy records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Building is protected by Fitzsimons Army Medical Center (FAMC) security force.

RETENTION AND DISPOSAL:

Automated indexes are permanent. Hardcopy records are retained in active file until end of calendar year in which injury occurred, held 5 additional years in inactive files and then destroyed or permanently preserved in accordance with records disposal authority as dictated by subject matter.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Beneficiary and Provider Relations Division (BR), OCHAMPUS, DoD, Aurora, Colorado 80045. Telephone: 303-361-8220.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager. Written requests for information should include the full name of the individual or his military sponsor, current address and telephone number, case number, if one has been assigned, and the office symbol on all correspondence received from this office. For personal visits to examine records, the individual should be able to provide some acceptable identification such as a driver's license or other form of picture identification. Should it be determined that the release of medical information to the requestor could have an adverse effect upon the individual's physical or mental health, the requestor will be required to provide the name and address of a physician who would be willing to receive the medical records and, at the physician's discretion, inform the individual covered by the system of the contents of that medical record.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Adminstrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

CHAMPUS Fiscal Intermediaries (FI), individual members of the Congress of the United States, CHAMPUS advisors, all branches of the Uniformed Services, consultants, and all individuals who seek information concerning CHAMPUS/CHAMPVA.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 03

SYSTEM NAME:

Health Benefits Preapproval Files

SYSTEM LOCATION:

Primary System -- Information System Division (IS), OCHAMPUS, DoD, Aurora, Colorado 80045.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Eligible beneficiaries of the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) who have been approved for medical care under the program for the handicapped and/or eligible beneficiaries of the Civilian Health and Medical Program-Veterans' Administration (CHAMPVA)/ Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) who have been approved for extended hospital care.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains an assigned case number, sponsor's name, Social Security Number, current address, military grade or rank and pay status, military branch of service and status; beneficiaries name, address, date of birth, sex, relationship to sponsor; the medical diagnosis code and the approved medical treatment code, the approved period of time, the number of units approved and the estimated unit of cost, providers of care code and/or name and address of multi-providers, and appeals and hearing case files consisting of hearing transcripts and/or other documentation pertaining to reconsiderations and appeals of adverse determinations affecting an individual's benefits under CHAMPUS/CHAMPVA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, Code of Federal Regulations, Parts 101-11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Chapter 17, Title 38, United States Code; Title 32, Code of Federal Regulations, Part 199.

PURPOSE(S):

Data is used by OCHAMPUS Beneficiary and Provider Relations Division (BR) for approval of medical care under the provisions of the Program for the Handicapped of CHAMPUS and/ or approval for extended hospitalization; to control and review health care management plans for CHAMPUS/CHAMPVA beneficiaries approved for medical care by providers of service. OCHAMPUS Program Evaluation Division (E) for control and accomplishment of reviews of approvals; to coordinate subject matter clearances for Congressional committees and auditors. The Office of the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) uses the information for approval of health care under the Program for the Handicapped; for approval of extended hospital care; to control and review health care management plans of providers of services for individuals approved for health care under CHAMPUS/ CHAMPVA to respond to inquiries from Congressional offices made at the request of the individual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Secretary of the Department of Health and Human Services and/or Administrator of the Veterans' Administration consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA pursuant to Chapter 55, Title 10, United States Code, and Section 613, Champter 17, Title 38, United States Code; and referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic tape and disc.

RETRIEVABILITY:

Information is retrieved by assigned case number, sponsor's Social Security Number, sponsor's or beneficiary's name, classification of medical diagnosis or medical treatment codes or provider of service code or approval dates or geographical location.

SAFEGUARDS:

Records are maintained in areas which are manned 24 hours daily and are accessible to authorized personnel

who are properly screened, cleared and trained. Records are maintained on magnetic tape and are accessible only through the medium of OCHAMPUS prepared computer programs resulting in a print-out of the data. Military police provide 24-hour security.

RETENTION AND DISPOSAL:

Records are permanent. They are maintained on magnetic tape as individual annual files.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Information Systems Division (IS), OCHAMPUS, DoD, Aurora, Colorado, 80045. Telephone: 303-361-8088.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager. Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone number. Should it be determined that the release of medical information to the requestor could have an adverse effect upon the individual's physical or mental health, the requestor will be required to provide the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that record. For personal visits to examine records, the individual should provide some acceptable identification such as a driver's license or other form of picture identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Sponsor's/beneficiary's application, provider of medical care documentation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

DOCHA 04

SYSTEM NAME:

Legal Opinion Files

SYSTEM LOCATION:

Office of General Counsel, OCHAMPUS, DoD, Aurora, Colorado 80045.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are the subject of inquiries from the individual himself (herself), attorneys, fiscal administrators, hospital contractors, other Government agencies, divisions and offices OCHAMPUS and congressional offices. Such inquiries involve such matters as medical treatment, eligibility for medical care under CHAMPUS/CHAMPVA approval or termination of medical treatment, and similar or related matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Inquiries received from private individuals, attorneys, fiscal administrator, hospital contractors, other Government agencies, divisions and offices of OCHAMPUS and Congress for nonprivileged information on such matters as Medical treatment received, eligibility for medical care under CHAMPUS. Included are notifications to individuals for approval or termination of treatment and similar or related documents. Files contain legal opinions; correspondence between (1) Fiscal Intermediaries, (2) CHAMPUS/CHAMPVA beneficiaries, (3) sponsors, (4) attorneys, (5) divisions and offices of OCHAMPUS, (6) other agencies, memoranda for the record and similiar documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, Code of Federal Regulations, Parts 101-11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Chapter 17, Title 38, United States Code; Title 32, Code of Federal Regulations, Part 199.

PURPOSE(S):

This data is used by Office of General Counsel for research precedent and historical purposes. These records include responses to requests for legal opinion originating within the Office of General Counsel, other divisions and offices, OCHAMPUS, and other agencies of the Federal Government.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Secretary of the Department of Health and Human Services and/or the Administrator of the Veterans' Administration consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA pursuant to Chapter 55, Title 10, United States Code, and Section 613, Chapter 17, Title 38, United States Code; and referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by subject matter.

SAFEGUARDS:

Buildings are protected by military security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are permanent. Transfer to WNRC when superseded or obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel (DC), OCHAMPUS, DoD, Aurora, Colorado 80045. Telephone: 303-361-8056.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager. Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone number. Should it be determined that the release of medical information to the requestor could have an adverse effect upon the individual's physical or mental health, the requestor will be required to provide the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that record. For personal visits to examine records, the individual should be able to provide some acceptable identification such as a driver's license or other form of picture identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Correspondence from persons, agencies and sources listed in Categories of Records and oral and written requests initiated by Office of General Counsel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

DOCHA 05

SYSTEM NAME:

Health Facilities Files.

SYSTEM LOCATION:

Beneficiary and Provider Relations Division (BR), OCHAMPUS, DoD, Aurora, Colorado 80045.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All facilities who seek a provider number for payment for services or supplies provided to CHAMPUS beneficiaries. Beneficiaries who are the subject of policy or precedent decisions concerning administration of CHAMPUS/CHAMPVA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Original correspondence with an individual facility, state authorities and professional consultants; various evaluations, approvals and memos for the record, facility identification, and appeals and hearing case files consisting of hearing transcripts and/or other documenation pertaining to reconsideration or appeal of adverse determination of facility approval.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, Code of Federal Regulations, Part 101-11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Chapter 17, Title 38, United States Code; Title 32, Code of Federal Regulations, Part 199.

PURPOSE(S):

This information is used by Beneficiary and Provider Relations Division to determine the eligibility of a facility as a source of care for CHAMPUS/CHAMPVA beneficiaries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Secretary of the Department of Health and Human Services and/or the Administrator of the Veterans' Administration consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA pursuant to Title 10, United States Code, Chapter 55, and Title 38, United States Code, Section 613; and referral to the Department of Justice and/or Foreign law enforcement agencies for possible criminal prosecution.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed numerically by state, then numerically by facility.

SAFEGUARDS:

Buildings are protected by military police security force. Records are maintained in areas accessible only to authorized personnel who are properly cleared, screened and trained.

RETENTION AND DISPOSAL:

Close out at the end of the calendar year after completion of the final action and transfer to the Federal Records Center. The Federal Records Center will destroy after an additional 5 years retention.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Beneficiary and Provider Relations Division (BR), OCHAMPUS, DoD, Aurora, Colorado 80045. Telephone: 303-361-8220.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager. Written requests for information should include the correct name of the institution, street address, city, state, the full name of the requestor, requestor's current address and telephone number. For personal visits to examine records, the individual should provide some acceptable identification such as driver's license or other form of picture identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Records are Fiscal Intermediaries (FI), contractors, CHAMPUS advisors, all branches of the Uniformed Service, Congressional inquiries, private physicians, consultants, facilities and research concerning the replies to inquiries made by individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 07

SYSTEM NAME:

Medical Claim History Files

SYSTEM LOCATION:

Primary System -- Information Systems Division (IS), OCHAMPUS, DoD, Aurora, Colorado 80045. Decentralized Segment -- Office of Appeals and Hearings (H), OCHAMPUS, DoD, Aurora, Colorado 80045; Office of Civilian Health and Medical Program of the Uniformed Services - Europe (OCHAMPUSEUR), APO New York 09102; Fiscal Intermediaries/Contractors under contract to OCHAMPUS. Each company listed below maintains claim files on beneficiaries in their respective geographical areas. Mutual of Omaha Insurance Company, Mutual of Omaha Plaza, Omaha, NE 68175. Blue Shield of California, P.O. Box 85240, 5353 Mission Center Road, San Diego, CA 92108 (Dental). Hawaii Medical Service Association, P.O. Box 860, Honolulu, HI 96808. Blue Cross of Washington-Alaska, P.O. Box 77084, Seattle, WA 98177. Blue Cross of Rhode Island, One Weybosset Hill, Providence, RI 02901. Blue Cross/Blue Shield of Tennessee, 730 Chestnut Street, Chattanooga, TN 37402. Blue Cross/Blue Shield of South Carolina, P.O. Box 6119, Columbia SC 29260. Wisconsin Physicians Service, P.O. Box 7927, Madison, WI 53707.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Eligible beneficiaries of the Civilian Health and Medical Program of the Uniformed Services (dependents of active duty members of the Uniformed Services, retired members of the Uniformed Services and dependents of retired or deceased members of the Uniformed Services), eligible beneficiaries of the Civilian Health and Medical Program of the Veterans' Administration (spouse or child of a veteran who has a total disability, permanent in nature, resulting from a service connected disability or surviving spouse or child of a veteran who has died as a result of a service-connected disability) who received benefits under the provisions of the program. All individuals who seek health care under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) and the Civilain Health and Medical Program-Veterans' Adminstration (CHAMPVA).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains sponsor's Social Security Number, branch of service, status (active duty, retired or deceased),

beneficiary's last name, initials, age, sex, relationship to sponsor, type of costs and date of medical care provided, provider of care identification, any record of claims, billings for medical, hospital or related services, application or approval forms which reflect diagnosis, treatment or medical conditions, family history files, or any other correspondence, memorandum or report reflecting these data with respect to any individual, which are acquired or utilized in the development and processing of CHAMPUS/CHAMPVA claims, and appeals and hearing case files consisting of hearing transcripts and/or other documentation pertaining to reconsiderations or appeals of adverse determinations of benefits under CHAMPUS/CHAMPVA, enrollment forms and screening cards required to conduct a demonstration of the cost effectiveness of prepaid health benefits plans as an alternative to the existing CHAMPUS program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 44, United States Code, Section 3101; Title 41, Code of the Federal Regulations, Parts 101-11.000 et. seq.; Chapter 55, Title 10, United States Code; Section 613, Chapter 17, Title 38, United States Code; Title 32, Code of Federal Regulations, Part 199.

PURPOSE(S):

Used by Office of the Civilian Health and Medical Program of the Uniformed Services and CHAMPUS Fiscal Intermediaries to control and process medical claims for payment; for control and approval of medical treatments and interface with providers of health care; to control and accomplish reviews of utilization; for review of claims related to possible third party liability cases and initiation of recovery actions; for referral to Peer Review Committees or similar professional review organizations to control and review providers of health care; for disclosure to third party contacts without the consent of the individual to whom the information pertains in situations where the party to be contacted has, or is expected to have, information necessary to establish the validity of evidence or to verify the accuracy of information presented by the individual concerning the individual's entitlement to benefits under CHAMPUS/CHAMPVA, the amount of benefit payments, any review of suspected abuse or fraud, or any concern for program integrity or quality appraisal; for the issuance of deductible certificates, to respond to inquiries from Congressional offices made at the request of the individual covered by the system to conduct audits of fiscal intermediary processed claims to determine payment and occurrence accuracy of the fiscal intermediary's adjudication process; implementation of a prepaid health benefit demonstration to assess the relative advantages and disadvantages of offering a choice of health benefit plans to persons currently eligible of CHAMPUS.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civilian or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of record may be referred, as a routine use, to the appropriate agency whether federal, state, local or foreign, charged with the responsibility of investigating orprosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto. Information may be disclosed to the Secretary of the Department of Health and Human services and/or Administrator of the Veterans' Administration consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA pursuant to Title 10, United States Code, Chapter 55, and Title 38, United States Code, Section 613; to U.S. Department of Justice/U.S. Attorneys: For legal action and/or final disposition of the debt claims. The litigation briefs (comprehensive, written referral recommendations) will restructure the entire scope of the collection cases; and Internal Revenue Service: To obtain locator status for delinquent accounts receivables; (Automated controls exist to preclude redisclosure of solicited IRS address date;) and/or to report write-off amounts as taxable income as pertains to amounts compromised and accounts barred from litigation due to age. Private Collection Agencies: For collection action when OCHAMPUS has exhausted its internal collection efforts.

DISCLOSURE TO CONSUMER REPORTING AGENCIES: Disclosure pursuant to 5 U.S.C. 552a(b)(12), may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) on the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(1)(a)(3).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated claim records are maintained on magnetic tape and disc. Manual claim support records (paper or microfiche) are maintained in files.

RETRIEVABILITY:

Information is retrieved by sponsor's Social Security Number (SSN), beneficiary's last name, classification of medical diagnosis or procedure codes or geographical location of care provided and selected utilization limits.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Decentralized automated segments within Fiscal Intermediary operations are accessible on line only to authorized persons possessing user identification codes. The automated portion of the Primary System is accessible only through the medium of OCHAMPUS prepared computer programs resulting in a print out of the data. OCHAMPUS buildings are protected by military police security force.

RETENTION AND DISPOSAL:

Records maintained on magnetic tape are individual annual files and are permanent. Paper records comprising the decentralized segment of the files are closed out at the calendar year end in which paid, or voided, as applicable, held for 1 additional year and transferred to the Federal Records Center. Federal Records Centers will destroy after an additional 4 years retention.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Information Systems Division (IS), OCHAMPUS, DoD, Aurora, Colorado 80045. Telephone: 303-361-8088.

NOTIFICATION PROCEDURE:

Requests should be addressed to the System Manager. Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone number. Should it be determined that the release of medical information to the requestor could have an adverse effect upon the individual's physical or mental health, the requestor will be required to provide the name and address of a physician who would be willing to receive the medical record, and at the physician's discretion, inform the

individual covered by the system of the contents of that record. For personal visists to examine records, the individual should provide some acceptable identification such as driver's license or other form of picture identification.

RECORD ACCESS PROCEDURES:

Information may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R., Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

CHAMPUS Medical Claims Forms, private physicians, hospitals, and other sources of care, individual beneficiaries, third party contacts verifying claims information, and consultants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DOCHA 09

SYSTEM NAME:

Grievance Records

SYSTEM LOCATION:

Personnel Office, Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS), Department of Defense, Fitzsimons Army Medical Center, Aurora, Colorado 80045.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former Federal employees who have submitted grievances in accordance with 5 USC 2302, and 5 USC 7121, or a negotiated procedure.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains records relating to grievances filed by Office of CHAMPUS employees under 5 USC 2302, and 5 USC 7121. These case files contain all documents related to the grievances, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original and final decision, and related correspondence and exhibits.This system includes files and records of internal grievance and arbitration systems that OCHAMPUS may establish through negotiations with recognized labor organizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 2302, and 5 USC 7121.

PURPOSE(S):

Information is used by the Office of CHAMPUS in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation; to disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested; to disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; the issuance of a security clearance; the conducting of a security or suitability investigation of an individual; the classifying of jobs; the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to requesting the Agency's decision on the matter; to provide information to a congressional office from the record of any individual in response to an inquiry from that Congressional office, made at the request of that individual; to disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court; to the National Archives and Records Service (General Services Administration) in records management inspections conducted under authority of 44 USC 2906; to officials of the Merit Systems Protection Board, including the Office of the Special Counsel; the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission, when requested in performance of their authorized duties; to disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding; to officials of labor organizaitons reorganized under the Civil Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders.

RETRIEVABILITY:

These records are retrieved by the names of the individuals on whom the records are maintained.

SAFEGUARDS:

These records are maintained in locked metal file cabinets, with access only to authorized OCHAMPUS Personnel Office employees.

RETENTION AND DISPOSAL:

These records are disposed of three years after closing of the case. Disposal is by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Mr. James D. Netterfield, Personnel Office, Office of Civilian Health and Medical Program of the Uniformed Services, Department of Defense, Aurora, Colorado 80045, Telephone: 303-361-8800.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Request for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information in this system of records is provided: a. By the individual on whom the record is maintained. b. By testimony of witnesses. c. By Agency officials. d. From related

correspondence from organizations or persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DPA DCR.A 01

SYSTEM NAME:

Joint Civilian Orientation Conference Files.

SYSTEM LOCATION:

Directorate for Community Relations, Office of the Assistant Secretary of Defense (Public Affairs)(OASD(PA)).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person nominated to participate in the Joint Civilian Orientation Conference.

CATEGORIES OF RECORDS IN THE SYSTEM:

Nominating letters, biographical information and administrative processing papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136.

PURPOSE(S):

Data is provided to the Assistant Secretary of Defense and his immediate subordinates and is used in making a selection of participants representing the broadest possible cross-section of nominees, and prevent administrative duplication.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in locked file case and accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Name, address and title files are permanent. Nomination files are retained while nominations are active, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Director for Community Relations Office of the Assistant Secretary of Defense (Public Affairs) Room 1E798 Pentagon Washington, D.C. 20301 Telephone: 202-595-2113.

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Office of the Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Secretary of Defense, Assistant Secretary of Defense, Chairman of the Joint Chiefs of Staff, Secretaries of the Military Departments, Military Services Chiefs, Commanders of Major Military Commands, Director of Defense Agencies, former conference participants, and occasionally Members of Congress.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DPA DFOI.A 05

SYSTEM NAME:

Freedom of Information Program Case Files.

SYSTEM LOCATION:

Primary system: Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs). Decentralzed segments: Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to Office Secretary of Defense for administrative support.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen who makes a request for records under the Freedom of Information Program to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, or activity assigned to Office Secretary of Defense for administrative support.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, firm, address of individual requestor, identification of records requested, dates and summaries of action taken, and documents for establishing collectable fees and processing cost to the government. Name, titles or positions of each person primarily responsible for an initial or final denial on appeal of a request for a record. The results of any disciplinary proceeding, including an explanation of a decision not to discipline, that was initiated against an officer or employee because a court determined arbitrary or capricious action.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Codes, Section 552, The Freedom of Information Act, as amended by Public Law 93-502.

PURPOSE(S):

Data is used by officials in Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) to administratively control requests to insure compliance with Public Law 93-502, and to research historical data on release of records so as to facilitate conformity in subsequent actions; data is also used for development of annual report required by Public Law 93-502, and to compute processing costs to the government, and other management data such as, but not limited to number of requests, type or category of records requested, average processing time, average cost to requestor, percentage of denials and number of denials by exemption. Data in the decentralized segments is used by Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to Office Secretary of Defense for Administrative Support.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic disks, computer paper printout, index file cards, and paper records in file folders.

RETRIEVABILITY:

Filed by request number and retrieval by name, subject material (to include dates) and request number using conventional indices.

SAFEGUARDS:

Paper records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties. Computer access is by verification of Identification codes; one for search and another for maintenance.

RETENTION AND DISPOSAL:

Annual departmental reports are permanent records. All other reports and files, other than appeal and control files, may be destroyed two to five years after reply, depending on document status. Appeal files are destroyed four years after final determination, or three years after final adjudication, whichever is later. FOIA control files are destroyed five years after date of last entry. Official file copies or records are disposed of in accordance with approved departmental disposition instructions or with related FOIA request, whichever provides the later disposal date.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Director, Freedom of Information and Security Review, Office, Assistant Secretary of Defense (Public Affairs) Room 2C757, Pentagon Washington, D.C. 20301 Requests should include full name, address and affidavit or identification which is required for release of record. Personal visits are restricted to Room 2C757. Individual should be able to present acceptable identification; that is, driver's license or comparable identity card.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Director, Freedom of Information and Security Review, Office, Assistant Secretary of Defense (Public Affairs) Room 2C757, the Pentagon Washington, D. C. 20301 Requests should include full name, address and affidavit or identification which is required for release of record. Personal visits are restricted to Room 2C757. Individual should be able to present acceptable identification; that is driver's license or comparable identity card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Requests for records originating from citizens under the Freedom of Information Act and subsequent data provided by form and memoranda by officials who hold the requested records, act upon the request, or who are involved in legal action stemming from action taken.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DPA DSR.AO6

SYSTEM NAME:

Security Review Index File.

SYSTEM LOCATION:

Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) (OASD(PA)).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Department of Defense officials who present statements, testify, or who furnish information to the Congress of the United States. Department of Defense officials and citizens or organizations outside the Defense Department who submit documents, such as but not limited to, speeches and articles, for clearance prior to public release.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, organization of individual submitting document for clearance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136.

PURPOSE(S):

This information is used by officials of Directorate for Freedom of Information and Security Review, Office of the Secretary of Defense (Public Affairs) to identify and locate documents which are maintained in a separate classified file in order to facilitate research of historical data in previously processed documents to ensure conformity in subsequent actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Index file cards in card file cabinets.

RETRIEVABILITY:

Filed by case number, name, source (Organization), and subject-numerical.

SAFEGUARDS:

Index file cards are maintained in security containers with access only to officials in accordance with assigned duties.

RETENTION AND DISPOSAL:

Records are permanent. Files are cut off at end of each calendar year. Cut off files are maintained in current files area.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Director, Freedom of Information and Security Review Office of the Assistant Secretary of Defense (Public Affairs) Room 2C757, Pentagon, Washington, D.C. 20301 Telephone: 202-697-2023. Request should include full name, organization, address and affidavit, or identification which is required for release of record. Personal visits are restricted to Room 2C757. Individual should be able to present acceptable identification; that is, driver's license or comparable identity card.

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Office of the Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C 20301.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Requests for clearance of documents originating from officials, organizations, or individuals under Title 10, United States Code, Section 136.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DPA DSR.B 11

SYSTEM NAME:

Mandatory Declassification Review Files

SYSTEM LOCATION:

Primary system -- Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs). Decentralized segments - Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to the Office of the Secretary of Defense for administrative support.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person (or records repository) who makes a request to the Office of the Secretary of Defense or activities assigned to Office of the Secretary of Defense for Administrative support for the Mandatory Declassification Review of Records under Executive Order 12065 (Sections 3-5). That aspect of the Executive Order pertaining to the systematic view of classified Defense documents is acted upon by the Records Administrator, Office of the Secretary of Defense, Room 5C315, Pentagon, Washington, D.C. 20301. Overall responsibility for the Department of Defense Information Security Program rests with the Deputy Under Secretary for Policy Review.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names, firms or address of requester, identification of records requested, dates and summaries of action taken, and documents for establishing collectable fees and processing cost to the Government.Names, titles, or positions of each person primarily responsible for an initial or final denial on appeal of a request for declassification of a record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12065, 'National Security Information', June 28, 1978, as amended.

PURPOSE(S):

To be used by officials of the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) and Under Secretaries of Defenses Assistants to the Secretary of Defense or equivalent. The Organization of the Joint Chiefs of Staff, and other activities assigned to the Office of the Secretary of Defense for Administrative Support to administratively control requests to ensure compliance with Executive Order 12065 and DoD Regulation 5200.1-R, 'Information Security Program Regulation', December 1978; and research historical data on release of records so as to facilitate conformity to subsequent actions. Data is used for developing annual report required by Executive Order 12065, and other management needs such as, but not limited to, number of requests; type of category of records requested; average processing time; average costs to requestor; percentage of denials and number of denials by exemption; and for computing processing costs to the Government.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic disks, computer paper printouts, index file cards, and paper records in the file folders.

RETRIEVABILITY:

Filed by request number and retrieved by name, subject material (including date), request number using conventional indices, referring agency, or any combination of fields.

SAFEGUARDS:

Paper records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties. Computer access is by verification of identification code; one for search and another for maintenance.

RETENTION AND DISPOSAL:

Files that grant access to records are held in current status for two years after the end of the calendar year in which created, then destroyed. Files pertaining to denials of requests are destroyed 5 years after final determination. Appeals are retained for 3 years after final determination.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Director, Freedom of Information Security Review Office, Assistant Secretary of Defense (Public Affairs) Room 2C757, Pentagon Washington, D.C. 20301 Telephone: 202-697-1180.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to the above office and should include full name and address. Personal visits are restricted to Room 2C757. Individuals should be able to present acceptable identification, that is driver's license or comparable identity card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Requests for Mandatory Declassification Review and subsequent release of records originated from individuals under Executive Order 12065, and subsequent date provided by form and memorandum by officials who hold the requested records, act upon the request, or who are involved in legal action stemming from action taken.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DPA DXA.B 08

SYSTEM NAME:

Contact Files.

SYSTEM LOCATION:

Office of the Assistant Secretary of Defense (Public Affairs) and the Office of the American Forces Information Service and the Directors for Defense Information, Community Relations, Freedom of Information and Security Review, Management, and Audiovisual Management Policy.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons with whom the official business of the Assistant Secretary of Defense (Public Affairs) is conducted.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names, firms or Agencies, addresses, and telephone numbers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136.

PURPOSE(S):

Data is used by officials in the Office of the Assistant Secretary of defense (Public Affairs) in communicating with persons involved in the business of that office.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Index cards and paper lists.

RETRIEVABILITY:

By individual, or firm or agency name.

SAFEGUARDS:

Files are maintained in personal custody.

RETENTION AND DISPOSAL:

Indefinite. Files are retained so long as individuals are directly involved in the business of the Office of the Assistant Secretary of Defense (Public Affairs), then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Executive Assistant Office of the Assistant Secretary of Defense (Public Affairs) Room 2E813, Pentagon Washington, D.C. 20301 Telephone: 202-697-0792.

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Office of the Assistant Secretary of Defense (Public Affairs) Pentagon Washington, D.C. 20301.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

ECORD SOURCE CATEGORIES:

Published telephone directories, letterheads, and other published material containing the information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DPA DXA.C 09

SYSTEM NAME:

Public Correspondence Files.

SYSTEM LOCATION:

Office of the Staff Assistant for Public Correspondence, Office of the Assistant Secretary of Defense (Public Affairs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who writes to the Department of Defense requesting general information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters of inquiry and replies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136.

PURPOSE(S):

Information is used by the Office of the Staff Assistant for Public Correspondence, Office of the Assistant Secretary of Defense (Public Affairs) to provide a record of answers to general inquiries submitted by the public.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published systems notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files in paper folders.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Access by authorized personnel only.

RETENTION AND DISPOSAL:

Retained for two years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Staff Assistant for Public Correspondence Office of Assistant Secretary of Defense (Public Affairs) Room 2D771, The Pentagon Washington, D.C 20301 Telephone: 202-697-5737.

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Office of the Assistant Secretary of Defense (Public Affairs) The Pentagon Washington, D.C. 20301.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Any individual inquiry and response thereto.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DPA DXA.D 10

SYSTEM NAME:

Privacy Act Request for Access Files.

SYSTEM LOCATION:

Primary System - Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs), Washington, D.C. 20301. Decentralized Segments - Offices of the Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefsof Sfaff, and other activities assigned to the Office of the Secretary of Defense for administrativesupport.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen who makes a request for access to records under the Privacy Act to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, or activity assigned to the Office of the Secretary of Defense for administrative support. Requests from the public for amendment of records, other questions concerning the Privacy Act, and matters pertaining to Privacy Act Program management are acted upon by the Record Administrator, Office of the Secretary of Defense, Room 5C315, Pentagon, Washington, D.C. 20301.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names, firms address, and other personal identifiers of the individual requester, identification of records requested, dates and summaries of action taken, and related documents associated with processing requests. In addition, names, titles or positions of each person primarily responsible for action on requests for records. Results of follow-on action if any, to include

request for review of refusal of the individual's request.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S.C. 552a, the Privacy Act of 1974; Public Law 93-579.

PURPOSE(S):

Information is used by officials in Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs); Offices of the Under Secretary of Defense, Assistant to the Secretary of the Chiefs of Staff, and other activities assigned to the Office Administrative Support to control administratively requests to insure compliance with Public Law 93-579,. and to research historical data for annual report statistics and other Management information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Index file cards and paper records in file folders.

RETRIEVABILITY:

Filed chronologically by request number and retrieved by name and/or request number using conventional indices and cross-references.

SAFEGUARDS:

Records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties.

RETENTION AND DISPOSAL:

Files are kept for five years after date of reply in denial cases which are not appealed. Appealed cases are kept 4 years after final determination or 3 years after final adjudication by the courts whichever is later. Where access is granted, files are destroyed after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from the Director, Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs), Room 2C757, Pentagon, Washington, D.C. 20301. Telephone: 202-697-1180.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the office stated above and should include full name, address, and notarized signature. For personal visits, indivudal should be able to present acceptable identification; that is, driver's license or comparable identity card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Requests for access to records -- under the Privacy Act -- originating from citizens, and subsequent data provided by officials who hold the requested records, act upon the request, and who are involved in the review of denials of the requests.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DPA&E 02

SYSTEM NAME:

Administrative Files for Office of the Director, Program Analysis and Evaluation.

SYSTEM LOCATION:

Office of the Director, Program Analysis and Evaluation, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former military and civilian personnel employed by or assigned to PA&E since 1965. Current and some past applicants or prospects for civilian or military jobs. Some contractor personnel. Other DoD or outside personnel currently or previously assigned, or under consideration, to provide support or work with PA&E.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains individual application forms; biographical data; employment history; professional and military experience; schooling and academic records; performance effectiveness data; honors; awards and decorations; security forms; security clearances; security violations publications; training and career development information; telephone rosters; certain financial interest and medical history data; information used to evaluate individuals for employment, promotion, reassignment, training, retention and awards, job descriptions; letters of commmendations or appreciation; overtime pay records; travel orders; certain travel vouchers; retirement application papers; tenure data; next employment information; savings bond and Combined Federal Campaign (CFC) data (current year only); and miscellaneous personnel and administrative data of like nature.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. Section 136.

PURPOSE(S):

Used by ODPA&E to evaluate current and prospective employees; to locate former personnel and prospect; to analyze professional staff background; to make decisions on hiring, promotion, training, awards, or disciplinary actions; to make comparative analyses of personnel data such as turnover rates, awards, academic degrees, average age, travel, and overtime; to determine level of security access permissible; to evaluate conformance with standards of conduct rules; to evaluate contractor capabilities; to provide information on current or former personnel to authorized investigators and potential outside employers; to make campaign reports; to evaluate effectiveness of PA&E personnel operations; to input selected data to computer sytem; to perform computer analysis of the data; and to prepare reports, rosters and statistical data.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders. Biography book. Computer disks. Computer paper printouts. Microfiche. Charts.

RETRIEVABILITY:

Information accessed by last name of individual. Individual user codes and passwords required to access information stored in computer.

SAFEGUARDS:

Building employs security guards. Sensitive manually stored data kept in locked cabinets or safes and may be accessed only by authorized personnel. Computer stored data is kept in a secure computer facility and may be accessed only by authorized, properly trained personnel who have access codes and passwords.

RETENTION AND DISPOSAL:

Records on current and former personnel are permanent. Travel orders, overtime authorizations and similar fiscal records kept for three years. Applicant files are screened about once a year and information outdated or no longer needed is destroyed. Campaign data for other than current year is destroyed annually.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Director, Program Analysis and Evaluation, Room 2D321, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: ODPA&E, Assistant for Management Room 2D321 Pentagon Washington, D.C. 20301 Telephone: 202-697-9189.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: ODPA&E, Assistant for Management, Room 2D321, Pentagon, Washington, D.C. 20301. Written request must contain full name and identification of the individual. Visitors may be required to provide identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. Part 286b, and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Current and previous employers, instructors, associates and contacts; DoD civilian and military personnel offices; DoD security offices; DoD payroll, travel and fiscal offices; Civil Service Commission; contractors; Air Force Data Service Center (AFDSC); PA&E personnel; educational institutions; and financial institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DSMC 01

SYSTEM NAME:

Defense Systems Management College (DSMC) Personnel Information Files.

SYSTEM LOCATION:

Administration Division, Defense System Management College (DSMC), Ft. Belvoir, VA 22060. Systems Management Department, Defense Systems Management College, Building 202, Ft. Belvoir, VA. 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel assigned or attached to the Defense Systems Management College.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data includes summary of occupational experience, education, training, security clearance, home address, home telephone number, dependent status, awards and decorations, promotion status, pay status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

PURPOSE(S):

Information is used by supervisory officials to obtain information on which to base decisions; assigned Personnel Management Technicians for accomplishment of records maintenance and personnel services to individuals assigned and attached; for publication of biographical data booklets, personnel rosters, telephone directories, and organizational charts by the Administrative Officers. Information from records contained in the system may be provided to any component of the Department of Defense.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be referred to and used by law enforcement or investigative authorities for investigations and possible criminal prosecution civil court action, or regulatory order. See also the Office of the Secretary of Defense (OSD) Blanket Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Primary files are paper records in file folders and punched cards.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Building is locked during nonbusiness hours. File storage is in locked file cabinets. Only authorized personnel have access to files.

RETENTION AND DISPOSAL:

Files are retained for one year after individual transfers, separates or retires; then are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administration Division, Defense Systems Management College, Ft. Belvoir, VA 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, Telephone: 703-664-3118.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, VA 22060. Written requests for information should contain full name, current address of the individual. For personal visits, the individual must provide acceptable identification, such as ID card or driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Data is obtained from the individual, from official personnel folders (201 Files), from Standard Form 171, and from supervisory officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

DSMC 02

SYSTEM NAME:

Defense Systems Management College (DSMC) Student Files.

SYSTEM LOCATION:

Office of the Registrar, Defense Systems Management College (DSMC), Building 202, Ft. Belvoir, CA 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current, former, and nominated students of the Defense System Management College, (DSMC).

CATEGORIES OF RECORDS IN THE SYSTEM:

Data includes name, dependent data, SSAN, career brief application form, security clearance, college transcripts, correspondence, DSMC grades, instructor and advisor evaluations, education reports, official orders, current address, and individual's photograph.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

PURPOSE(S):

This data is used by College officials to provide for the administration of and a record of academic performance of current, former and nominated students, to verify attendance and grades; to select instructors; to make decisions to admit students to programs and to release students from programs; to serve as a basis for studies to determine improved criteria for selecting students; to develop statistics relating to duty assignments and qualifications. This data is used by the Registrar in preparing locator directories or current and former students which are disseminated to students, former students and other appropriate individuals and agencies for purpose of administration; by College officials in preparing student biographical booklets, student rosters, and press releases of student graduations. This data may be transferred to any agency of the Department of Defense having an official requirement for the information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To law enforcement or investigatory authorities for investigations and possible criminal prosecution, civil court action, or regulatory order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Files are sequenced alphabetically by last name, by class, and course. Locator cards are filed alphabetically in two categories; active students (by course) and former students.

SAFEGUARDS:

Records are maintained in locked cabinets, in an area accessible only to authorized personnel. Building is locked during non-business hours. Only individuals designated as having a need for access to files by the System Manager are authorized access to information in the files.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Registrar, Defense Systems Management College, Building 202, Ft. Belvoir, VA 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, Telephone: 703-664-3120.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, VA 22060. Written requests for information should contain full name, current address and telephone number, and course and class of individual. For personal visits, the individual must provide acceptable identification, such as ID card or driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by the individual, supervisors, employers, instructors, advisors, examinations, and official military records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DSMC 03

SYSTEM NAME:

Defense Systems Management College (DSMC) Track Record System.

SYSTEM LOCATION:

Primary Location - Computer Science Corporation, Information Network Division, 650 North Sepulveda Boulevard, El Segundo, CA 90245. Hard copy back-up files and punched card back-up files located in Acquisition Management Laboratory, Defense Systems Management College, Building 202, Ft. Belvoir, VA 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former students of the Defense Systems Management College (DSMC).

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain name, SSAN, marital status, sex, date of birth, nickname, professional society membership, spouse's name, children's names, accompanied status, years of service, promotion history, job or assignment history, current years of service, current assignment code, military or civilian occupational code, DSMC assignment status, security clearance, current business telephone numbers, retirement status, educational history, class at DSMC, Grade Point Average (GPA), functional courses grades, graduation status, individual survey responses, awards and recognition.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

PURPOSE(S):

To be used by the Defense Systems Management College in assessing incoming student experience and educational levels; to produce student registers; to monitor utilization of former students by DoD Components; to verify and consolidate measures of student performance, to produce student transcripts which may be required by former students in her/his later educational process; to perform research into the success of former students; to provide input into the DSMC Mailing List System in order to mail surveys, newsletters and other items of interest to former students including graduate registers; to perform research to improve program management. Individual records in a system of records might transferred to any component of the Department of Defense (except GPA, functional course grades and individual survey responses).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Data in this system is used by Computer Sciences Corporation to mount tapes and disc packs which contain files and operates the system; does not maintain the system. Individual records of civilianindustry students or former students might be transferred to the corporation sponsoring the individual (except GPA, functional

course grades and individual survey responses).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Primary files is magnetic disc. Back-up files are magnetic computer tape and punched cards. Hardcopy back-up files are paper records in file holders.

RETRIEVABILITY:

Files are sequenced by Social Security Account Number.

SAFEGUARDS:

Primary location is a controlled access area. Operator personnel are screened and cleared in accordance with Government Services Administration contract procedures. Access to magnetic disc and computer tapes requires computer phone number, user ID, password and project code which are only accessible to personnel authorized by the System Manager. Back-up file storage is in a building which is locked during non-business hours and is located on a military installation. Only individuals designated as having a need for access to files by the Systems Manager are authorized access to information in the files.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Registrar, Defense Systems Management College, Building 202, Ft. Belvoir, VA 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, Telephone: 703-664-3120.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, VA 22060. Written requests for information should contain full name of the individual, SSAN, current address and telephone number. For personal visits, the individual must contact the Chief, Administration Division, Building 202, Ft. Belvoir, VA 22060, and provide acceptable identification, such as, military or other ID card, driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by the individual, employer, staff and faculty of DSMC, each DoD Component, and the Office of Personnel Management (OPM) (including their automated personnel systems).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DSMC 04

SYSTEM NAME:

Defense Systems Management College (DSMC) Academic Analysis System.

SYSTEM LOCATION:

Primary Location - Office of the Commandant, Defense Systems Management College (DSMC), Ft. Belvoir, VA 22060. Back-up Data File - Acquisition Management Laboratory, Defense Systems Management College, Ft. Belvoir, VA 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former Program Management Course (PMC) students and participants in DSMC Cooperative Graduate Programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's name, SSAN, sex, date of birth, service affiliation, affiliation status, years of service, promotion history, job or assignment history, current assignment code, military or civilian occupation code, educational history, class at DSMC, DSMC class standing, DSMC grade point average, DSMC functional course grades, graduation status, pre- and post-test scores, Miller Analogies Test scores, Graduate Record Exam scores, individual survey responses, and course enrollment data and course grades in DSMC Cooperative Graduate Programs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

PURPOSE(S):

To be used by DSMC officials designated by the Commandant to determine areas for improvement of the PMC academic program and its integration with DSMC Cooperative Graduate Programs; used to evaluate the quality and performance of current and former PMC students as well as participants in DSMC Cooperative Graduate Programs; used to administer DSMC Cooperative Graduate Programs; used for monitoring participation in DSMC Cooperative Graduate Programs and for counseling PMC students regarding participation; used to furnish DSMC Graduate Program enrollment data for PMC student academic evaluation reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Components published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Primary file is paper records in file folders. Back-up data file is punched cards.

RETRIEVABILITY:

Filed by class alphabetically by last name, PMC student and participants in Cooperative Graduate Programs.

SAFEGUARDS:

Primary file is in a locked cabinet. Back-up data file is in a building which is locked during non-business hours and is located on a military installation. Only individuals designated as having a need for access to files by the System Manager are authorized access to information in the files.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant, Defense Systems Management College, Building 202, Ft. Belvoir, VA 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, Telephone: 703-664-3120.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, VA 22060. Written requests for information should contain full name of the individual, current address and telephone number. For personal visits, the individual must contact the Chief, Administration Division, Building 202, Ft. Belvoir, VA 22060, and provide acceptable

identification, such as, military or other ID card, driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by the individual, employer, staff and faculty of DSMC, each DoD Component, and the Office of Personnel Management (OPM) (including their automated personnel systems), educational institutions and testing services.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DSMC 05

SYSTEM NAME:

Biographical Record System

SYSTEM LOCATION:

Program Manager Biographies - Department of Research and Information, Defense Systems Management College. Board of Visitor Biographies, Department of Administration, Defense Systems Management College. Program Management Course Guest Lecturer Biographies - Department of Program Management, Defense System Management College. Executive Course Guest Lecturer Biographies - Department of Executive Management, Defense Systems Management College.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Key governmental officials. Guest Lecturers at the Defense Systems Management College. Present and past members of the Board of Visitors and Policy Guidance Council.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain official biographic data, such as: individual's position, title, current business affiliation, record of past experience and education, awards and honors, memberships, addresses, phone numbers, photographs, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College, January 5, 1977.

PURPOSE(S):

This information is used by officials of the Department of Administration to develop statistical data on Department of Defense Program Management Officies; to present data to Policy Guidance Council to determine worthiness of nominees to serve on Board of Visitors. This information will enable the Department of Program Management to provide the credentials of guest lecturer to the student prior to the presentation. The file is used by the Department of Executive Management to present the credentials of guest lecturer to the student prior to the presentation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name, except program manager/deputy program manager files which are filed by organization titles.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Dean, Department of Research and Information, Defense Systems Management College, Ft. Belvoir, VA. 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, Telephone: 703-664-5783.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, VA 22060. Written requests for information should contain full name of the individual, current address and affiliation. Visits are limited to the departments at the school where the information is filed. For personal visits, the individual must provide acceptable identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determiniations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Key official data from official Governmental files. Board of Visitors nominee data from Policy Guidance Council members, present Board of Visitors members, DSMC Commandant and 'Who's Who.' Guest Lecturer data from lecturers themselves, from their offices, or from Agency Public Affairs Offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DSMC 06

SYSTEM NAME:

Defense Systems Management College (DSMC) Mailing List.

SYSTEM LOCATION:

Primary location - Publications Division, Defense Systems Management College, Ft. Belvoir, VA. 22060. Hard copy back-up files and punched card back-up files located in Publications Division, Defense Systems Management College, Building 202, Ft. Belvoir, VA 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All former students of the Defense Systems Management College (DSMC); members of the DSMC Policy Guidance Council and Board of Visitors; program managers associated with defense systems acquisition programs; key acquisition managers throughout Department of Defense; former staff and faculty members of the DSMC and individuals desiring to be included in the system.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, SSAN, Class at DSMC, job code, mailing address, rank or grade, position and professional title and affiliation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

PURPOSE(S):

Data is used by DSMC to disseminate newsletters, surveys, graduate registers and other information relating to acquisition management which is of interest to individuals on the DSMC

mailing list; to prepare registers of former graduates; to prepare lists of Department of Defense Program Managers. Any individaul records in a system of records might be transferred to any component of the Department of Defense or other Government agency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Data is used by Computer Science Corporation to mount tapes and disc packs which contain files and operates the system; does not maintain the system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Primary files is addressograph plates. Hard copy back-up files are paper records in file folders.

RETRIEVABILITY:

Files are retrievable by name, SSAN, class, job code, and zip code.

SAFEGUARDS:

Primary location in a controlled access area. Back-up file storage is in a building which is locked during non-business hours and is located on a military installation. Only individuals designated as having a need for access to files by the Systems Manager are authorized access to information in the files.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Dean, Department of Research and Information, Defense Systems Management College, Building 202, Ft. Belvoir, VA 22060.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Telephone: 703-664-5783.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, VA 22060. Written requests for information should contain the full name of the individual, current address and telephone number. For personal visits, the individual must contact the Chief, Administrative Division, Building 202, Ft. Belvoir, VA 22060, and provide acceptable identification, such as, military or other ID cards, driver's license.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No.81.

RECORD SOURCE CATEGORIES:

Information is provided by the individual, employer, staff and faculty of DSMC, each DoD Component, and the Office of Personnel Management (OPM) (including their automated personnel systems).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DUSDP 02

SYSTEM NAME:

Special Personnel Security Cases.

SYSTEM LOCATION:

Security Plans and Programs Directorate, Office of the Deputy Under Secretary of Defense (Policy), ODUSD(P), Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals affiliated with the DoD, upon whom an investigation has been conducted by a Department of Defense (DoD) Component investigative organization authorized to conduct personnel security investigations other investigative organization of the Federal Government of individuals who have been the subject of a DoD Component personnel security determination, or who have had access to DoD classified information, whenever the investigation, personnel security determination, or access involves unique circumstances having special significance with respect to DoD personnel security policy. Also, individuals for whom waivers have been granted from specific provisions of the Industrial Security Regulation (5220.22-R) and/or Industrial Security Manual (5220.22-M).

CATEGORIES OF RECORDS IN THE SYSTEM:

Statements of personal history; investigative reports; adjudicative findings; inter-office memoranda; policy interpretation; memoranda recommending courses of action; legal opinions, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Section 301.

PURPOSE(S):

This data is used as basis for Security Plans and Programs Directorate staff access to determine the need for overall personnel security policy revision or adjustment; to ensure that component personnel security determinations are consistent with DoD personnel security program policy; to assure that personnel security investigations conducted by the Defense Investigative Service (DIS), the National Security Agency (NSA), and the Military Departments are in compliance with DoD personnel security investigative policy; and to provide precedents for use in determining whether to grant waivers of the provisions of the Industrial Security Regulation and/or Industrial Security Manual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Records are filed alphabetically by last name of the subject of the investigation or personnel security determination having special significance with respect to DoD personnel security policy. Also, records are filed alphabetically by last name of the personnel for whom waivers have been granted under the Industrial Security Program.

SAFEGUARDS:

Records are stored in security combination lock file containers, and are accessible only by Security Plans and Programs personnel who are properly cleared and who are the official authorized users.

RETENTION AND DISPOSAL:

Routine investigations are destroyed 15 years after the date of the last action. Those involving significant incidents are destroyed 25 years after the date of the last action.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Security Plans and Programs Directorate, Office of the Deputy Under Secretary of Defense (Policy), Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Office of the Deputy Under Secretary of Defense (Policy) Security Plans and Programs Directorate Room 3C277, Pentagon, Washington, D.C. 20301 Telephone: 202-697-3969.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Office fo the Deputy Under Secretary of Defense (Policy) Security Plans and Programs Directorate Room 3C277, Pentagon, Washington, D.C. 20301. Written requests for information should contain the full name of the individual, date and place of birth, and notarized signature. The records requested may be made available to individuals for review at the following location: Security Plans and Programs Directorate ODUSD(P) Room 3C271, Pentagon Washington, D.C. 20301.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. Part 286b, and OSD Adminstrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is obtained from record subjects; Federal Bureau of Investigation; Office of the Secretary of Defense; Organization of the Joint Chiefs of Staff; DoD Defense Agencies; and the Military Departments, including investigative reports, inter and intra Department memoranda and letters, case analyses, memoranda for the record, and other correspondence related to the cases.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this record system may be exempt under U.S.C. 552a (k)(5).

DUSDRE 02

SYSTEM NAME:

OUSDRE Personnel Administration Files.

SYSTEM LOCATION:

Office of the Under Secretary of Defense for Research and Engineering (OUSDRE), Office of the Secretary of Defense, Room 3E1006, Pentagon, Washington, D.C. 20301-3000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees assigned to or considered for positions in OUSDRE including civilian and military personnel and consultants.

CATEGORIES OF RECORDS IN THE SYSTEM:

These files contain position descriptions; biographical resumes, qualification statements, (171, SF 173, SF 398, SF 161, etc.); Confidential Statement of Affiliations and Financial Interests, Department of Defense Personnel (DD Form 1555); requests for personnel actions (SF 52, 108); notification of Personal Action (SF 50); appointments affidavits (SF 61, 61B); award recommendationsappraisals and efficiency reports; time and attendance records (SF 1135); travel orders and vouchersand security clearance information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 133.

PURPOSE(S):

The information contained in these personnel files is used by the office manager, supervisory personnel and the Under Secretary of Defense for Research and Engineering in the management of his organization. Specific uses include; Determining eligibility for appointment to positions; reviewing financial interest and background of individual applying for appointments; comparing individuals resumes with job requirements; keeping account of time worked; travel performed; orders issued; awards given to Personnel and Security Clearances granted.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of the individual concerned.

SAFEGUARDS:

Building guards and locked file containers. Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are temporary in nature and are destroyed after individuals leave employment of OUSDRE or are no longer under consideration for employment.

SYSTEM MANAGER(S) AND ADDRESS:

Executive Assistant to USDRE, Office of the Secretary of Defense, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Personnel Assistant Office of the Executive Assistant to USDRE Room 3E1006, Pentagon Washington, D.C. 20301-3000 Telephone: 202-695-6556. Written requests for information should contain the full name of the individual, current address, telephone number, and any other information which would help in identifying the desired information.For personal visits, the individual must be able to provide acceptable identification, that is, driver's license, employing office's identification card, and give verbal information that could be verified with his 'case folder.'

RECORD ACCESS PROCEDURES:

Requests should be addressed to System Manager as shown above.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is provided by the Directorate for Personnel and Security, Security Division, Washington Headquarters Services, Department of Defense, individuals concerned, travel vouchers, security forms, travel orders, individual's supervisors, and time and attendance clerks.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DUSDRE 04

SYSTEM NAME:

Requests for Two-Year Foreign Residence Waiver Files.

SYSTEM LOCATION:

Security Policy and Review Division - Office of the Director Program Control and Administration, Office of the Under Secretary of Defense for Research and Engineering, Office of the Secretary of Defense.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any foreigner applying for a Waiver of Foreign Residency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain requests for waiver of foreign residency.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Mutual Educational and Cultural Exchange Act of 1961 (75 Stat. 535).

PURPOSE(S):

Data is used by Under Secretary of Defense for Research and Engineering, Security Policy and Review Division officials to evaluate requests of foreigners requesting waiver of Foreign Residency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building guards and secure (vault) area. Records are maintained in an area accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained in active file for ten years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Program Control and Administration, OUSDRE, Office of the Secretary of Defense, Pentagon, Washington, D.C. 20301-3000.

NOTIFICATION PROCEDURE:

Information may be obtained from: Security Policy and Review Division Room 3D1065 Penatgon Washington, D.C. 20301-3000 Telephone: 202-697-3459.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Under Secretary of Defense for Research and Engineering, Office of the Secretary of Defense, Pentagon, Washington, D.C. 20301-3000. Written requests for information should contain full name of individual, current address and telephone number and approximate date of waiver request. For personal visits, individual must be able to provide appropriate identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Application and related correspondence from sponsor and individual requesting waiver.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P01

SYSTEM NAME:

Senior Executive Service (SES) and Equivalent Level Files

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who is currently in, was recommended for, or has held an executive position in the Office of the Secretary of Defense (OSD), OSD field activities, the Organization of the Joint Chiefsof Staff, the U.S. Court of Military Appeals, the U.S. Mission to NATO, the NATO International Staff, the NATO Support Group, and the Defense agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains both approved and disapproved cases. File also contains copy of individual's SF 171, position description, position evaluation statement, organization chart, Office of Personnel Management (OPM) Form 1390, SF-161, or 161A, correspondence, and other selected documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Section 301.

PURPOSE(S):

To be used by officials of the Office of the Secretary of Defense (OSD), OSD field activities, the Organization of the Joint Chiefs of Staff (OJCS), the U.S. Court of Military Appeals (COMA), the U.S. Mission to NATO the NATO International Staff, the NATO Support Group, and the Defense Agencies to provide information necessary for carrying out the SES personnel and position management functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Office of the Personnel Management (OPM) for use in carrying out its Government-wide personnel functions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders in metal file cabinets.

RETRIEVABILITY:

Filed by organization, and then alphabetically by name.

SAFEGUARDS:

Access is granted only to personnel and management officials having a need-to-know. Building employs security guards. Records are maintained in an area accessible only to authorized personnel.

RETENTION AND DISPOSAL:

File maintained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security Washington Headquarters Services (WHS) Room 3B347 Pentagon Washington, D.C. 20301 Telephone: 202-697-4211.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

SD-171 from individual, other material obtained from personnel offices and statements from management officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P04

SYSTEM NAME:

Reduction-In-Force Case Files.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees serviced by OSD System Manager who have been reached for reduction-in-force action.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of retention registers, letters from management officials, letters prepared by Personnel to individual regarding type of action required, correspondence from individual concerned and other miscellaneous correspondence concerning the specific action.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 1302, 3502.

PURPOSE(S):

To be used by Management Officials of OSD, Armed Forces Information Service (AFIS), Court of Military Appeals (COMA), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chief of Staff (OJCS), Tri-Service Medical Information System (TRIMIS), and Washington Headquarters Service (WHS) for review of reduction-in-force situation in cases of questions on qualifications. This background information may be used by the Office of Personnel Management (OPM) for appeal cases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Filed alphabetically by last name. Destroy two years after case is closed.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name. Destroyed two years after case is closed.

SAFEGUARDS:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Destroy two years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Letters to individuals originated by Personnel, Retention Registers furnished by Personnel, correspondence from management officials, correspondence from individual concerned, correspondence from Office of Personnel Management and correspondence from appeal examiner in case of an appeal.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P08

SYSTEM NAME:

Worker's Componsation-On-The-Job Injuries Report File.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees injured on the job.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files containing required injury reports which include name, SSN, DOB, telephone number, type of injury, address and assigned activity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 8101.

PURPOSE(S):

To be used by Director for Personnel and Security, WHS, for purposes of determining eligibility for Worker's Compensation, statistical data regarding leave taken and to review cases being processed.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Labor Department for purpose of determining eligibility for Worker's Compensation, statistical data regarding leave taken and to review cases being processed.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

To provide assistance in submitting appropriate forms for injuries.

STORAGE:

Metal five drawer legal size file cabinet.

RETRIEVABILITY:

Filed by name of employee with card index.

SAFEGUARDS:

Building patrolled by security guards. File is maintained in an area which is secured during non-working hours.

RETENTION AND DISPOSAL:

Files are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Civilian employees of the Office of the Secretary of Defense and Organization of the Joint Chiefs of Staff, and activities serviced by WHS.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P09

SYSTEM NAME:

Computer Data Base.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees serviced by Directorate for Personnel and Security, WHS.

CATEGORIES OF RECORDS IN THE SYSTEM:

The following data is stored in addition to that required by Office of Personnel Management (OPM), Position Number, Position Tenure, Organization Code, Building Code, Date of Last Within Grade Increase, Due Date for Within Grade Increase, Highest Grade Held, Date of Last Promotion, Expiration Date of Appointment, (if applicable), Nine Month Appraisal Date (if applicable), Leave Category, Special Category, Type of Appointment, Date of Current Appointment, Marital Status, Legal Residence, Security Clearance and Health Benefits Status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EO 9830 and 5 U.S.C. 301.

PURPOSE(S):

To be used by Personnel and Security Directorate, WHS, to extract data as required by Office of Personnel Management for Central Personnel data file; certain fields may be used for statistical data; stored data printed on personnel change extracts of data base is used periodically to insure currency of files. This data is used for locator to verify employment organization staffing summary.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

IBM Computer 370.

RETRIEVABILITY:

Files may be retrieved and sorted by any field in Data Base.

SAFEGUARDS:

Building has security guards. User of Data Base must have an 'under code' in order to be admitted access to computer room.

RETENTION AND DISPOSAL:

Records are permanent and current as long as the employee is employed.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Processing documents initiated by the Directorate for Personnel and Security and employees Standard Form 171.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P12

SYSTEM NAME:

Executive Development Program and Training Files.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees applying for executive development and training programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Optional Form 69 individual development plans, optional forms 37 and 170, DD form 1556, SD forms 446 and 447, Training Record Card File, SF 171, SF 59, which contain name, social security number, date of birth, home address, annual salary and office and home telephone numbers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4101

PURPOSE(S):

This information used by Personnel and Security Directorate, WHS to determine eligibility for specialized development programs and training assignments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Office of Personnel Management (OPM) for information necessary for OPM to carry out its Government-wide personnel management functions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

To ensure that complete records are maintained for program evaluation purposes.

STORAGE:

Metal five drawer legal size file cabinet without lock.

RETRIEVABILITY:

File by training program name and employee name.

SAFEGUARDS:

Building has security guards. File is maintained in an area which is secured during nonworking hours.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Employees submit application forms.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P14

SYSTEM NAME:

Blood Donor Files.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any blood donor with the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, and activities serviced by WHS.

CATEGORIES OF RECORDS IN THE SYSTEM:

File cards contain name, rank (if military), duty phone, home phone, duty activity and room number, blood type, and date of donations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

PURPOSE(S):

To be used by officials of the Military Personnel Division, WHS to determine eligibility for blood replacement. To provide source of contacts for emergency blood requirements. To determine eligibility for issuances of gallon donor certificates.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Weekly screening of cards to determine if individual is eligible to donate blood.

STORAGE:

3 X 5 Cardex File.

RETRIEVABILITY:

Filed alphabetically by last name of donor.

SAFEGUARDS:

Building has security guards. File is maintained in an area accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent for the duration of the individual's participation as a blood donor.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Insturction No. 81.

RECORD SOURCE CATEGORIES:

Civilian Health Clinic-Pentagon and the individual blood donors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P18

SYSTEM NAME:

The Office of the Secretary of Defense Identification Badge Suspense Card System.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel assigned to the Office of the Secretary of Defense, and activities serviced by WHS.

CATEGORIES OF RECORDS IN THE SYSTEM:

All military personnel who are eligible for the Office of the Secretary of Defense Identification Badge after being assigned on permanent duty with the Office of the Secretary of Defense, and activities serviced by WHS, for a period of one year. Data includes name, social security number, the Office of the Secretary of Defense activity, grade, service and dates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 1125.

PURPOSE(S):

To be used by officials of the Military Personnel Division, WHS to establish who is eligible for the Office of the Secretary of Defense Identification Badge after being assigned to an authorized space in the Office of the Secretary of Defense, and activities serviced by WHS.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Issuance of the Office of the Secretary of Defense Identification Badges at end of each month for eligible personnel.

STORAGE:

3 X 5 Cardex File.

RETRIEVABILITY:

Filed alphabetically by last name of recipient.

SAFEGUARDS:

Building has security guards. Office locked during nonworking hours.

RETENTION AND DISPOSAL:

Records are permanent. Maintained in the Military Personnel Division at all times.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Written or verbal inquiries.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P20

SYSTEM NAME:

Report of Personnel Assigned Outside of Department of Defense

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Department of Defense personnel working in any organization outside the realm of the Department of Defense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reflects personnel and assignment data in each Department of Defense personnel working outside the Department of Defense. This data includes name of individual, rank, social security number, service (GS rating if civilian), organization assigned to, and title of job. Also, included is the date of assignment and projected loss date of the individual concerned. The report also reflects in each case whether the position is reimbusable or non-reimbursable.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

PURPOSE(S):

Data issued by Department of Defense Officials to determine which DoD Personnel are working outside the DoD and what organizations assigned to.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

This report is updated quarterly, based on information obtained from the military departments.

STORAGE:

Metal five drawer file cabinet with lock.

RETRIEVABILITY:

Filed by month and year of report.

SAFEGUARDS:

Building has security guards. File is maintained in an area that is secured during non-working hours.

RETENTION AND DISPOSAL:

Records are permanent. Maintained in the Military Personnel Division at all times.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Quarterly reports received from the military departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P25

SYSTEM NAME:

Overseas Staffing Files.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarter Services (WHS), Department of Defense, Room 3B347.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel assigned to positions overseas.

CATEGORIES OF RECORDS IN THE SYSTEM:

Standard Form 171's, SF 1190's travel orders, letter, to Army Finance Office concerning pay, overseas quarters allowances, post differentials etc., Standard Form 52, messages concerning the individual's return rights, home leave, etc., to and from overseas area.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

PURPOSE(S):

This data is used by officials of the Department of Defense to track individuals employed in overseas positions located in Defense Advanced Research Projects Agency (DARPA), North Atlantic Treaty Organization (NATO), and U.S. Mission to NATO.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Applicants and documents filed in folders by name and title of position.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by employee name.

SAFEGUARDS:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

RETENTION AND DISPOSAL:

Retained until individual returns to the United States, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

The individual, overseas staff office, other Federal Agency offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P26

SYSTEM NAME:

Protective Services File.

SYSTEM LOCATION:

Directorate for Space Management and Service, Washington Headquarters Services (WHS), Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who initiates contact with the Secretary of Deputy Secretary of Defense in person, by United States mail, or telephonically who may possibly pose a threat to the personal safety of the Secretary or Deputy Secretary of Defense or other United States Government officials.

CATEGORIES OF RECORDS IN THE SYSTEM:

File cards containing only data provided by the individual, which normally includes individual's name, address, type of communication, and a brief description of the message the individual intendedto relay to the official or officials noted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

PURPOSE(S):

To be used by Officials of Physical Security Division, Space Management and Services, WHS to maintain a listing of those individuals who may pose a threat to the personal safety of the Secretary or Deputy Secretary of Defense.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Filed by name and by residence of the sender, caller or visitor.

STORAGE:

Verticial file cards.

RETRIEVABILITY:

By name and by residence of the sender, caller or visitor.

SAFEGUARDS:

Stored in metal file cabinets with locking devices and metal combinations safes, depending on classification.

RETENTION AND DISPOSAL:

Records are maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Space Managment and Services, Washington Headquarter Services, Department of Defense, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

See Exemption.

RECORD ACCESS PROCEDURES:

See Exemption.

CONTESTING RECORD PROCEDURES:

See Exemption.

RECORD SOURCE CATEGORIES:

See Exemption.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a(j) or (k), as applicable. For additional information, contact the System Manager.

DWHS P27

SYSTEM NAME:

Department of Defense (DoD) Pentagon Building Pass Application File.

SYSTEM LOCATION:

Directorate for Space Management and Service, Washington Headquarters Services (WHS), Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Department of Defense military or civilian employee, any contractor sponsored by the Department of Defense, or other persons who have reason to enter the Pentagon for official Department of Defense business, and who therefore require an entry pass.

CATEGORIES OF RECORDS IN THE SYSTEM:

File cards containing name, sponsoring office of the Department of Defense and activities serviced by Washington Headquarters Services (WHS), sex, height, weight, date and place of birth.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

PURPOSE(S):

This information is used by officials of the Physical Security Division, Directorate for Space Management and Services, WHS to maintain a listing of personnel who are authorized a DoD Pentagon Building Pass.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Filed by the individual's name.

STORAGE:

Vertical file cards.

RETRIEVABILITY:

By the individual's name.

SAFEGUARDS:

Secure room. Building has military security guards.

RETENTION AND DISPOSAL:

File cards are destroyed after termination of the individual's affiliation with the Department of Defense, and activities serviced by WHS.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Physical Security Division, Directorate for Space Management and Services, Washington Headquarters Services (WHS), Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Physical Security Division, Directorate for Space Management and Services, Washington Headquarters Services (WHS), Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301. Telephone: 202-697-5052.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

All data maintained in the system is received voluntarily from individual DoD Pentagon Building Pass Applicants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P28

SYSTEM NAME:

The Office of the Secretary of Defense Clearance File.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Security Divison, Room 3B278, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and Military and civilian employees of the Office of the Secretary of Defense, its components and support organizations including the United States Court of Military Appeals and the United States Mission to NATO; experts and consultants serving with or without compensations; staff members of congressional committees requiring access to classified information or material, employees of other agencies detailed to the Office of the Secretary of Defense, very important people selected to attend orientation conferences, USO and Red Cross applicants for overseas posts.

CATEGORIES OF RECORDS IN THE SYSTEM:

Background investigations, national agency checks, security clearance actions, security violations,and supporting documents, briefings and debriefings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

In order to implement the Executive Order 12065 and Executive Order 10450 within the Department of Defense, the Secretary of Defense has issued under the provisions of Title 5, United States Code, Section 301, Department of Defense Directive 5200.2 and Department of Defense Regulation 5200.2R. Department of Defense Regulations 5200.2R sets out the record keeping requirements needed to support the Department Personnel Security Program.

PURPOSE(S):

To be used by officials of the Security Division, Directorate, for Personnel and Security, Washington Headquarters Services, to grant and maintian security clearances or access.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Active clearance files maintained alphabetically by last name of subject. Inactive clearance files serially numbered and indexed alphabetically.

STORAGE:

Hard copy files are maintained in a secured area, and computer files are stored on magnetic tape and disk.

RETRIEVABILITY:

Active clearance files maintained alphabetically by last name of subject. Inactive clearance files serially numbered and indexed alphabetically.

SAFEGUARDS:

Files are maintained under the direct control of DoD Personnel in the Security Office during duty hours. Office is locked and guarded during non-duty hours. Computer media residents are stored in controlled areas. Dial-up computer terminal access is controlled by user passwords that are periodically changed.

RETENTION AND DISPOSAL:

Records are permanent. Retained in active files until separation or end of requirement for security clearance. Held in waiting file for 10 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

See Exemption.

RECORD ACCESS PROCEDURES:

See Exemption.

CONTESTING RECORD PROCEDURES:

See Exemption.

RECORD SOURCE CATEGORIES:

See Exemption.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt from certain portions of the Privacy Act under this provisions of 5 U.S.C. 552a(k)(5). The Office of the Secretary of Defense rules are set forth at 32 C.F.R. Part 286b (OSD Administrative Instruction 81).

DWHS P32

SYSTEM NAME:

Standards of Conduct Inquiry File.

SYSTEM LOCATION:

Primary System - Office of the Director for Personnel and Security, Washington Headquarters Service(WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have been alleged to have violated the Department of Defense Standards of Conduct or the conflict of interest statutes.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files in the Office of the Director for Personnel and Security, WHS, which are used in the performance of the functions of the office. The files contain information about individuals in regard to allegations of violations of the Department of Defense Standards of Conduct or the conflict of interest statutes.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code, Section 137/EO 11222.

PURPOSE(S):

This information is used by professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of General Counsel to resolve various standards of conduct problems.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Department of Justice, also see Office of the Secretary of Defense (OSD), Blanket Routine Uses at the head of this Component's Published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Stored in metal filing cabinets with locking devices and metal combination safes depending on classification.

RETENTION AND DISPOSAL:

Files are retained as long as there is official interest in the cases; then destroyed or retired to the Federal Record Center, Suitland, Maryland.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, Washington Headquarters Service (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Written request for information should be addressed to the System Manager, Director for Personnel and Security, Washington Headquarters Service (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305. Valid proof of identity is required.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information contained in files is obtained from various sources including correspondence, press releases, investigations performed by the Department of Defense and other agencies and congressionalcommittee, and other systems of records in the Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

This system of records is exempt under the authority of (k)(2) and (5) of Title 5, U.S.C. Section 552a from subsections (C)(3) and (d) of that statute which would require the disclosure of: (a) investigatory material compiled for law enforcement purposes. However, if any individual is denied any right, privilege, or benefit that he would othewise be entitled by Federal law, or otherwise be eligible, as a result of the maintenence of such material, the material shall be provided to that individual, except to the extent that its disclosure would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under a implied promise that the identity of the source would be held in confidence, or; (b) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, or Federal contracts, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. At the time of the request for a record, a determination will be made concerning whether a right, privilege, or benefit is denied or the specific information which would reveal the identity of a source.

DWHS P37

SYSTEM NAME:

Grievance and Unfair Labor Practices Records.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former Federal employees who have submitted grievances in accordance with 5 U.S.C. 2302, and 5 U.S.C. 7121, or a negotiated procedure, to include E.O. 11491, as amended.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains records relating to grievances filed by Office of the Secretary of Defense (OSD) employees under 5 U.S.C. 2302, and 5 U.S.C. 7121. These case files contain all documents related to the grievances, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original and final decision, and related correspondence and exhibits. This system includes files and records of internal grievance and arbitraton systems that OSD may establish through negotiations with recognized labor organizations. Folder contains all information pertaining to a specific arbitration case or specific unfair labor practice complaint, including a manual roster of local union officials and union stewards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 2302, 5 U.S.C. 7121, and E.O. 11491.

PURPOSE(S):

This information is used by the Office of the Secretary of Defense (OSD) in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records and information in these records are used:

a. To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

c. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; the issuance of a security clearance; the conducting of a security or suitability investigation of an individual; the classifying of jobs; the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to requesting the Agency's decision on the matter.

d. To provide information to a Congressional office from the record of an individual, in response to an inquiry from that Congressional office, made at the request of that individual.

e. To disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court.

f. By the National Archives and Records Service (General Services Administration) in records management

inspections conducted under authority of 44 U.S.C. 2906.

g. To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel; the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission, when requested in performance of their authorized duties.

h. To disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administative proceeding.

i. To provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matter affecting work conditions.

j. To provide information to the Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders.

RETRIEVABILITY:

These records are retrieved by case subject, case number, and/or individual employee names.

SAFEGUARDS:

These records are maintained in locked metal file cabinets, to which only OSD authorized personnel have access.

RETENTION AND DISPOSAL:

Case files are permanently maintained. Other records are normally detroyed after supersession.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, Washington Headquarters Service (WHS), Department of Defense, 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information in this system of records is provided by the individual on whom the record is maintained; by testimony of witnesses; by Agency officials, from related correspondence from organizations or persons; or from Arbitrator's Office of the Assistant Secretary of Labor for Labor-Management Relations, Union Headquarters Officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS P39

SYSTEM NAME:

Clerical Merit Promotion File.

SYSTEM LOCATION:

Directorate for Personnel and Security, Washington Headquarters Service, Department of Defense, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any applicant for employment who applies for a clerical position.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of SF-171's plus any attachments submitted by applicant, copies of supervisoryappraisals, copies of Job Opportunity Announcement, original certificate of eligibles, rating sheet for all applicants, rating schedules or definition of 'best qualified' and copies of nonselection and not certified letters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

PURPOSE(S):

To be used by officials of the Personnel and Security Directorate, WHS, to provide a file containing information on persons who have expressed interest in being considered for clerical positions for the following organizations serviced; Armed Forces Information Service (AFIS), Court of Military Appeal (COMA), Defense Advanced Research Project Agency (DAPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), Tri-Service Medical Information System (TRIMIS), and Washington Headquarters Service (WHS).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Filed in folders by name, alphabetically.

STORAGE:

Paper records in file folders and on disks.

RETRIEVABILITY:

Filed by name, alphabetically.

SAFEGUARDS:

Building employs security guards. Records are maintained in file cabinet in areas accessible only to authorized personnel who are properly screened and trained. Computer access is in controlled areas. Dial-up computer terminal access is controlled by user passwords that are periodically changed.

RETENTION AND DISPOSAL:

Records are maintained for a two-year period or Office of Personnel Management (OPM) inspecition, whichever occurs earlier. Then they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Directorate for Personel and Security, WHS, Room 3B347, PentagonWashington, D.C. 20301. Telephone: 202-697-3305.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the above System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual applying for position, supervisor appraisals from current or previous employers, forms completed by persons whose names are given as a reference, ratings and correspondence from Directorate for Personnel and Security, WHS, and supervisory officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DWHS SPM002

SYSTEM NAME:

Pentagon and Federal Building 2 Carpool Locator.

SYSTEM LOCATION:

Primary System - Air Force Services Center. Decentralized Segments - DoD Parking Control Office, Directorate for Space Management and Services, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D.C. 20301. Office of the DoD Building Administrator, Directorate for Space Management and Services, Washington Headquarters Services, Department of Defense, Federal Building 2, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Department of Defense (DoD) and other personnel who participate in Pentagon and Federal Building 2 carpools.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of individual, DoD Component Code, home address, working hours, Pentagon or Federal Building 2 office room number, office phone number, map coordinate of home address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Service Act of 1949, 63 Stat. 377, as amended.

PURPOSE(S):

This data is used by the DoD Parking Control Office and the Office of the Building Administrator, Federal Building 2 to assign and administer allocated carpool parking spaces at the Pentagon and Federal Building 2; the Air Force Data Service Center provides a printout to each individual in the system which lists other participants who live near him/her who are potential carpool prospects, and to provide a complete printout of all participants to the DoD Parking Control Office and the General Services Administration (GSA); individuals in order to contact other participants on either his/her individual printout or area card, or the DoD Parking Control Office's complete printout to determine their interest in carpooling.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the General Service Administration to track carpool date in area-wide system when and if implemented.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes, disks and paper printouts for the Pentagon building carpools. Manual storage within self-help carpool locator board for Federal Building 2 participants.

RETRIEVABILITY:

Information is accessed and retrieved by name and home address map grid for Pentagon building participants. Information is manually accessed and retrieved from cards in map grids for Federal Building 2 participants.

SAFEGUARDS:

Pentagon - All participants have access to the data, which is under direct control of the DoD Parking Control Office. Office is locked and guarded. Computer media resident at the Air Force Data Service Center is stored in controlled areas. Dial-up computer terminal access is controlled by user passwords that are periodically changed. Federal Building 2 - All participants have access to the data. Building has security guards. System is maintained in an area secured during nonworking hours and within close view of security officers.

RETENTION AND DISPOSAL:

Data is retained only on active participants. Records of personnel removed from the Pentagon Carpool Locator shall be kept one to three months and then destroyed. Records of personnel removed from the Federal Building 2 carpool locator shall be destroyed upon removal.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Space Management and Service, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Director, Space Management and Services Washington Headquartes Services Department of Defense Room 3C345, Pentagon Washington, D.C. 20301 Telephone: 202 697-7241.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Director, Space Management and Services, Washington Headquarters Services, Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301. Written requests for information should contain the full name of the individual, current address and telephone number. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or DoD building pass. The computer system has the facility to access all data stored in the data base. Central Parking Control has exclusive access to the data base and controls updating the files.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Carpool Locator Card (DD Form 2170).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

DEFENSE ADVANCED RESEARCH PROJECT AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy

before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD

investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

E DARPA 001

SYSTEM NAME:

Travel File.

SYSTEM LOCATION:

Administrative Service Office, Defense Advanced Research Projects Agency (DARPA), 1400 Wilson Boulevard, Arlington, Va 22209.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former DARPA employees, civilian and military. Selected government employees who visit DARPA on official business at DARPA's expense and certain nongovernment personnel traveling on Invitational Travel Orders for DARPA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Traveler's last name, first name, middle initial, office, division, travel dates, days, ticket cost, other cost, travel order number, destination, and status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Section 301; Department of Defense Directive 5105.41, 'Defense Advanced Research Projects Agency (DARPA)', June 8, 1978.

PURPOSE(S):

To be used by officials of DARPA for internal management administrative, and budgetary needs. Provides daily, weekly and monthly status reports to top management concerning status of travel funds.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer paper printouts, paper records and correspondence in file folders, also magnetic disc.

RETRIEVABILITY:

Accessed by last name, by office, or by any of the data files listed in Record Category.

SAFEGUARDS:

Paper copies are maintained in areas accessible only to authorized personnel. Building employs security guards. File access is available to authorized personnel who have been assigned system passwords.

RETENTION AND DISPOSAL:

Paper files will be destroyed by burning or pulping immediately after they have served their purposes or after 2 years, whichever occurs first. There are no plans to retire or destroy ADP files.

SYSTEM MANAGER(S) AND ADDRESS:

Administrative Officer, DARPA, 1400 Wilson Boulevard, Arlington, Va 22209.

NOTIFICATION PROCEDURE:

Information may be obtained from Administrative Officer, DARPA, Room 607, Architect Building, 1400 Wilson Boulevard, Arlington, Va 22209, Telephone: (202) 694-3032.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Administrative Officer, DARPA, 1400 Wilson Boulevard, Arlington, Va 22209. Written requests for information should contain the full name of the individual, the period for which the information is required and specific categories of information required. For personal visits, the individual should be able to provide DoD identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

DARPA Special Orders (TDY, Invitational, PCS, etc.); Travel Vouchers as submitted by travelers and as returned by the local finance offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

UNITED STATES AIR FORCE

HOW SYSTEMS OF RECORDS ARE ARRANGED. In the Air Force, records are grouped by subject series. Each series has records about a specific activity or function to which a subject title and number is given. Systems of records are grouped in the same way. For example, a system of records on personnel security clearances may be found in 'Security - 205' and one about psychiatry in 'Medical Service - 160'. These numbers are part of the system identification (ID) which precede the notices in the Federal Register. They look like this: F20505 SPI A; F16001 SGPC A. The letter F means Air Force. The first three digits (205 and 160) show that the records pertain to Security and the Medical Service respectively; and the last two are a further breakdown of that series. The letters that follow these numbers are internal management accounting devices only. Other systems of records which differ from these examples but have similar documents may also be found in the same series.

HOW TO USE THE INDEX GUIDE. The systems of records maintained by the Air Force are contained within the subject series that are listed below. This list identifies each series in the order in which it appears in this issuance. Use the list to identify subject areas of interest. Having done so, use the series number (for example: 205 for Security) to locate the systems of records grouping in which you are interested.

SUBJECT SERIES
SYSTEM IDENTIFICATION SERIES

Administrative Communications
010

Administrative Practices
011

Documentation
012

Organization and Mission - General
020

Management Engineering
025

Programming
027

Personnel
030

Military Personnel
035

Civilian Personnel
040

Reserve Forces
045

Training
050

Flying Training
051

Schools
053

Flying
060

Equipment Maintenance
066

Supply
067

Procurement
070

Transportation and Traffic Management
075

Motor Vehicles
077

Research and Development
080

Audio-Visual Systems
095

Communications-Electronics
100

Judge Advocate General
110

Military Justice
111

Claims
112

Inspector General
120

Inspection
123

Special Investigations
124

Security Police
125

Safety
127

Housekeeping and Nonhousekeeping Quarters
140

Medical Service
160

Aerospace Medicine
161

Dental Services
162

Veterinary Services
163

Aeromedical Evacuation
164

Medical Administration
168

Automatic Data Processing Systems and Procedures
171

Aduiting
175

Nonappropriated Funds
176

Accounting and Finance
177

Management Analysis
178

Postal and Courier Operations
182

Information
190

Intelligence
200

Security
205

Personal Affairs
211

Libraries
212

Education Services Program
213

Dependents' Education
214

Recreation
215

Chaplain
265

Awards, Ceremonies, and Honors
900

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an

inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

F010 AFIS B

SYSTEM NAME:

010 AFIS B Prisoner of War (PW) Debriefing Files

SYSTEM LOCATION:

Headquarters Air Force Intelligence Service (HQ AFIS/INUA), Ft Belvoir, VA 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Returned PW.

CATEGORIES OF RECORDS IN THE SYSTEM:

Debriefing transcripts; messages concerning PWs; topical data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; implemented by HQ USAFIS PD 400.2, 500.2; JCSM SM 718-83.

PURPOSE(S):

Intelligence file; research source documents used by various DOD offices.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, computer paper printouts and on microfiche.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

RETENTION AND DISPOSAL:

Retained in AFIS/INU until no longer needed then forwarded to the USAFHRC, Maxwell Air Force Base, AL 36112 for permanent retention.

SYSTEM MANAGER(S) AND ADDRESS:

Headquarters Air Force Intelligence Service (HQ AFIS/INUA), Ft Belvoir, VA 22060.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

The individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Returned prisoners of war.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F010 ARPC A

SYSTEM NAME:

010 ARPC A Background Material

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver, CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letter request for orders, amendments, including justification on files on special authorizations when required by order publishing activity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1162, Reserves: discharge.

PURPOSE(S):

Used for publication of discharge orders and to verify that discharge orders were published.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name, and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for 1 year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Air Reserve Personnel Center (ARPC), Denver, CO 80280.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve. Identification card and/or driving license and some verbal information that could verify the person's SSN at time of discharge.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, Denver CO 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions, police and investigating officers, witnesses and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F010 AU A

SYSTEM NAME:

010 AU A Potential Faculty Rating System

SYSTEM LOCATION:

Squadron Officer School, Maxwell Air Force Base, AL 36112.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Squadron Officer School students being considered for faculty duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual rating of students.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Training Command Regulation 53-1, Faculty Boards and Administrative Withdrawals and Losses.

PURPOSE(S):

Used to evalute individuals for potential assignment as faculty members.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in note books/binders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Student Operations, Squadron Officer School, Maxwell Air Force Base, AL 36112.

NOTIFICATION PROCEDURE:

Requests should include the individual's name and Social Security Number. Individuals may visit Office of the System Manager and present Military ID Card.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. The mailing address is in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F010 CVAE A

SYSTEM NAME:

010 CVAE A Secretary of the Air Force Historical Records

SYSTEM LOCATION:

Washington National Records Center, Washington DC 20409. Modern Military Branch Military Archives Division National Archives and Records Service, Washington DC 20408.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and former employees of the Secretary of the Air Force, and anyone who has corresponded with the Secretary of the Air Force.

CATEGORIES OF RECORDS IN THE SYSTEM:

Secretary of the Air Force correspondence files covering calendar years 1947 through March, 1972, most of which does not contain personal information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used for research by Air Force Historian, other government agencies and private institutions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Access is authorized by the Secretary of the Air Force only. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Staff, Headquarters United States Air Force, Washington, D.C. 20330

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, educational institutions, medical institutions, police and investigating officer, the public media, a corporation, and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F010 DAS A

SYSTEM NAME:

010 DAS A Unusual and Incoherent Translation Material

SYSTEM LOCATION:

Translation and Abbreviations Section, 1947th Administrative Support Group, Washington, DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have addressed correspondence to the Department of Defense, or to specific persons such as Secretary of the Air Force, or Secretary of Defense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Complete or Summary translations of letters, articles, and documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8032, The Air Staff, General duties.

PURPOSE(S):

Translations of previous correspondence aid translating or summarizing similar correspondence.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties. Records are controlled by personnel screening. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Translation and Abbreviations Section, HQ 1947th ASG/DASJT, The Pentagon, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. The individual must furnish full name and

address. The individual may visit the Translation and Abbreviations Section, the Pentagon, Washington DC 20330. No identification is required to determine if the system contains records pertaining to a specific individual.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing address is Translation and Abbreviations Section, HQ 1947th ASG/DASJT, The Pentagon, Washington DC 20330.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is in the form of translated correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F010 MAC A

SYSTEM NAME:

010 MAC A Correspondence, Message, Project Files (Civil Reserve Air Fleet)

SYSTEM LOCATION:

Military Airlift Command, Deputy Chief of Staff, Plans, Directorate of War Plans, Civil Air Division, Scott Air Force Base IL 62225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Civil Reserve Air Fleet Carrier personnel who have been granted a security clearance of Secret under the industrial security program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Semi-annual report from the Civil Reserve Air Fleet Carriers identifying additions, deletions, and corrections to the previous report. Consolidated list prepared and published semi-annually by the System Manager.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11490.

PURPOSE(S):

Carrier reports used to update consolidated list. Consolidated list published as attachment to Military Airlift Command Regulation 55-5, and distributed to appropriate agencies involved in releasing classified material to Civil Reserve Air Fleet Carrier personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer cards and computer paper printouts and in file folders.

RETRIEVABILITY:

Filed alphabetically by last name, by Civil Reserve Air Fleet Carrier.

SAFEGUARDS:

Accessed by persons responsible for servicing the record system in performance of their official duties. Stored in security container (three combination safe).

RETENTION AND DISPOSAL:

Retained in office safe until updated semi-annually. Cards withdrawn (deletions or corrections) are retained until next report received, then destroyed by tearing in half. Consolidated list becomes background material to the related publication which is retained as current record until the publication is rescinded, superseded, or obsoleted; then removed from the current file, placed in inactive file which is cutoff 31 December each year, retained in office files for one year after annual cutoff, transferred to the staging area for one additional year, then retired to the Washington National Records Center, Washington DC 20409 for permanent retention.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff, Plans, Headquarters Military Airlift Command, Scott Air Force Base, Illinois 62225.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to System Manager.

RECORD ACCESS PROCEDURES:

Individual gains access from System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F010 RE A

SYSTEM NAME:

010 RE A Inquiries (Presidential, Congressional)

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330, Personnel Division, Office of Air Force Reserve (AF REPX).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and former Air Force civilian employees, Air Force Reserve and Air National Guard personnel, and Retired Air Force military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual inquiries, research material and replies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used by the Office of Secretary of Air Force and Air Reserve Personnel Center to reply to inquiries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Air Force Reserve, Personnel Division, Headquarters USAF, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Systems Manager. Requests should include the full name and SSN. Individuals may visit the Personnel Division. Office of the Air Force Reserve, Pentagon, Washington DC and should provide military identification card or driver's license as means of identification.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 AF A

SYSTEM NAME:

011 AF A Locator, Registration and Postal Directory Files

SYSTEM LOCATION:

At Headquarters, United States Air Force, and at Air Force Installations, to include bases, units, offices, and functions. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel; Air Force Reserve and National Guard Personnel; Air Force civilian employees; dependents may be included at the option of the installation, unit, or organization.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cards or listings may contain the individuals name, grade, military service identification number, Social Security Number, duty location, office telephone number, residence address and residence telephone number, and similiar type personnel data determined to be necessary by the local authority.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to locate or identify personnel assigned to, attached to, tenanted on, or on temporary duty at the specific installation, office, base, unit, function, and/or organization in response to specific inquiries from authorized users for the conduct of business. Portion of the system are used to directorize and forward individual personal mail received by Air Force postal activities, and for assignment of individual mail boxes. Files may be used locally to support official and unofficial programs which require minimal locator information or membership or user listings.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on paper records in card or form media in visible file binders/ cabinets card files or on computer and computer products.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance oftheir official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, or when superseded or no longer needed for reference, then destroyed by tearing into pieces,shredding, pulping, macerating, or burning or by overwriting magnetic media. Postal directory files are maintained for six months after reassignment, separation or departure from servicing acivity.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Administration, Headquarters, US Air Force, Washington, DC. Local System Managers: Privacy officer of the installation, base, unit, organization, office or function to which the individual is assigned, attached, tenanted on or on temporary duty. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the local System Manager or custodian of the records. Individual must furnish full name and the names of dependents to the Air Force installation, unit and organization, office, or function to which assigned, attached, tenanted on or on temporary duty at, including the calendar years of such service. The individual may visit the Locator Office or Privacy Officer at the place of assignment. No identification is required to determine if the system contains records pertaining to a specific individual.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the local System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces or from individuals or personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 AF B

SYSTEM NAME:

011 AF B Check Cashing Privilege Files

SYSTEM LOCATION:

Commissaries, Services, Clothing Sales Stores and any other check cashing facilities at Air Force installations. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons whose checks, presented at these facilities, have been dishonored and or whose check cashing privileges have been suspended or revoked.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters, cards and listings on individuals who have cashed bad checks at base facilities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Identify individuals whose check cashing privileges are suspended or revoked and to refuse check cashing services to such individuals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on paper records in card or listing media. Documents are filed in folders or card boxes and posted in or near the cashier's cage or cash register box at the check cashing facility.

RETRIEVABILITY:

By name and/or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and stored in locked cabinets, containers, or rooms.

RETENTION AND DISPOSAL:

Retained until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

For commissaries and clothing sales stores; Director, Engineering and Services, Deputy Chief of Staff, Programs and Resources, Headquarters United States Air Force, Wash, DC, 20330; and Chief, Services Division at the installation having jurisdiction over commissary or clothing sales store. For all other check cashing facilities; Chief of the activity having the check cashing facility.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information received from check cashing sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

F011 AF MP A

SYSTEM NAME:

011 AF MP A Congressional and Other High Level Inquiries

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Major Commands, Separate Operating Agencies and Consolidated Base Personnel Offices (CBPOs) at Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force military personnel serving on active duty, in the Air Force Reserve, or retired or discharged from the Air Force. Civilian personnel currently or formerly employed by the Air Force. Personnel attending Air Force training institutions or undergoing training under Air Force sponsorship.

CATEGORIES OF RECORDS IN THE SYSTEM:

Background information and information reflecting Air Force personnel policies and procedures; copies of inquiries received from the Office of the President, Members of Congress and other high level sources requesting information by or on behalf of a constituent; copies of replies to such inquiries including transmittal media used en route from and to the Air Force Office of Legislative Liaison (SAF/LL).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and 10 USC 8032, The Air Staff, general duties; implemented by Air Force Regulation 11-7, Air Force Relations with Congress.

PURPOSE(S):

Information pertinent to an inquiry forwarded to SAF/LL for preparation of the reply to the high level requester. In some instances, response may be direct to the requester without referral through SAF/LL; however, when required by directive, copies of such responses are furnished SAF/LL. The records may be used in responding to subsequent inquiries concerning the same individual. The record system is audited periodically to determine trends on the nature of complaints and questions and for statistical purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by the custodian of the record system and by persons responsible for servicing the records in performance of their official duties who are properly cleared for need-to-know. Records are stored in security file containers/cabinets, locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained for up to 18 months depending on category, then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force; commanders of major air commands, numbered air forces or comparable level activities.

NOTIFICATION PROCEDURE:

Requests from individuals must contain reasonable particulars about the subject in question and should be addressed to the respective System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the respective System Manager. Individual's request

must contain reasonable identifying particulars about the subject in question.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information provided by major command or consolidated base personnel office personnel, manual or automated personnel records, Air Force policies and procedures, copies of inquiries, congressional/high level officials'/constituents' comments or requests and Air Force replies thereto.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 AFA A

SYSTEM NAME:

011 AFA A Class Committee Products

SYSTEM LOCATION:

United States Air Force Academy, USAF Academy Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Academy cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

List of cadets academically deficient at progress reports; provides grades, military order of merit and other military and entrance data on cadets meeting committees; reports committee decisions and includes worksheets with coded recommendations to the Academy Board.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 903, United States Air Force Academy. .ul

PURPOSE(S):

Provides data on academically deficient cadets to Class Committees and Academy Board. Used by class committee to make recommendations to the Academy Board.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets and on computer paper printouts.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records stored in locked rooms, cabinets, and in computer storage devices protected by computer system software.

RETENTION AND DISPOSAL:

Destroy one year after graduation or when purpose has been served, whichever is sooner.

SYSTEM MANAGER(S) AND ADDRESS:

Dean of Faculty USAF Academy Colorado Springs CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Records are compiled from cadet grading and rating cycles.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE.

F011 AFA B

SYSTEM NAME:

011 AFA B Faculty Biographical Sketch

SYSTEM LOCATION:

United States Air Force Academy, Colorado Springs, USAF Academy, Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Academy, faculty officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical information on education, job assignments, teaching experience, publications, membership in professional societies and exit interview.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 903, UNITED STATES AIR FORCE ACADEMY.

PURPOSE(S):

Used on a daily basis as the primary source for academic information on officers assigned to the faculty and as a sole source for academic information on officers who have left the faculty due to reassignment, separation, or retirement.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by personnel screening. Stored in locked cabinets or rooms

RETENTION AND DISPOSAL:

Retained for 10 years after instructor's departure and then forwarded to the Library (Special Collections Branch), where it is microfilmed. The paper copy is destroyed and microfilm is retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Dean of the Faculty, USAF Academy, Colorado Springs, CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and

appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information is obtained from individual and department head.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 AFSG A

SYSTEM NAME:

011 AFSG A High Level Inquiry File

SYSTEM LOCATION:

HQ USAF, Surgeon General, (SGI), Washington, DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who make high level inquiries regarding medical criteria for Air Force accession; separation; retirement; continued active duty; and medical waivers for flying duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical opinions generated as a result of high level inquiries regarding Air Force accession, separation, retirement, continued active duty, and medical waivers for flying duty.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used as a cross reference to determine if action has been taken in response to high level inquiry.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by Name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Surgeon General, USAF, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 ARPC A

SYSTEM NAME:

011 ARPC A Locator or Personnel Data

SYSTEM LOCATION:

At Air Reserve Personnel Center, Denver CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve and Air National Guard personnel. Retired and former Air Force military personnel. ARPC civilian personnel. Air Force active duty military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cards, forms, ledgers, record request, computer listings containing individual's name or names, Social Security Number (SSN), Air Force service number, grade, reserve status, present and former address, record of employer, work production statistics, parent and other relevant reservist or personnel data; Veterans Administration claim number, education institutes reservist attended, school affiliations; correspondence to and from Federal agencies and employers trying to establish current address of reservists; vouchers for medical service, final payment of medical service bills, medical action required; notes indicating if individual is authorized to earn point credit; and other personnel data. Documents which contain a summary of action taken or to be taken.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 267, Ready Reserve; Standby Reserve; Retired Reserve: placement and status of members; 268, Ready Reserve: Training requirements; 271, Ready Reserve: continuous screening; 273, Standby Reserve: composition, inactive status list; 275, Personnel records; 278, Dissemination of Information; 279, Training Reports; 591, Reserve components: qualifications; 592, Commissioned officer grades; 593, Commissioned officer: appointment, how made, term; 594, Commissioned officers: original appointment limitation; 8012, Secretary of the Air Force: powers and duties, delegation by.

PURPOSE(S):

Used to control records distribution, to record location of record, actions taken or/to be taken, used to manage individual's records and management information system (MIS) data, to answer inquiries from individual and Air Force units to which individuals are assigned or are to be assigned or other agencies with a need to know of action taken, verify if author of a letter was a member/or is a member of reserve and what his or her SSN should be, search for good address and stop computer mail from going to bad address, refer for administrative discharge action on reservist that cannot be located, advise reservist or civilian of reserve matters or center actions, provide comprehensive record of all medical actions taken by Surgeon's Office and record authorization for physical examinations at Government expense or no expense and record voucher number, preparing point credit authorization and forwarding authenticated point credit forms to servicing personnel office.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files, on paper and on computer cards and printouts.

RETRIEVABILITY:

Filed by name, by Social Security Number (SSN), or system identifier and/or voucher number, school affiliation, or by last address of Reservist.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, or macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver CO 80280.

NOTIFICATION PROCEDURE:

Request from individual should be addressed to Documentation Management Officer, ARPC/DAD, Denver CO 80280. Written request for information should contain full name of individual, SSN (Social Security Number), current address, and the case (control) number shown on correspondence received from Center. Records may be reviewed in records review room ARPC, Denver CO 80280, between 8:00 a.m. and 3:00 p.m. on normal workdays. For personal visits, the individual should provide current Reserve I.D. card and/or drivers license and give some verbal information that could verify his/her records such as place of birth, reserve status.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information provided by the individual, extracted from individual records, individual advance personnel data computer system. For address information secured from last recorded employer, postmaster of city of last recorded address, telephone information operator at last city of good address, parents of reservist, other relatives of reservist, Veterans Administration if reservist has a claim number listed in master personnel record, college or university reservist attended, Selective Service Boards, Internal Revenue Service, public utilities or any other lead that may be found in the master personnel record of the reservist, military pay records at Air Force Accounting and Finance Center, Denver CO 80279, log books and from Consolidated Base Personnel Offices. Medical information is also secured from medical facilities, physicians, medical specialists.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 ATC A

SYSTEM NAME:

011 ATC A Graduate Evaluation Master File

SYSTEM LOCATION:

Air Training Command Technical Training Centers. Official mailing addresses are in the Department of Defense directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel and civilian employees. Air Force Reserve and Air National Guard personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Procedures for operating the data automation of graduate evaluation questionnaire system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Training Command Manual 52-234, Graduate Evaluation Questionnaire - ATC.

PURPOSE(S):

Field evaluation of formal school graduates.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape.

RETRIEVABILITY:

SSN computerized.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know and those servicing the record system in performance of their official duties. Records are protected by computer software.

RETENTION AND DISPOSAL:

Destroy when purpose has been served by tearing into pieces, shredding, pulping, macerating, burning or degaussing.

SYSTEM MANAGER(S) AND ADDRESS:

Contact Headquarters ATC Standards and Evaluation Directorate Evaluation Division, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Headquarters Technical Training Centers, Standards and Evaluation Directorate, Evaluation Division (TTSE), Randolph Air Force Base, TX 78150.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Centers TTSE Organizational Directory.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 ATC E

SYSTEM NAME:

011 ATC E Four-Year Reserve Officer Training Corps (AFROTC) Scholarship Program Files

SYSTEM LOCATION:

Central records maintained at Four-Year AFROTC Scholarship Branch (RRUF), Maxwell Air Force Base, AL 36112; computer printout summary data sent to AFROTC and Air Force Junior Reserve Officer Training Corps (AFJROTC) detachments; AFROTC area admission counselors located at selected AFROTC detachment, and congressmen at their request. Addresses are maintained by the AFROTC Commandant, Maxwell Air Force Base, AL 36112.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

High school students or graduates who apply for the four-year scholarship.

CATEGORIES OF RECORDS IN THE SYSTEM:

AFROTC administrative unit; applicant's address; AFROTC detachment located at the educational institution to be attended by the applicant; AFROTC detachment which the applicant desires to attend; AFJROTC unit attended by applicant; college entrance examination board scores; applicant's class standing and size of class; applicant disqualification causes; personal interview actions and associated waivers as required; applicant medical status; applicant's full name; AFROTC program qualification; applicant medical remedial requirements; applicant scholarship status; applicant Social Security Number (SSN); applicant test qualification; civil air patrol wing attended; applicant's high school and address; applicant high school decile placement; applicant grade point average; applicant telephone number; applicant date of birth; applicant statement of understanding and intent; medical testing facility; AFROTC area admission counselor's areas of responsibilities; applicant scholarship choices; AFROTC four-year central scholarship selection board results; applicant's designated scholarship; civil involvement information and associated waivers as required; name of educational institution to be attended by applicant; applicant's high school principal evaluation; AFJROTC instructor evaluation of a cadet; high school transcripts; application forms.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 2107, Financial assistance program for specially selected members; and Air Force Regulation 45-48, Air Force ROTC.

PURPOSE(S):

Used by AFROTC scholarship program office, AFROTC detachments, and AFROTC area admission counselors for processing and awarding of AFROTC 4-year scholarships; counseling applicants concerning application difficulties and problems; and the recruiting of applicants into the AFROTC program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, visible file binders/cabinets, and on computer and computer output poducts.

RETRIEVABILITY:

Filed by name and SSN.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and controlled by computer system software.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Four-Year Scholarship Branch, Maxwell Air Force Base, AL 36112.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Chief, Four-Year Scholarship Branch, Maxwell Air Force Base, AL. Requests should include the full name, military-applicant status, and SSN or military service number. Individuals may visit the AFROTC scholarship Programs Office, Maxwell Air Force Base, AL 36112. Individuals must provide their full name, military applicant status, and SSN or service number.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions, automated system interfaces, police and investigating officers and from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 DAS A

SYSTEM NAME:

011 DAS A Operational Reference File

SYSTEM LOCATION:

Translation and Abbreviations Section, HQ USAF/DASJT, The Pentagon, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Language translators and interpreters, State Department personnel, Army and Navy translation activity personnel, commercial translation services personnel, Air Force civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual personnel data cards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8032, The Air Staff, General duties.

PURPOSE(S):

Used to check names and titles of foreign military and civilian government personnel which appear in correspondence received for translation. This system also serves as a listing of translators/interpreters available to provide translation and interpreting services in support of Headquarters United States Air Force requirements for such services.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Information retrieved by name or title.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces,

shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Translation and Abbreviations Section, HQ USAF/DASJT, The Pentagon, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. The individual must furnish full name and indicate whether military/civilian status and whether a resident or nonresident of the United States. The individual may visit the Translation and Abbreviations Section at Headquarters United States Air Force, Washington DC 20330. No identification is required to determine if the system contains records pertaining to a specific individual.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing address is Translation and Abbreviations Section, HQ USAF/DASJT, The Pentagon, Washington DC 20330.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, from international organizations, from source documents (such as reports) prepared on behalf of the Air Force, from commercial translation service firms, from the Department of Defense or other United States Government translation activities, and from translated correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 LLI A

SYSTEM NAME:

011 LLI A Congressional/Executive Inquiries

SYSTEM LOCATION:

Office of the Secretary of the Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty and retired military personnel, present and former civilian employees, Air Force Reserve and Air National Guard personnel, Air Force Academy nominees/applicants and cadets, Senior and Junior Air Force Reserve Officers, dependents of military personnel, and anyone who has written to the President or a Member of Congress regarding an Air Force issue.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of applicable Congressional/Executive correspondence and Air Force replies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Information is used as a reference base in the case of similar inquiries from other Members of Congress, in behalf of the same Air Force issue and/or follow-up by the same Member. Information may also be used by appropriate Air Force offices as a basis for corrective action and for statistical purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files and on aperture cards.

RETRIEVABILITY:

Filed by Name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties whi are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Current year plus 2 years of microfilm records will be retained in the office, then destroyed by tearing, shredding, macerating, pulping or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Legislative Liaison, Office of the Secretary of the Air Force, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and is published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Personnel Records. Congressional and Executive inquiries and information from Air Force offices and organizations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 PACAF A

SYSTEM NAME:

011 PACAF A General and Colonel Personnel Data Action Records

SYSTEM LOCATION:

Headquarters Pacific Air Forces.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty officer personnel. Applies to active duty generals, colonels, colonel selectees and officers filling colonel authorized positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Provides officer assignment data such as date arrived current duty station, projected date of retirement, data extracted from Air Force Standard Personnel Data System Record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8074, Commands: Territorial organization; as implemented by Air Force Regulation 36-10, Officer Evaluations, and Air Force Regulation 36-20, Officer Assignments.

PURPOSE(S):

Used by major air command to confirm designation of authority or assignment of duty as well as in identification of manning requirements due to medical evacuations or projected retirement.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

PACAF Assistant for Senior Officer Management mailing address is HQ PACAF/DPO Hickam Air Force Base, HI 96853.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 SAC A

SYSTEM NAME:

011 SAC A SAC Logistic Personnel Management System

SYSTEM LOCATION:

Deputy Commander for Maintenance or Deputy Commander for Resources (at Air Force installations) within the Strategic Air Command (SAC) and Deputy Chief of Staff for Logistics at Strategic Air Command Headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Strategic Air Command personnel assigned to logistics or maintenance duties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files related to qualifications, experience, education, and degree of security clearance of logistics and maintenance personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: Power and duties; delegation by.

PURPOSE(S):

To develop a record source on logistics personnel at unit level in order to determine overall job qualifications, capabilities, and historical data for analysis by unit and MAJCOM. Files will provide a source of data to help determine future training requirements, protection capabilities, and balance experience factors.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Retrieved by name or weapon system to which individual is assigned.

SAFEGUARDS:

Records are accessed by custodian of unit files and by personnel responsible for servicing the record system in performance of official duties. File folders are stored in locked rooms or drawers.

RETENTION AND DISPOSAL:

Files are destroyed when superseded, or on reassignment from Strategic Air Command or separation of the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff, Logistics, Headquarters Strategic Air Command and Deputy Commander Maintenance or Deputy Commander Resources, at Strategic Air Command base or organization.

NOTIFICATION PROCEDURE:

Deputy Chief of Staff Logistics, Deputy Commander Maintenance, or Deputy Commander Resources. Requests to determine existence of record should include full name, grade and approximate dates individual was assigned to Strategic Air Command logistics or maintenance organization after 1 July 1980.

RECORD ACCESS PROCEDURES:

Access to manual files is controlled by Deputy Chief of Staff, Logistics, at Headquarters Strategic Air Command and by Deputy Commander Resources at each Strategic Air Command organization.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F011 SG A

SYSTEM NAME:

011 SG A Professional Inquiry Records System

SYSTEM LOCATION:

At Headquarters United States Air Force, Office of the Surgeon General, Assistant for Congressional & Public Affairs, Bolling AFB, Washington, DC 20332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who have corresponded with a member of Congress, White House, or other high level federal or state executive officials concerning the professional aspects of care provided in Air Force medical facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of all correspondence concerning the inquiry; substantiating documents, such as correspondence or memorandums of telephone conversations with the appropriate medical facility, draft replies, medical records and any other background data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Records are used as background data for statistical presentations, and

historical evidence for repeat inquiries by the same individuals. Portions of records may be loaned or copies provided to the Department of Defense activities for use as background data in evaluating inquiries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards.

RETENTION AND DISPOSAL:

Retained in office files for two years after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions and from source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F012 AF A

SYSTEM NAME:

012 AF A Information Requests-Freedom of Information Act

SYSTEM LOCATION:

Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons who have requested documents under the provisions of the Freedom of Information Act (FOIA).

CATEGORIES OF RECORDS IN THE SYSTEM:

Administration of release of information to the public.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 552, The Freedom of Information Act as implemented by Air Force Regulation 12-30, Disclosure of Air Force Records to the Public.

PURPOSE(S):

To control administrative processing of requests for information used by freedom of information manager.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for two years after annual cut-off then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Administration, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Contact the local FOIA manager at each Air Force installation.

RECORD ACCESS PROCEDURES:

Contact the local FOIA manager at each Air Force installation.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Freedom of information manager as result of requests for information from members of public.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F012 AF B

SYSTEM NAME:

012 AF B Privacy Act Request File

SYSTEM LOCATION:

At all levels of the Air Force having responsibility for systems of records under the Privacy Act. Includes Headquarters United States Air Force staff agencies, major commands, separate operating agencies, installations, and activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Department of the Air Force system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons who request access to, information from, or amendment of records about themselves from the Department of the Air Force under the provisions of the Privacy Act of 1974 (5 USC 552a).

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters, memoranda, legal opinions, messages, and miscellaneous documents relating to an individual's request for access to or amendment of records concerning that person, including letters of denial, appeals, statements of disagreements, and related documents accumulated in processing requests received under the Privacy Act of 1974.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 552a, The Privacy Act of 1974 as implemented by Air Force Regulation 12-35, Air Force Privacy Act Program.

PURPOSE(S):

To record, process and coordinate individual requests for access to or amendment of personal records, and appeals on denials of requests for access or amendments to personal records; to prepare legal opinions and interpretations for System Managers and the Secretary of the Air Force.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Used by the Office of Management and Budget, the General Services Administration, the Office of Personnel Management, the Justice Department, or other Government agencies having a direct interest in monitoring or evaluating compliance with the provisions of the Privacy Act by the Department of the Air Force, including the preparation of special studies or reports on the status of actions taken to comply with the Act, the results of those efforts, any problems encountered and recommendations for any changes in legislation, policies, or procedures. Also used by members of Congress or their staffs for resolution of constituent inquiries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and/or microfilm.

RETRIEVABILITY:

Filed by name of requester.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Requests for information are destroyed when no longer needed; requests from access or amendment and appeals of denial are destroyed four years after final action or three years after adjudication by the courts, whichever is later.

SYSTEM MANAGER(S) AND ADDRESS:

The Director of Administration, Headquarters United States Air Force, Washington DC 20330; or the Director of Administration of the major command or separate operating agency, or Chief, Central Base Administration at the Air Force installation where the requested or disputed records are located.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Written requests should include the person's full name, grade (if applicable), and some other personal information which could be verified from the person's file. For personal visits, the individual should present a valid identification card or driver's license and some verbal information which could be verified from the person's case file.

RECORD ACCESS PROCEDURES:

Written requests should be addressed to the office that processed the initial inquiry, access request, amendment request, or appeal; or individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Records are obtained from the individual requester, Department of the Air Force organizations, other Department of Defense organizations, and agencies of Federal, state, and local governments, as applicable or appropriate for processing the case.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F012 ARPC A

SYSTEM NAME:

012 ARPC A Fee Case File

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver, CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve and Air National Guard personnel and authorized requesters who are assessed a fee for search/receipt of documents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of general correspondence, chargeable case control, and public voucher involving collection of fees for search time and reproduction of documents from an Air Force Reserve or Air National Guard members personnel record, authorized release under Freedom of Information (FOI) at the request or authorization of the member for release to himself/or herself or approved agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 552, Public information agency rules, opinions, orders, and proceedings (Freedom of Information Act); 552a, Records maintained on individuals (Privacy Act); and 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by as implemented by Air Force Regulation (AFR) 12-30, Disclosure of Air Force Records to the Public; AFR 12-35, Air Force Privacy Act Program, AFR 12-32, Schedule of Fees for Copying, Certifying, and Searching Records and Other Documentary Material.

PURPOSE(S):

Used to control collection of chargeable fees and to verify completion of action.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

RETENTION AND DISPOSAL:

Destroyed after one year by tearing, pulping, or burning, provided any discrepancy is cleared.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, Colorado between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identity from the record.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the Documentation

Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Correspondence and information from the individual, other military agencies and the National Personnel Records Center, St. Louis, MO 63132.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AF JA A

SYSTEM NAME:

030 AF JA A Confidential Statement of Affiliations and Financial Interests

SYSTEM LOCATION:

Office of the General Counsel, Office of the Secretary of the Air Force, Washington DC 20330; Office of the Judge Advocate General, Headquarters United States Air Force, Washington DC 20330; Headquarters of major commands and at all levels down to and including Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force civilian personnel paid at a level of GS-13 through GS-15; Air Force military personnel in the rank of Lieutenant Colonel or Colonel whose basic duties and responsibilities require the exercise of judgment on Government decision making or taking action on (1) the administering or monitoring of grants or subsidies, (2) contracting or procurement, (3) auditing, or (4) any other government activity in which the final decision or action has a significant economic impact on the interest of any non-federal enterprise; and Special Government employees who are 'advisors' or 'consultants.'

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains the title of the individual's position, date of appointment in present position, agency and major organization segment of the position, employment and financial interests, creditors, interest in real property, a list of persons from whom information can be obtained concerning the individual's financial situation, supervisor's evaluation, and Standards of Conduct Counsellor/ Deputy Counsellor review.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11222, 'Prescribing Standards of Ethical Conduct for Government Officers and Employees.'

PURPOSE(S):

The review of the statements by the individual's supervisor and deputy counselor to determine the existence of or potential for a conflict of interest in the performance of official duties.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders.

RETRIEVABILITY:

Filed alphabetically by year.

SAFEGUARDS:

Stored in locked metal file cabinets.

RETENTION AND DISPOSAL:

Retained up to two years after the individual has left employment or terminated responsibilities which require disclosure of information. Destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant General Counsel (Personnel). The Judge Advocate General, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Managers or to Deputy Standards of Conduct Counsellor at system location.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance from the System Managers or Deputy Standards of Conduct Counsellor at system location.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Managers.

RECORD SOURCE CATEGORIES:

Information is obtained from the individual or from personnel designated by the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AF LE A

SYSTEM NAME:

030 AF LE A Equal Opportunity in Off-Base Housing

SYSTEM LOCATION:

Each base level Housing Referral Office; Major Command (MAJCOM)/ Assistant for Family Housing Management. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military member, Department of Defense(DOD) civilian employee, and adult dependent acting for military member submitting a housing discrimination complaint.

CATEGORIES OF RECORDS IN THE SYSTEM:

Consists of Complaint in Discrimination of off base housing and supporting documents submitted to the base level housing referral office alleging a housing discrimination complaint, case files, reports of investigation, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; 42 USC 1982, Property rights of citizens; and 10 USC 133, Secretary of Defense: appointment; powers and duties; delegation by.

PURPOSE(S):

Information copies held at base, MAJCOM, and Headquarters United States Air Force (HQ USAF) as a historical record of all actions taken in response to each housing discrimination complaint. Information used by Air Force officials, at all levels, to respond to Congressional, HUD, Department of Justice (DOJ), or related inquiries pertaining to the housing discrimination complaint.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket

routine uses published by the Air Force. Original record sent to HUD with an information copy to DOJ for their action in support of existing laws.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

By Installation and Name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Logistics and Engineering, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Systems Manager. Individuals may contact agency officials at the respective base level housing referral office in order to exercise their rights under the Act.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Individuals may contact agency officials at the respective base level housing referral office in order to exercise their rights under the Act.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Individual's voluntary application, witnesses of alleged incident, and other sources pertinent to alledged incident.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a (k)(2). For additional information, contact the System Manager.

F030 AF LE B

SYSTEM NAME:

030 AF LE B Off-Base Housing Referral Service

SYSTEM LOCATION:

Base Level Housing Referral Offices; Major Command/DEHH. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military member, Department of Defense (DOD) civilian employee requesting off-base housing, and civilian landowner or agent listing facilities for rent.

CATEGORIES OF RECORDS IN THE SYSTEM:

Off-Base Housing Application, and Notification of Housing Selection. Data includes: name, grade, address, family composition, age, housing requirements, and housing selected. Detailed Sales/ Rental Listing. Form completed by civilian landowner or agent. Dataincludes: name, address, details on rentals listed, and nondiscriminatory assurances.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U S C 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to match housing desires with rentals listed. Used by base housing officials, military personnel and authorized civilians to locate housing matching needs/desires. Identifies type of housing selected by incoming personnel and used by base housing officials to monitor availability of off-base housing, housing selected, and individual's satisfaction with housing referral service provided. Used by AF officials to respond to inquiries on individual member's housing situation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Referred to Department of Justice and Department of Housing and Urban Development if required by them in processing a housing discrimination complaint.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name and installation

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Logistics and Engineering, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Or individuals can contact the Housing Referral Office at the base at which they completed the applicable forms in order to exercise their rights under the Act.

RECORD ACCESS PROCEDURES:

Same procedures as for notification above.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual voluntary application.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AF LE C

SYSTEM NAME:

030 AF LE C Base Housing Management

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330. Headquarters of major commands and at all levels down to and including Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Military members desiring base family housing and eligible Department of Defense (DOD) civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application for and Assignment to Military Family Housing, contains the following data: name, address, rank, Social Security Number (SSN),service data, family composition, and other information such as health problems. Other supporting documents-quarters condition inspection reports, assignment orders, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to apply for family housing and provide information upon which eligibility can bedetermined. Used by base housing officials to respond to Congressional, InspectorGeneral, and other inquiries on an individual basis pertaining to family member's housing situation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets, computer and computer output products.

RETRIEVABILITY:

Filed by Name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official dutieswho are properly screened and cleared forneed-to-know. Records are stored in locked cabinets or rooms. Records are controlled by personnel screening.

RETENTION AND DISPOSAL:

Advance applications are retained by losing activity and destroyed after six months. Applications received by gaining activities are destroyed one year after termination of quarters. Applications are destroyed by tearing, burning, pulping, shredding or macerating. Supporting records are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Programs and Resources, Headquarters United States Air Force, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Individuals may contact agency officials at the Base Housing Office at the installation at which he completed the applicable form or the installation which will be providing military family housing.

RECORD ACCESS PROCEDURES:

Same procedures as for notification above.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtain from individual's voluntary application.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AF LE D

SYSTEM NAME:

030 AF LE D On/Off-Base Housing Records.

SYSTEM LOCATION:

Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military members seeking advance applications for housing both incoming and outgoing.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record contains Quarters Condition Inspection Report, Real Property Maintenance Request, and Application for and assignment to military housing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 9775, Quarters assignment guidance.

PURPOSE(S):

To record data required to assign and terminate family housing, report noted deficiencies in area of housing occupants responsibility, status of waiting list, and listing of personnel occupying quarters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, computer and computer output products and in card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Logistics and Engineering, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Send full name.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information derived from member's Permanent Change of Station Orders, Quad Leaders reports, and any other information voluntarily given by each applicant.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AF MP A

SYSTEM NAME:

030 AF MP A Personnel Data System (PDS)

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Air Reserve Personnel Center, Denver, CO 80280. Headquarters of major commands and separate operating agencies and consolidated base personnel offices, central civilian personnel offices (CCPOs) and consolidated reserve personnel offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty and retired military personnel. Air Force Reserve and Air National Guard personnel. Air Force Academy cadets. Air Force Civilian employees. Certain surviving dependents of deceased members of the US Air Force and predecessor organizations; potential Air Force enlistees; candidates for commission enrolled in college level Air Force Reserve Officer Training Corps Programs; Deceased members of the Air Force and predecessor organizations; Separated members of the US Air Force, the Air National Guard (ANG) and Air Force Reserve (USAFR); ANG and USAFR Technicians; Prospective, pending, current, and former Air Force civilian employees, except Air National Guard Technicians and nonappropriated fund employees-current and former civilian employees from other Governmental agencies that are serviced at CCPOs may be included at the option of servicing CCPO.

CATEGORIES OF RECORDS IN THE SYSTEM:

The principal digital record maintained at each PDS operating level is the master personnel record, which contains the following categories of information: 1. Accession data pertaining to an individual's entry into the Air Force (place of enlistment source of commission, home of record, date of enlistment, place from which ordered to EAD). 2. Education and training data, describing the level and type of education and training, civilian or military (academic education level, major academic specialty, professional specialty courses completed, professional military education received). 3. Utilization data used in assigning and reassigning the individual, determining skill qualifications, awarding Air Force Specialty Codes, determining duty location and job assignment, screening/selecting individual for overseas assignment, performing strength accounting processes, etc. (Primary Air Force Specialty code, Duty and Control Air Force Specialty Code, personnel accounting symbol, duty location, up to 24 previous duty assignments, aeronautical rating, date departed last duty station, short tour return date, reserve section, current/last oversea tour). 4. Evaluation Data on members of the Air Force during their career (Officer Effectiveness Report dates and ratings, Airman Performance Report dates and ratings, results of various qualification tests, an 'Unfavorable Information' indicator, and Drug and Alcohol Abuse data). 5. Promotion Data including promotion history, current grade and/or selection for promotion (current grade, date of rank and effective date; up to 10 previous grades, dates of rank and effective dates; projected temporary grade, key 'service dates'). 6. Compensation data - although PDS does not deal directly with paying Air Force members, military pay is largely predicated on personnel data maintained in PDS and provided to the Air Force Accounting and Finance Center (AFAFC) as described in ROUTINE USES below (pay date, Aviation Service Code, sex, grade, proficiency pay status. 7. Sustentation data - information dealing with programs provided or actions taken to improve the life, personal growth and morale of Air Force members (awards and decorations, marital status, number of dependents, religious denomination of member and spouse, race relations education). 8. Separation and retirements data, which identifies an individual's eligibility for and reason for separation (date of separation, mandatory retirement date, projected or actual separation program designator and character of discharge). At the central processing site (AFMPC), other subsidiary files or processes are operated which are integral parts of PDS: 1. Procurement Management Information System (PROMIS) is an automated system designed to enable the USAF to exercise effective management and control of the personnel procurement personnel required to meet the total scheduled manpower requirements necessary to accomplish the Air Force mission. The system provides the recruiter with job requirement data such as necessary test scores, Air Force Specialty Code, sex, date of enlistment; and the recruiter enters personal data on the applicant - SSN, name, date of birth, etc. - to reserve the job for him or her. 2. Career Airman Reenlistment Reservation System (CAREERS) is a selective reenlistment process that manages and controls the numbers by skill of first-term airmen that can enter the career force to meet established objectives for accomplishing the Air Force mission. A Centralized data bank contains the actual number, by quarter, for each Air Force Specialty Code (AFSC) that can be allowed to reenlist during that period. The individual requests reenlistment by stating his eligibility (AFSC, grade, active military service time, etc). If a vacancy exists, a reservation - by name, SSN, etc - will be made and issued to the CBPO processing the reenlistment. 3. Airman Accessions provides the process to capture a new enlistee's initial personal data (entire personnel record) to establish a personnel data record and gain it to the Master Personnel File of the Air Force. The initial record data is captured through the established interface with the Processing and Classification of Enlistees System (PACE) at Basic Military Training, Lackland Air Force Base, for non-prior service; for prior service enlistees the basic data (name, SSN, DOE, grade, etc.) is input directly by USAF Recruiting Service and updated and completed by the initial gaining CBPO. 4. Officer Accessions is the process whereby each of the various Air Force sources of commissioning (AF Academy, AFROTC, Officer Training School, etc.) project their graduates in advance allowing management to select by skill, academic specialty, etc which and how many will be called to active duty when, by entering into the record an initial assignment and projected entry onto Active Duty date. On that date the individual's record is accessed to the active Master Personnel File of the Air Force. 5. Technical Training Management Information System (TRAMIS) is a system dealing with the Technical Training activities controlled by Air Training Command. The purpose of the system is to integrate the training program, quota control and student accounting into the personnel data system. TRAMIS consists of numerous files which constitute 'quota banks' of available training spaces, in specific courses, projected for future use based on estimated training requirements. Files include such data as: Course Identification Numbers, Class Start and Graduation Dates, Length of Training, Weapon System Identification, Training Priority Designators, Responsible Training Centers, Trainee Names, SSN (and other pertinent personnel data) on individuals scheduled to attend classes. 6. Training Pipeline Management Information System (TRAPMIS) is an automated quota allocating system which deals with specialized combat aircrew training and aircrew survival

training. Its files constitute a 'quota bank' against which training requirements are matched and satisfied and through which trainees are scheduled in 'pipeline' fashion to accommodate the individual's scheduled geographical movement from school to school to end assignment. Files contain data concerning the courses monitored as well as names, SSNs and other pertinent personnel data on members being trained. 7. Air Force Institute of Technology (AFIT) Quota Bank File reflects program quotas by academic specialty for each fiscal year (current plus two future fiscal years, plus the past fiscal year programs for historical purposes). Also, this file reflects the total number of quotas for each academic specialty. Officer assignment transactions process against the AFIT Quota Bank file to reflect the fill of AFIT Quotas. Examples of data maintained are: Academic Specialty, Program Level, Fiscal Year, Name of Incumbent selected, projected, filling AFIT Quota. 8. Job File is derived from the Authorization Record and is accessible by Position Number. Resource managers can use the Job File to validate authorizations by Position Number for assignment actions and also to make job offers to individual officers. Internal suspensing within the Job File occurs based upon Resource Managers update transactions. Data in the file includes: Position Number, Duty AFSC, Functional Account Code, Program Element, Location, and name of incumbent. 9. Casualty subsystem is composed of transactions which may be input at Headquarters Air Force and/or CBPOs to report death or serious illness of members from all components. A special file is maintained in the system to record information on individuals who have died. Basic identification data and unique data such as country of occurrence, date of incident, casualty group, aircraft involved in the incident and military status are recorded and maintained in this file. 10. Awards/Decorations are recorded and maintained on all component personnel in the headquarters Air Force master files. All approved decorations are input at CBPOs whereas disapproved decorations are input at MAJCOM/HAF. A decorations statistical file is built at AFMPC which reflects an aggregation of approvals/disapprovals by category of decoration. This file does not contain any individually identifiable data. All individually identifiable data on decorations is maintained in the Master Personnel File. Such information as the type of decoration, awarding authority, special order number and date of award are identified in an individual's record. Seven occurrences for all decorations are stored; however only specific data on the last decoration of a particular type is maintained. 11. Point Credit Accounting and Reporting System (PCARS). This system is an Air National Guard/Air Force Reserve Unique supported by PDS. Its basic purpose is to maintain and account for retirement/retention points accrued as a result of participating in Drills/Training. The system stores basic personal identification data which is associated with a calendar of points, earned by participation in the Reserve program. Each year an individuals record is closed and point totals are accumulated in history, and a point earning statement is provided the individual and various records custodians. 12. Human Reliability/Personnel Reliability File: This file is maintained at Headquarters Air Force in support of Air Force Regulation 35-99. It is not part of the Master Personnel Files but a free standing file which is updated by transactions from CBPOs. The file was established to specifically identify individuals who have become permanently disqualified under the provisions of the above regulations. A record is maintained on each disqualified individual which includes basic identification data, service component, Personnel/Human reliability status and date, and reason for disqualification. 13. Variable Incentive Pay (VIP) File for medical officers: Contains about 125 character record on all Air Force physicians and is specifically used to identify whether the individual is participating in the Continuation Pay or Variable Incentive Pay programs. Update to this file is provided by the Surgeon (AFMPC), the Air Force Accounting and Finance Center and directly from changes to the Master Personnel File. Besides basic identification data an individual's record includes source of appointment, graduate medical location status, amount of VIP or Continuation Pay and the dates of authorization and the dates and reason for separation. 15. Weighted Airman Promotion System: (a) The Test Scoring and Reporting Subsystem (TSRS) provides for: identifying at the CBPO individuals eligible for testing; providing output to the Base Test Control Officer and the CBPO to control, monitor, and operate WAPS testing functions; editing and scoring WAPS test answer cards at AFMPC; providing output for maintaining historical and analytical files at AFMPC and the Human Resources Laboratory (HRL) and includes the central identification at AFMPC of individuals eligible for testing. (b) The Personnel Data Reporting Subsystem (PDRS) provides for: identifying promotion eligibles at AFMPC; verifying these eligibles and selection promotion data; merging test and weighted promotion data at AFMPC to effect promotion scoring, assigning the promotion objective and aligning selectees in promotion priority sequence; maintaining projections on promotion selectees at AFMPC, MAJCOM, and the CBPO; updating these projections monthly; creating output products to monitor the flow of data in the system; maintaining promotion historical and analytical files and reports at AFMPC. (c) Basically, identification data along with time in grade, test scores, decoration information, time in service, and airman performance report history is used to support this program. 16. Retired Personnel Data System (RPDS) is made up of four files - Retired Officer Management File and Retired Airman Management File containing records on members in retired status and the Retired Officer and Airman Loss Files containing records on former retirees who have been lost from rolls, usually through death. The RPDS is used to produce address listings for the Retired Newsletter and Policy letter, statistical reports for budgeting, to manage the Advancement Program, the Temporary Disability Retired List, Age 59 rosters for ARPC, General Officer roster, and statistical digest data for management analysis functions. Data is extracted from the master files upon retirement from Active Duty or Reserves. Data includes: name, SSN, grade data, service data, education data, retirement data and address. 17. Separated Officer File contains historical information on officers who leave the Air Force via separation, retirement, or death. Copies are sent to Human Resources Lab and Washington offices for research purposes. The data comprises the Master Personnel Record in its entirety and is captured 30 to 60 days after separation from the Air Force. 18. Airman Gain/loss File includes data extracted from the Airman Master file when accession and separation (gains and losses) occur. This file, like the Separated Officer File, is used for historical reports regarding strength changes. Data includes name, SSN, and other data that reflects strength, i.e., promotions, reassignment data, specialty codes, etc. 19. Officer and Airman Separation Subsystem is used to process, track, approve, disapprove and project separations from the Air Force and transfers between components of

the Air Force. This subsystem uses the Active, Guard, and Reserve MPFs. Data includes that specifically related to separations, e.g., Date of Separation, Separation Program Designator, waivers, etc. 20. The Retirements Subsystem is used to process and track applications for and approval/disapproval and projections of retirements. This subsystem uses the Master Files for Active Duty and Reserve officers and airmen. Data specifically related to retirements includes application data, date of separation, waiver codes, disapproval reason codes, Separation Program Designator, Title 10 USC section, etc. 21. Retired Orders Log is a computer produced retirement orders routine. Orders are automatically produced when approval, verification of service dates, and physical clearance have been entered in system. The orders log contains data found in administrative orders for retirement, including name, SSN, grade, order number, effective dates, etc. The log is used to control assignment of order number, and as a cross-reference between orders, revocations, and amendments. 22. General Officer Subsystem of PDS contains data extracted from the Master Personnel File and language qualification data and assignment history data maintained by the Assistant for General Officer matters. A record is maintained on each general officer and general officer selectee. The general officer files are updated monthly and is used to produce products used in the selection/identification of general officers for applicable assignments. 23. Officer Structure Simulation Model (OSSM) provides officer force descriptions in various formats for existing, predictive or manipulated structures. It functions as a planning tool against which policy options can be applied so as to determine the impact of such policy decisions. The OSSM input records contain individual identifiable data from the Master Personnel Record, but all output is statistical. 24. Widow's File is maintained on magnetic tape and updated by the office of primary Responsibility. When required, address labels and listings are produced by employing selected PDS utility programs. The address labels are used to forward the Retired Newsletter to widows of active duty and retired personnel. The listings are used for management control of the program. Contained in the file are the name, address, and SSN of the widow. Additionally, the deceased sponsor's name, SSN, date of death, and status at time of death are maintained. 25. Historical Files are files with a retention period of 365 days or more. They consist of copies of active master files, and are used primarily for aggregation and analysis of statistical data, although individual records may be accessed to meet ad hoc requirements. 26. Miscellaneous files, records, and processes are a number of work files, inactive files with a less-than-365-day retention period, intermediate records, and processes relating to statistical compilations, computer operation, quality control and problem diagnosis. Although they may contain individual-identifying data, they do so only as a function of system operation, and are not used in making decisions about people. 27. Civilian employment information including authorization for position, personnel data, suspense information; position control information; projected information and historical information; civilian education and training data; performance appraisal, ratings, evaluations of potential; civilian historical files covering job experience, training and transactions; civilian awards information; merit promotion plan work files; career programs files for such functional areas as procurement, logistics, civilian personnel, etc., civilian separation and retirement data for reports and to determine eligibility; adverse and disciplinary data for statistical analysis and employee assistance; stand alone files, as for complaints, enrollee programs; extract files from which to produce statistical reports in hard copy, or for immediate access display on remote computer terminals; miscellaneous files, as described in item 26, above.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 265, policies and regulations: participation of reserve officers in preparation and administration; 269, Ready reserve: placement in; transfer from; 275, Personnel records; 278, Dissemination of information; 279, Training Reports; Chapter 31, Enlistments; 564, Warrant officers: effect of second failure of promotion; 593, Commissioned officers: appointment, how made; term; 651, Members: required service; 671, Members not to be assigned outside US before completing training; 673, Ready reserve; Chapter 47, Uniform Code of Military Justice, Sections 835, Art. 35. Service of Charges; 837, Art. 37. Unlawfully influencing action of court; 885, Art. 85. Desertion; 886, Art. 86. Absence without leave; 887, Art. 87. Missing movement; 972, Enlisted members: required to make up time lost; 1005, Commissioned officers: retention until completion of required service; 1163, Reserve components: members; limitations on separation; 1164, Warrant officers; separation for age; 1166, Regular warrant officers: elimination for unfitness or unsatisfactory performance; Chapter 61, Retirement - Physical disability; Chapter 63, Retirement for Age, Section 1263 - Age 62: Warrant officers; Chapter 65, Retirement for Length of Service; 1293, Twenty years or more: warrant officers; 1305, Thirty years or more: regular warrant officers; Chapter 67, Retired pay; 1331, Computation of years of service in determining entitlement to retired pay; 1332, Age and service requirements; 1333, Computation of years of service in computing retired pay; Chapter 79, Correction of Military Records; Chapter 165, Accountability and responsibility, Section 2771, Final settlement of accounts: deceased members; 8012, Secretary of the Air Force: powers and duties; delegation by; Chapter 805, The Air Staff, Sections 8032, General duties; and Section 8033, Reserve components of Air Force; policies and regulations for government for government of: functions of National Guard Bureau with respect to Air National Guard; Chapter 831, Strength, Section 8224, Air National Guard of the United States; Chapter 833, Enlistments; 835, Appointments in the Regular Air Force, 8284, Commissioned officers: appointment, how made; 8285, Commissioned officers: original appointment; qualifications; 8296, Promotion lists: promotion-list officer defined; determination of place upon transfer or promotion; 8297, Selection boards; 8303, commissioned officers: effect of failure of promotion to captain, major, or lieutenant colonel; Chapter 837, Appointments as Reserve Officers; 8360, Commissioned officers: promotion service; 8362, Commissioned officers: selection boards; 8363, Commissioned officers: selection boards; general procedures; 8366, Commissioned officers: promotion to captain, major or lieutenant colonel; 8376, Commissioned officers: promotion when serving in temporary grade higher than reserve grade; Chapter 839, Temporary Appointments, 8442, Commissioned officers; regular and reserve components: appointment in higher grade; 8447, Appointments in commissioned grade: how made; how terminated; Chapter 841, Active Duty, 8496, Air National Guard of United States: commissioned officers; duty in National Guard Bureau; Chapter 853, Rights and benefits, Section 8691, Flying officer rating: qualifications; Chapter 857, Decorations and Awards; Chapter 859, Separation, 8786, Officer considered

for removal: voluntary retirement or honorable discharge; severance benefits; 8796, Officers considered for removal: retirement or discharge; Separation or Transfer to Retired Reserve, 8846, Deferred Officers; 8848, 28 years: reserve first lieutenants, captains, majors, and lieutenant colonels; 8851, Thirty years or five years in grade: reserve colonels and brigadier generals; 8852, Thirty-five years or five years in grade: reserve major generals; 8853, Computation of years of service; Chapter 865, Retirement for Age, 8883, Age 60; regular commissioned officers below major general; 8884, Age 60: regular major generals whose retirement has been deferred; 8885, Age 62: regular major generals; 8886, regular major generals whose retirement has been deferred; Chapter 867, Retirement for Length of Service, 8911, Twenty years or more; regular or reserve commissioned officers; 8913, Twenty years or more: deferred officers not recommended for promotion; 8914, twenty to thirty years: regular enlisted members; 8915, Twenty-five years: female majors except those designated under section 8067(a)-(d) or (g)-(i) of this title; 8916, twenty-eight years: promotion-list lieutenant colonels; 8917, Thirty years or more: regular enlisted members; 8918, Thirty years or more: regular commissioned officers; 8921, Thirty years or five years in grade: promotion-list colonels; 8922, Thirty years or five years in grade: regular brigadier generals; 8923, Thirty-five years or five years in grade: regular major generals; 8924, Forty years or more: Air Force officers; Chapter 901, Training generally, 9301, Members of Air Force: detail as students, observers and investigators at educational institutions, industrial plants, and hospitals; and 9302, Enlisted members of Air Force: schools; Chapter 903, United States Air Force Academy, 9342, Cadet: appointment; numbers, territorial distribution; 9344, Selection of persons from Canada and American Republics; 9345, Selection of Filipinos; Chapter 1, Organization, 102, General policy; and 104, units: location; organization; command; Chapter 3, Personnel, 307, Federal recognition of officers: examination, certification of eligibility; Chapter 7, Service s, supplies, etc., 709, Caretakers and clerks; Chapter 3, Basic Pay, 308, Special pay: reenlistment bonus; 313, Special pay: medical officers who execute active duty agreements; Chapter 7, Allowances, 407, Travel and transportation allowances: dislocation allowance; Chapter 10; Air Force Manual 30-3, Vol I - V, Mechanized Personnel Procedures, Air Force Manual 30-130, Base Level Military Personnel System, and Air Force Manual 300-4, Standard Data Elements and Codes.

PURPOSE(S):

The Air Force operates a centralized personnel management system in an environment that is widely dispersed geographically and encompasses a population that is diverse in terms of qualifications, experience, military status and needs. There are three major centers of Air Force personnel management: Washington, DC, where most major policy and long-range planning/programming decisions are made; the Air Force Manpower and Personnel Center at Randolph Air Force Base, TX, which performs most personnel operations-type functions for the active duty components of the force; and the Air Reserve Personnel Center at Denver Co., which performs certain operational functions for the Reserve components of the force. Offices at Major Command Headquarters, State Adjutant General, and Air Force Bases perform operational tasks pertaining to the population for which they are responsible. The structure of the Air Force and its personnel management system, the composition of the force, and the Air Force's stated objective of treating its people as individuals, i.e., giving due consideration to their desires, needs and goals, demand a dynamic data system that is capable of supporting the varying needs of the personnel managers at each echelon and operating locations. It is to this purpose that the data in the Personnel Data System is collected, maintained, and used. A. ROUTINE USES WITHIN THE AIR FORCE - INTERNAL TO THE PERSONNEL COMMUNITY: HQ USAF, WASHINGTON, DC: Deputy Chief of Staff, Personnel and his immediate staff; Director of Personnel Plans; Director of Personnel Programs; Assistant for General Officer Matters; Assistant for Colonel Assignments; Reserve Personnel Division; Air National Guard Personnel Division; and The Surgeon General, the Chief of AF Chaplains and the Staff Judge Advocate, each of which perform certain Personnel functions within their area of responsibility. Data from the central data base at the AFMPC is furnished Washington area agencies by retrieval from the computer at Randolph via remote access devices and by provision of recurring products containing required management information, including computer tape files which are used as input to unique systems with which PDS interfaces. Although most of the data is used by policy makers to develop long-term plans and programs and track progress toward established goals, some individual data is provided/retrieved to support actions taken on certain categories of persons managed by offices in the headquarters e.g. General Officers, Colonels, Air National Guard personnel, etc. AIR FORCE MANPOWER AND PERSONNEL CENTER (AFMPC), RANDOLPH AIR FORCE BASE, TX. Personnel managers at AFMPC use the data in PDS to make decisions on individual actions to be taken in areas such as personnel procurement, education and training, classification, assignment, career development, evaluation, promotion, compensation, casualty and personal affairs, separation and retirement. AIR RESERVE PERSONNEL CENTER (ARPC), DENVER, COLORADO. Personnel managers at ARPC perform many of the same functions for the Reserve components of the Air Force as the managers at AFMPC perform for the active duty force. As with the Washington area, ARPC obtains data from the central data base at AFMPC by retrieval through remote terminals and recurring output products containing information necessary to their management processes. MAJOR COMMAND HEADQUARTERS. Major command headquarters personnel operations are supported by the standard content of PDS records provided them by AFMPC. In addition, there is provided in the PDS record an 'add-on area' which the commands are authorized to use for the storage of data which will assist them in fulfilling unique personnel management requirements generated by their mission, structure, geographical location, etc. The standard functions performed fall generally under the same classifications as those in AFMPC, e.g., assignment, classification, separation, etc. Non-standard usages include provisions of unique aircrew data, production of specially-tailored name listing, control of theatre oriented training, etc. Some commands use PDS data - both standard and add-on as input to unique command systems, which are separately described in the Federal Register. CONSOLIDATED BASE PERSONNEL OFFICES (CBPO). CBPOs, which represent the base-level aspect of PDS, are the prime point of system-to-people interface. Supplied with a standard data base and system, CBPOs provide personnel management support to commanders and supervisors on a daily basis. Acting on receipt of data from higher headquarters, primarily by means of transactions processed through PDS, they notify people of selection for reassignment, promotion, approval/

disapproval of requests for separation and retirement, and similar personnel actions. When certain events occur on an individual at the local level, e.g., volunteer for overseas duty, reduction in grade, change in marital status, application for retirement, etc., the CBPO enters transactions into the vertical system to transmit the requisite information to other management levels and update the automated records resident at those levels. CBPOs too are allotted an 'add-on' area in the computer record which they use to support local management unique requirements such as local training scheduling, unique locator listing, urinalysis testing scheduling, etc. B. ROUTINE USES WITHIN THE AIR FORCE - EXTERNAL TO THE PERSONNEL COMMUNITY 1. HEADQUARTERS USAF/AFMPC INTERFACES: Automated interfaces exist between the PDS central site files and the following systems of other functions: a. The Flight Records Data System (FRDS) maintained by the Air Force Inspection and Safety Center (AFISC) at Norton Air Force Base, CA. (1) Certain personnel identification data on rated officers is transferred monthly to the FRDS. This data flow creates the basic identifying data in the FRDS, insures compatibility with the PDS, and precludes duplicative data collection and input generation by the AFISC. (2) Update of the personnel data to the FRDS generates return flow of flying hour data which is used at AFMPC for rated resource distribution management. b. The Master Military Pay Account (MMPA), is the Joint Uniform Military Pay System (JUMPS) centralized pay file maintained by the Air Force Accounting and Finance Center (AFAFC) at Denver, CO. The PDS transfers certain pay related data as changes occur to update the MMPA, e.g., promotions, accessions, separations/retirements, name, SSN, grade. These data provide criteria for the AFAFC to determine specific pay entitlements. c. The AFAFC maintains a separate pay system for Air National Guard and Air Force Reserve personnel called the Air Reserve Pay and Allowances System (ARPAS). (1) PDS outputs certain pay related data to ARPAS as changes occur, e.g., retirements/ separations, promotions, name, SSN, grade. These data form the criteria for the AFAFC to determine specific Reserve pay entitlements. (2) ARPAS outputs data which affect accumulated point credits for Air National Guard/ Reserve participation to AFMPC for update of the Point Credit Accounting and Reporting System (PCARS), a component of PDS. PCARS also receives monthly input from Hq Air University which updates point credits as a result of completing an Extension Courses Institute correspondence program. d. AFAFC provides data on Variable Incentive Pay (VIP) for Medical Officers which is used to update a special control file within PDS and produce necessary reports for management of the VIP program. e. Air Training Command operates a system called PACE (Processing and Classification of Enlistees) at Lackland Air Force Base, TX. From that system data is fed to AFMPC to initially establish the PDS record on an Air Force enlistee. f. On a monthly basis, copies of the PDS master Personnel File are provided to the Human Resources Laboratory at Brooks Air Force Base, TX, where they are used as a statistical data base for research purposes. g. On a quarterly basis, AFMPC provides the USAF School of Aerospace Medicine with data concerning name, SSN and changes in base and command of assignment of flying personnel. The data reflects significant medical problems in the flying population. h. A complete printout of PDS data pertaining to an individual is included in his Master Personnel Record when it is forwarded to National Personnel Records Center. i. PDS data is provided to the Contingency Planning Support Capability (CPSC) at six major command headquarters: Tactical Air Command, Strategic Air Command, Military Airlift Command, Air Force Communications Command, United States Air Forces, Europe, and Pacific Air Forces. A record identifiable by individual's name and SSN provides contingency and/or manning assistance temporary duty (TDY) being performed by the individual. Record is destroyed upon completion of the TDY. Statistical records (gross statistics by skill and unit) are also generated for CPSC from PDS providing force availability estimates. CPSC is described separately in the Federal Register. 2. BASE LEVEL (CBPO) INTERFACES: Certain interfaces have been established at base level to pass data from one functional system to another. The particular mode of interface depends on the needs of the receiving function and the capabilities of the system to produce the necessary data: a. The Flight Management Data System (FMDS) receives an automated flow of selected personnel data on flying personnel as changes occur. This data consists primarily of assignment data and service dates which the base flight manager uses to determine appropriate category of aviation duty which is reflected by designation of an Aviation Service Code. The FMDS outputs aviation service data as changes occur to the BLMPS. These data subsequently flow to the PDS central site files at AFMPC so it is available for resource management decisions. b. The Medical Administration Management System (MAMS), currently being developed and tested, will receive flow of selected assignment data as changes occur for personnel assigned to medical activities. MAMS will use these data to align assigned personnel with various cost accounting work centers within the medical activity and thus be able to track manpower expenditure by sub-activities. c. The Automated Vehicle Operator Record (AVOR) is being developed to support motor vehicle operator management. Approximately 115 characters of vehicle operator data will be incorporated into the BLMPS data base during FY76 for both military and civilian personnel authorized to operate government motor vehicles and selected personnel data items (basic identification data) will be authorized for access by the vehicle operator managers. d. Monthly, a magnetic tape is extracted from BLMPS containing selected assignment data on all assigned personnel. This tape is transferred to the base Accounting and Finance Office for input into the Accounting Operations System. This system uses these data to derive aggregate base manpower cost data. e. A procedure is designed into BLMPS to output selected background data in a pre-defined printed format for personnel being administered military justice. This output is initiated upon notification by the base legal office. The data is forwarded to the major command where it is input into the Automated Military Justice Analysis and Management System (AMJAMS). f. The BLIMPS output (on an event-oriented basis) pay-affecting transactions such as certain promotions, accessions, and assignments/ reassignments, to AFAFC, where the data is entered into the JUMPS. C. ROUTINE USES EXTERNAL TO THE AIR FORCE, TO THE OFFICE OF THE SECRETARY OF DEFENSE (OSD). 1. Individual information is provided to offices in OSD on a recurring basis to support top-level management requirements within the Department of Defense. Examples are the DOD Recruiter File to the Assistant Secretary for Manpower and Reserve Affairs (M&RA), a magnetic tape extract of military personnel records (RCS: DDM(SA)1221) to M&RA, input to the Reserve Component Common Personnel Data System to M&RA, and the Post Career Data File to M&RA. 2. TO OTHER DEFENSE AGENCIES. PDS supports other components of DOD by

provision of individual data in support of programs operated by those agencies. Examples are the Selected Officer List to the Defense Intelligence Agency for use in monitoring a classified training program and the Defense System Management School (DSMS) Track Record System to DSMS for use in evaluating the performance of graduates of that institution. An extract file on Air National Guard Technicians is provided the National Guard Computer Center. 3. OTHER GOVERNMENT/QUASI-GOVERNMENT AGENCIES. Information used in analyzing officer/airman retention is provided RAND Corporation. Data on prior service personnel with military service obligations is forwarded to the National Security Agency. Lists of officers selected for promotion and/or appointment in the Regular Air Force are sent to the Office of the President and/or the Congress of the United States for review and confirmation. Certain other personnel information is provided these and other government agencies upon request when such data is required in the performance of official duties. Selected personnel data is provided foreign governments, US governmental agencies, and other Uniformed Services on USAF personnel assigned or attached to them for duty. Examples: the government of Canada, Federal Aviation Administration, US Army, Navy, etc.) 4. LITIGATION. 5. MISCELLANEOUS. Lists of individuals selected for promotion or appointment, who are being reassigned, who die, or who are retiring are provided to unofficial publications such as the Air Force Times, along with other information of interest to the general Air Force public. Information from PDS support a world-wide locator system which responds to queries as to the location of individuals in the Air Force. Locator information pertinent to personnel on active duty may be furnished to a recognized welfare agency such as the American Red Cross or the Air Force Aid Society. For civilian personnel--to provide automated system support to Air Force officials at all levels from that part of the Office of Personnel Management required personnel management and records keeping system that pertains to evaluation, authorization and position control, position management, staffing skills inventory, career management, training, retirement, employee services, rights and benefits, merit promotion, demotions, reductions in force, complaints resolution, labor management relations, and the suspensions and processing of personnel actions; to provide for transmission of such records between employing activities within the Department of Defense - to provide individual records and reports to OPM; to provide information required by OPM for the transfer between federal activities; to provide reports of military reserve status to other armed services for contingency planning - to obtain statistical data on the work force to fulfill internal and external report requirements and to provide Air Force offices with information needed to plan for and evaluate manpower, budget and civilian personnel programs - to provide minority group designator codes to the Office of Personnel Management's automated data file - to provide the Office of the Assistant Secretary of Defense Manpower and Reserve Affairs with data to access the effectiveness of the program for employment of women in executive level positions - to obtain listings of employees by function or area for locator and inventory purposes by Air Force offices - to assess the effect or probable impact of personnel program changes by simulation and modeling exercises - to obtain employee duty locations and other employee data for personnel program management purposes - to obtain employee duty locations and other information releasable under OPM rules and the Freedom of Information Act to respond to request from Air Force offices, other Federal agencies and the public - to provide individual records to other components of the Department of Defense in the conduct of their official personnel management program responsibilities - to provide records to OPM for file reconciliation and maintenance purposes - and to provide information to employee unions as required by negotiated contracts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets, card files, on computer magnetic tapes, disks or computer paper printouts or microfiche.

RETRIEVABILITY:

Filed by name, or Social Security Number (SSN) The primary individual record identifier in PDS is SSN. Some files are sequenced and retrieved from by other identifiers; for instance, the assignment action record is identified by an assignment action number. Additionally, at each echelon there exists computer programs to permit extraction of data from the system by constructing an inquiry containing parameters against which to match and select records. As an example, an inquiry can be written to select all Captains who are F-15 pilots, married, stationed at Randolph AFB, who possess a master's degree in Business Administration; then display name, SSN, number of dependents and duty location. There is the added capability of selecting an individual's record or certain pre-formatted information by SSN on an immediate basis using a teletype or cathode ray tube display device. High-speed line printers located in the Washington DC area, at Major Comm and Headquarters, and at ARPC permit the transfer of volume products to and for the use of Personnel managers at those locations.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in the performance of their official duties where authorized, and properly screened and cleared for need-to-know, and by commanders of medical centers and hospitals. Records are stored in security file containers/cabinets, safes, vaults and locked cabinets or rooms. Records are protected by guards. Records are controlled by personnel screening visitor registers and computer system software.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Preceding retention statement applies to Analog output products of the Personnel Data System. Data stored digitally within system is retained only for the period required to satisfy recurring processing requirements and/or historical requirements. Files with a retention period of 364 days or less are automatically released at the end of their specified retention period. 'Permanent history' files are retained for 10 years. Files 365 or more days old are defined as 'historical files' and are not automatically released. Retention periods for categories of PDS files are as follows: If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next daily.

then the retention will be not greater than 10 days. If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next daily, which is also used for processing of weekly runs, then the retention will be not greater than 20 days. If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next weekly, then the retention will be not greater than 20 days. If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next weekly, which is also used for processing of monthly runs, then the retention will be not greater than 30 days. If cycle in which a program or series of programs creating output is weekly, and the created magnetic tape file will be used for processing of next weekly, then the retention will be not greater than 20 days. If cycle in which a program or series of programs creating output is weekly, and the created magnetic tape file will be used for processing of next weekly, which is also used for processing of monthly runs, then the retention will be not greater than 30 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, then the retention will be not greater than 30 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, which is also used for processing of quarterly runs, then the retention will be not greater than 90 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, which is also used for processing of Semi-Annual run, then the retention will be not greater than 190 days. If cycle in which a program or series of programs creating output is monthly, which is also used for processing of annual runs, then the retention will be not greater than 365 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, which is also used for processing of permanent history, then the retention will be not greater than 999 days. If cycle in which a program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, then the retention will be not greater than 90 days. If cycle in which a program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, which is also used for processing of semi-annual run, then the retention will be not greater than 190 days. If cycle in which a program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, which is also used for processing of annual runs, then the retention will be not greater than 365 days. If cycle in which a program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, which is also used for processing of permanent history, then the retention will be not greater than 999 days. If cycle in which a program or series of programs creating output is semi-annual, and the created magnetic tape file will be used for processing of next semi-annual, then the retention will be not greater than 190 days. If cycle in which a program or series of programs creating output is semi-annual, and the created magnetic tape file will be used for processing of next semi-annual, which is also used for processing of annual runs, then the retention will be not greater than 365 days. If created magnetic tape file will be used for processing of permanent history, then the retention will be not greater than 999 days. If cycle in which a program or series of programs creating output is annual, and the created magnetic tape file will be used for processing of next annual, then the retention will be not greater than 365 days. If cycle in which a program or series of programs creating output is annual, and the created magnetic tape file will be used for processing of next annual, which is also used for processing of permanent history, then the retention will be not greater than 999 days. If the program or series of programs creating output is a one time run, and the file will be used for processing as required, then the retention will be lowest possible retention commensurate to job completion. If the program or series of programs creating output is compile card image or SOLT tapes, and the created magnetic tape file will be used for processing as required run, then the retention will be not greater than 90 days maximum. If cycle in which a program or series of programs creating output is as required runs, and the created magnetic tape file will be used for processing as required, the retention will be lowest possible retention commensurate to job completion. If the program or series of programs creating output is test files, and the created magnetic tape file will be used for processing as required, then the retention will be not greater than 30 days. If the program or series of programs creating output is print/punch backup and the created magnetic tape file will be used for processing as required, then the retention will be not greater than 10 days. In addition, for civilian personnel at base level (CCPO), master personnel files for prospective employees are transferred to the active file upon appointment of the employee or in the event the employee is not appointed and will no longer be considered a candidate for appointment, are destroyed by degaussing-master personnel files for active employees are transferred to the separated employee history file where they are retained for three years subsequent to separation and then destroyed by degaussing. The notification of personnel action - Standard Form 50 - is disposed of as directed by OPM - work files and records such as the employee career brief, position survey work sheet, retention register work sheet, alphabetic and Social Security Number locator files, and personnel and position control register are destroyed after use by tearing into pieces, shredding, pulping, macerating, or burning-work sheets pertaining to qualification and retention registers are disposed of as directed by OPM - transitory files such as pending files, and recovery files are destroyed after use by degaussing-files and records retrieved through general retrieval systems are destroyed after use by tearing into pieces, shredding, pulping, macerating, or burning. Those records at AF Manpower and Personnel Center for the end of each fiscal year quarter are retained for five years before destroying by deletion - the separated employee file retains employee information at time of separation for five years after which the employee's record is destroyed by degaussing.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force. Subordinate System Managers are: A. Director of Personnel Data Systems, Assistant Deputy Chief of Staff for Personnel for Military Personnel, Air Force Manpower and Personnel Center (AFMPC), Randolph Air Force Base, TX, 78150. He is responsible for overall PDS design, maintenance and operation, and is

designated the Automated Data Processing System Manager for all Air Force personnel data system. B. The Director of Personnel Data Systems at each Major Command headquarters for systems operated at that level. C. The Chief, CBPO, at Air Force installations for systems operated at that level. D. The Civilian Personnel officer at Air Force installations for civilian systems operated at that level.

NOTIFICATION PROCEDURE:

Requests from individuals for notification as to whether the system contains a record on them should be addressed to the System Manager of the operating level with which they are concerned. Persons submitting such a request, either personally or in writing, must provide SSN, name, and military status (active, ANG/USAFR, retired, etc. ANG members not on extended active duty may submit such requests to the appropriate State Adjutant General or the Chief of the servicing ANG CBPO. USAFR personnel not on extended active duty may submit such requests to ARPC, Denver, CO, 80280 or, if unit assigned, to the Chief of the servicing CBPO or Consolidated Reserve Personnel Office. Personal visits to obtain notification may be made to the Military Records Review Room, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150, the Military Records Review Room, Air Reserve Personnel Center, Denver CO 80280; The Office of the Director, National Personnel Records Center (NPRC), 111 Winnebago St., St. Louis, MO, 63118; the office of the Director of Personnel Data Systems at the appropriate major command headquarters; or the office of the Chief of his servicing CBPO. Identification will be based on presentation of DD Form 2AF, Military Identification Card. Air Force civilian employees must provide SSN, full name, previous names if any, last date and location of Air Force civilian employment if not currently employed by the Air Force - current employees should submit such requests to their CCPO - former employees of the Air Force should submit such requests to the CCPO for the last Air Force installation at which they were employed. Authorizations for a person other than the data subject to have access to an individual's records must be based on a notarized statement signed by the data subject.

RECORD ACCESS PROCEDURES:

Assistance in gaining access to his records will be provided the individual by the appropriate subordinate System Manager at AFMPC, ARPC, NPRC, major command or CBPO/CRPO/CCPO.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions, medical institutions, automated system interfaces, police and investigating officers, the bureau of motor vehicles, a state or local government and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AF MP B

SYSTEM NAME:

030 AF MP B Drug/Alcohol Abuse Evaluation and Rehabilitation Case Files

SYSTEM LOCATION:

At servicing Air Force (AF) installation social actions office. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel and dependents, Air Force civilian employees, and Air Force Reserve personnel, who are enrolled in a drug/alcohol evaluation or rehabilitation program.

CATEGORIES OF RECORDS IN THE SYSTEM:

As a minimum, the file contains forms and commander's letters documenting entry into evaluation program, date and means of identification, categorizing type of chemical abuse and indicating whether a determination has been made as to entry into rehabilitation and, if entered, progress of individuals toward rehabilitation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

21 USC Chapter 16-Drug Abuse Prevention and Treatment, Section 1175, Confidentiality of Patient Records; 42 USC Chapter 60, Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Program, Section 4582, Confidentiality of Patient Records; Air Force Regulation 30-2, Social Actions Program, 21 June 1981.

PURPOSE(S):

To determine whether an individual is to be entered in a rehabilitation program, and to document progress of individuals in a program. Those authorized to review, handle, or have access to the file are social actions and medical personnel directly engaged in rehabilitation of a person, Veterans Administration (VA) treatment personnel in cases of members transferred directly to VA in active duty status, official members of Rehabilitation Committee (RC) Commanders in member's chain of command, and persons authorized by Public Law 92-255, section 408(b)21 USC 1175(b). The file is used to process members in the evaluation program, develop a treatment regimen, and to assist the RC in makings decisions for rehabilitation program dispositions, and to prepare recurring reports. Records in this system which reveal the identity, diagnosis, prognosis or treatment of any individual for drug or alcohol abuse may only be disclosed in accordance with 21 USC 1175 for those records relating to drug abuse and 42 USC 4582 for those relating to alcohol abuse. The blanket routine uses published by the Department of the Air Force for its systems of records do not apply in these cases. Disclosure within the Air Force is limited to those individuals who need the records in connection with programs relating to abuse treatment, rehabilitation, research, health, or assignment to duty. Disclosure is also authorized to other components of the Armed Forces and to the Veterans Administration when these provide health care to identified individuals whether present or former members.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name by other identification number or system identifier.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and

cleared for need-to-know. Records are stored in security file containers/cabinets safes and controlled by personnel screening.

RETENTION AND DISPOSAL:

Destroy one year after completion of follow on phase or other termination and after rehabilitation, or three months after determination is made not to enter the individual in rehabilitation by tearing into pieces, shredding, pulping, macerating, or burning, unless needed as background for case files supporting a separation action or other actions under directives, in which case, disposition will be the same as the file which they support.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Drug/Alcohol Abuse Control Branch, Human Resources Development Division, Directorate of Personnel Plans, HQ USAF; and Directors or Assistants for Social Actions at Major Command Headquarters; and Chiefs, Social Actions Office at Air Force installations.

NOTIFICATION PROCEDURE:

Chief, Social Actions servicing AF installation. Requests to determine existence of a file should include full name, grade, and unit of assignment. Personal visit proof of identity requires full name and possession of Department of Defense (DD) Form, 2 AF, Armed Forces Identification Card; DD Form 1173, Uniformed Services Identification and Privilege Card; or driver's license and personal recognition of drug/alcohol specialist.

RECORD ACCESS PROCEDURES:

Chief Social Actions servicing AF installation. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions, personnel records, individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AF MP C

SYSTEM NAME:

030 AF MP C Casualty Files

SYSTEM LOCATION:

Air Force Manpower and Personnel Center (AFMPC), Randolph Air Force Base, TX 78150. Bases of assignment of casualty or which provide casualty assistance to next of kin. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. At headquarters of major commands and at bases of assignment of casualty or which provide casualty assistance to next of kin.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any United States Air Force (USAF) member who is or might become a casualty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of Casualty. This pertains to all personnel on active duty, to Air Force Academy cadets, Air Force Reserve and Air National Guard personnel performing authorized inactive duty for training or traveling directly to or from such place of duty, and Air Force Reserve Officers Training Corps (AFROTC) applicants or members on annual training duty for 14 days or more or who are traveling to or from the designated place of such duty who become very seriously ill or injured (VSI), seriously ill or injured (SI), or suffer from an incapacitating illness or injury (III), or who become missing, missing in action, interned, captured or detained by a foreign power. These records pertain to certain civilian employees of the Air Force paid from appropriated funds who become missing, missing in action, interned, captured or detained by a foreign power while assigned overseas or who are on temporary duty from the Continental United States (CONUS) to overseas or who are traveling to or from the designated place of such duty under competent authority, certain unique situations on civilian employees and dependents of military personnel who become missing, missing in action, interned, captured or detained by a foreign power in mishaps while traveling aboard Military Airlift Command (MAC) or MAC-chartered flights or by other means of MAC oversea travel, and certain civilian employees in the CONUS when their missing status was the proximate result of their employment. Casualty Case File. These files pertain to all officers and airmen on active duty or extended active duty (including personnel in absent without leave, desertion, or dropped from the rolls status). The files also pertain to Air Force Academy cadets, all Air Force Reserve and Air National Guard officers and airmen performing authorized inactive duty for training or traveling directly to or from such place of duty, all AFROTC applicants or members on annual training duty for 14 days or more or traveling to or from the designated place of such duty, and certain civilian employees of the Air Force paid from appropriated funds who become casualties while assigned overseas or who are on temporary duty (TDY) from CONUS to overseas or who are traveling to or from the designated place of such duty under competent authority. They pertain to certain civilian employees and dependents of military personnel who become casualties in mishaps while traveling aboard MAC or MAC-chartered flights or by other means of MAC overseas travel and certain foreign nationals and certain employees in the CONUS when their missing status was the proximate result of their employment. A casualty is defined as any member of the armed forces or certain civilians who are lost to their organization by reason of having been declared missing, missing in action, interned in a foreign country; captured, beleagured, or besieged by a hostile force; detained in a foreign country against their will; wounded; injured; or deceased. The casualty case file is comprised of messages pertaining to the member; a copy of the Record of Emergency Data, Department of Defense Form 93 or Air Force Form 246; Air Force Manpower and Personnel Center Form 238, CONUS Death/Missing, Report of Casualty, Department of Defense Form 1300; copy of assignment of assistance responsibility letter; Servicemen's Group Life Insurance Election, Veterans Administration (VA) Form 29-8286; correspondence from the base/AFMPC to/from the next of kin (NOK); Acknowledgment and/or Transfer of Casualty Assistance Case, Air Force Form 92; Statement of Service, Department of Defense Form 13; copy of notification message; Western Union messages; AF Form 25, Facts and Circumstances Report; and other related correspondence and forms which pertain to the file. Record of Emergency Data being maintained on all Air Force personnel on extended active duty (EAD) and Air Force Academy cadets. Missing Persons Case Files. Reports submitted on United States Air Force (USAF) personnel who become missing as defined in 37 USC 551. Convenience rosters of those persons, copies of communications from and to next of kin, items received through news media, and some films.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 2771, Armed Forces - Accountability and Responsibility; 37 USC 555 and 556, Pay and Allowances of the Uniformed Services, Payments to Missing Persons; implemented by Air Force Regulation 30-25, Casualty Services.

PURPOSE(S):

Support of the Casualty Services Program. The information is used to assist the Air Force in effecting expeditious reporting, dignified and humane notifications, and efficient and thorough assistance to the next of kin of all casualties as previously defined. Primary user is the Office of the Assistant for Casualty Matters, bases of assignment and/or reporting installation and bases providing casualty assistance. Records created in the mortuary process, including the shipment of remains, details associated with the appointment of a summary court officer (SCO), and cases involving positive identification procedures. Records contain histories of all known data surrounding the missing statuses, recording dealings with next of kin, and reflecting efforts to obtain all possible information through normal and intelligence channels as well as the results of those efforts. Contain record of personnel actions taken which involve the missing persons as well as actions taken in accordance with public law. Rosters are maintained for convenience of completing many actions. Primary users are personnel in the Office of the Assistant for Casualty Matters At the Air Force Force Military Personnel Center. Decentralized segment is maintained for rapid response to queries by high-level personnel in the Washington, DC (DC) area. The Record of Emergency Data is used to show the names and addresses of service member's spouse, children, parents and other persons the member wants notified should he/she become a casualty. Serves as an official document required by law (10 USC 2771) for designating beneficiaries for death gratuity and unpaid pay and allowances. Also used to designate a person to receive an allotment of pay if the member becomes missing, captured or interned. Primary user is the Office of the Assistant for Casualty Matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders, cabinets, film canisters, and microfilm.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Casualty records at AFMPC are accessible only to authorized personnel assigned to the Office of the Assistant for Casualty Matters. Personnel are on duty 7 days per week, 24 hours a day. Access to the building after duty hours is controlled by Security Police personnel.

RETENTION AND DISPOSAL:

Records may be temporary or permanent or supplemental in nature. They are retained in active file until the member's status is changed to deceased or returned to military control or no longer considered VSI, SI or III. One year after that time, selected temporary records are destroyed and all permanent records are retired to the National Personnel Records Center. Remaining temporary records are destroyed ten years after date of death or return to military control. Records of Casualty and casualty case files are permanent records. They are retained in active file until application or receipt of all allowable benefits, then forwarded to the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132. Case files pertaining to civilians; foreign nationals; very seriously ill or seriously ill persons; and dependents of military personnel are destroyed 90 days after administrative closing of the case. Records of Emergency Data are retained until the member is relieved from active duty, then retired to a history file. Destroyed by shredding, burning, or by tearing into pieces. Mortuary records are retired to the Washington National Records Center, 4205 Suitland Road, Suitland, MD 20409.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for Military Personnel, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Air Force Manpower and Personnel Center/Office of the Assistant for Casualty Matters (AFMPC/MPCC), Randolph Air Force Base, TX 78150, or if records have been retired, the request will be forwarded to National Personnel Records Center (NPRC). Written requests should contain the full name and Social Security Account Number of the member as well as an identification as complete as possible of the desired material including, if known, its title, description, number, date and issuing authority. For personal visits, the individual must provide some acceptable identification; that is, drivers license, identification card, or give some verbal information that can be verified in the case folder.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information provided by next of kin, organization of assignment, information extracted from Master Personnel Records, documents generated within the Casualty Division, Air Force Manpower and Personnel Center, correspondence produced in providing casualty notification/ assistance/ processing.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AF MP D

SYSTEM NAME:

030 AF MP D Contingency Operations System (COMPES)

SYSTEM LOCATION:

(1) Headquarters Alaskan Air Command, Elmendorf AFB AK 99506; (2) Headquarters Air Force Communications Command, Scott AFB IL 62225; (3) Headquarters Air Force Logistics Command, Wright-Patterson AFB OH 45433; (4) Headquarters Air Force System Command, Andrews AFB DC 20334; (5) Headquarters Air Training Command, Randolph AFB TX 78150; (6) Headquarters Electronic Security Command, Kelly AFB TX 78241; (7) Headquarters Military Air Lift Command, Scott AFB IL 62225; (8) Headquarters Pacific Air Forces, Hickam AFB HI 96853 (9) Headquarters Strategic Air Command, Offutt AFB; Ne 68113; (10) Headquarters Space Command, Peterson AFB CO 80914; (11) Headquarters Tactical Air Command, Langley Air Force Base, VA 23365; (12)

Headquarters United States Air Forces Europe, Ramstein Air Base, APO New York 09012.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records are maintained on officer and enlisted personnel that are projected or departed on Temporary Duty (TDY) in support of contingency deployment or manning assistance projects.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data maintained by individual Plan Identification (PID) consisting of data elements required to properly select and deploy members: Includes Plan Identification (PID); Force Requirement Line number (FRN LN); Air Force Specialty Code (AFSC); Required In-Place Date; Number of Days; Attached CBPO; Duty Location Code (DLOC). Information is related to a specific PID that could be implemented in time of war, current on-going contingencies, or yearly exercises. When plans are implemented, the Personnel Data System (PDS) is updated and a TDY mini-record is generated and transmitted via AUTODIN. The system update is applied against the file a base level.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8032, General duties; implemeneted by Air Force Manuals 28-626, Functional User Support Manual for the Contingency Operation/Mobility Planning and Execution System (COMPES) MAJCOM Level Manpower/Personnel (MANPER) Module, Users Manual; 28-627, Contingency Operations/Mobility Planning and Execution System (COMPES) Operation Planning Module, Users Manual; 28-628, Contingency Operations/Mobility Planning and Execution System (COMPES Logistics Module -- Major Command (LOGMOD-M) Logistics Force packaging (LOGFOR) Sub-System: A200/ZG, Users Manual; and 28-629, Contingency Operations/Mobility Planning and Eceution System (COMPES) Logistics Module -- Logistics Planning (LOGPLAN) Sub-System: A200/ZR, Users Manual.

PURPOSE(S):

COMPES records provide information regarding manpower requirements necessary to deploy personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products.

RETRIEVABILITY:

Individual data records are not accessed nor displayed reflecting name or SSN by standard CPSC programs. Retrieval programs available to Major Air Command personnel managers may be used to access individual data.

SAFEGUARDS:

By persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by computer system software.

RETENTION AND DISPOSAL:

Records pertaining to a wartime plan are maintained until an updated plan is received.

Records are maintained only for the duration of the TDY period then are programmatically deleted by computer.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force. Director of Personnel Data Systems, Assistant Deputy Chief of Staff for Personnel, Military Personnel, Randolph Air Force Base, TX, and Director of Personnel Data Systems at each Major Air Command Headquarters provided in the system location identification.

NOTIFICATION PROCEDURE:

Contact Director of Personnel Data Systems at each Major Air Command Headquarters provided in the system location identification.

RECORD ACCESS PROCEDURES:

Contact Director of Personnel Data Systems at each Major Air Command Headquarters provided in the system location identification.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AF MP E

SYSTEM NAME:

030 AF MP E Drug Abuse Waiver Requests.

SYSTEM LOCATION:

Directorate of Student Resources, USAF Recruiting Service, Air Training Command, Randolph Air Force Base, Texas 78148 (ATC/RSS, Randolph AFB TX 78148); 3700 Personnel Processing Group, Lackland AFB, Texas 78236 (3700 PPG, Lackland AFB, Texas 78236); USAF Recruiting Service Detachment Headquarters; USAF Recruiting Service Offices; Deputy Chief of Staff, Education, Headquarters Air University, Maxwell AFB, Alabama 36112) (AU/ED, Maxwell AFB AL 36112); Directorate of Senior Programs, Headquarters Air Force Reserve Officer Training Corps (AFROTC), Maxwell AFB, Alabama 36112 (AFROTC/SD, Maxwell AFB, Alabama 36112); AFROTC Detachments; Directorate of Admissions and Registrar, United States Air Force Academy, USAF Academy, Colorado 80840 (USAFA/RR, USAF Academy, Colorado 80840);

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for enlistment or commissioning who have a history of pre-service drug abuse and who have requested a waiver of their disqualification.

CATEGORIES OF RECORDS IN THE SYSTEM:

A Copy of the USAF Drug Abuse Certificate and Drug Abuse Circumstances, Recommendation of Intermediate commands, and cover letter containing HQ USAF decision on waiver request are maintained

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 504, Persons not qualified.

PURPOSE(S):

This record is not released outside the Air Force. Records are maintained for future reference in the case of further inquiries relative to approval or disapproval of the request for waiver of pre-service drug abuse.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by Name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes and locked cabinets or rooms.

RETENTION AND DISPOSAL:

After action on the request, the paper record is filed in secured file cabinets, retained for no more than six months, and destroyed by tearing into pieces.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Records maintained in the system are provided by either Air Training Command, Air University, or the USAF Academy.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AF SG A

SYSTEM NAME:

030 AF SG A Aerospace Physiology Personnel Career Information System

SYSTEM LOCATION:

Air Force Medical Service Center, HQ AFMSC/SGPA, Brooks Air Force Base, Texas 78235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel serving in, and civilian and military applicants for, the USAF Aerospace Physiology Programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain a picture, information as to assignments, academic and professional accomplishments, personal letters from individuals inquiring about some aspect of a career as an AF Aerospace Physiologist/Physiological Training Officer.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and 8067(d), Designation: officers to perform certain professional functions, as implemented by Air Force Regulation (AFR) 50-27, Air Force Aerospace Physiology Program.

PURPOSE(S):

Used by Chief, Aerospace Physiology and Chief, Biomedical Sciences Corps (BSC) to make policy decisions regarding level and type of officer expertise available and required to meet present and future commitments for USAF. Used for policy analysis in determining the type of professional background required to meet standards for each program falling within the Aerospace Physiology Programs. Used by Chief, Aerospace Physiology and Chief, Biomedical Sciences Corps (BSC) to analyze the experience and professional achievements of the individual/group to insure that qualified officers are available, processed and trained and properly located to meet the requirements for specific and highly technical Aerospace Physiology projects. Used for policy decisions regarding curricula for professional training requirements for advanced degrees, manning, standards for manpower evaluation, professional degree level for required functional areas, statistical analysis of data relating to component officers in the BSC. Personnel letters from/to individuals contain answer/questions to policies and their relation to individual's AF status, where applicable.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, visible file binders/cabinets; resumes are in alphabetical order in loose ring notebook.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Force Medical Service Center, Brooks Air Force Base, Texas 78235.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Provide full name, Social Security Number, military status. Requesters may visit Office of the Surgeon General, Aerospace Medicine Division. Proof of identity is by government ID card, drivers license, personal recognition by Chief, Aerospace Physiology due to small number of officers involved.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is provided by the individual and the Air Force Manpower and Personnel Center.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AF SP A

SYSTEM NAME:

030 AF SP A Documentation for Identification and Entry Authority

SYSTEM LOCATION:

Chief of Security Police at the installation where an individual is issued identification or entry authority credentials. Information copies of certain application forms for entry into certain restricted areas are also kept at an individual's duty assignment. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who are issued identification credential for normal identity purposes or for entry into controlled or restricted areas.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation used to request identification or entry credential, information reports on the loss, theft, or destruction of these credentials, certain types of entry authority lists, and various accountability records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used by the security police for issuing ID cards and these restricted or controlled area badges which authorize entry into certain areas. Some organizations may routinely keep copies of the above documentation in order to maintain control over persons authorized entry into certain areas. Accountability documents are used to insure proper control over the various forms utilized in these functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/ binders, card files and on computer and computer output products.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/ cabinets and in locked cabinets or rooms. Records are controlled by computer system software.

RETENTION AND DISPOSAL:

Accountability records are destroyed two years after issue of the last card or the last entry on a log, etc. Statements, certificates, and related correspondence reporting the loss, theft, or destruction of identification or entry credentials are destroyed one year after reported loss. Destruction of these items is by tearing into pieces.

SYSTEM MANAGER(S) AND ADDRESS:

Office of Security Police, Kirtland Air Force Base, NM 87117. Installation Chief of Security Police.

NOTIFICATION PROCEDURE:

The appropriate installation Chief of Security Police should be contacted for information. When requesting information in writing, individual should include full name, Social Security Number, military status, home address, and the letter must be notarized. During a personal visit, individual will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. Contact the Chief of Security Police at the appropriate installation.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AFIS A

SYSTEM NAME:

030 AFIS A For Cause Discharge Program

SYSTEM LOCATION:

Directorate of Security and Communications Management, Air Force Intelligence Service (AFIS), Pentagon, Washington DC 20330; HQ Electronic Systems Command, San Antonio, TX 78423; Office of Administrative Assistant to the Secretary of the Air Force, Pentagon, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel who are briefed into sensitive compartmented information (SCI) who are being considered for separation from service or employment for either punitive or administrative (nonvoluntary) reasons.

CATEGORIES OF RECORDS IN THE SYSTEM:

Initial submission and recommendations of the Air Force Major Command (MAJCOM) or Separate Operating Agency (SOA) concerned and all supporting documents for the proposed action; AFIS Directorate of Security and Communication Management recommendations for disposition to to the Assistant Chief of Staff for Intelligence Hq, US Air Force; if applicable, decisions and correspondence from Administrative Assistant to the Secretary of the Air Force

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; DOD 5200.2-R; as implemented by Air Force Regulation 205-32, USAF Personnel Security Program, USAFINTEL 201-1 (Chapter 13), Air Force Regulation 39-10, Administrative Separation of Airmen, Air Force Regulation 36-12, Administrative Separation of Commissioned Officers and Warrant Officers of the Air Force.

PURPOSE(S):

Used by designated Air Force intelligence officials to recommend/ determine propriety of proposed action in light of individual's SCI access. Substantive information is provided to responsible individual in the Secretary of the Air Force to evaluate the effectiveness of the program, to determine consistency of decisions and decision trends, and to provide program guidance to the System Manager.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and year of the For Cause Action.

SAFEGUARDS:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers within a vault.

RETENTION AND DISPOSAL:

Records maintained in active status until final disposition of each separate file. After final disposition of the case the record is placed in inactive status and maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Security and Communications Management, Air Force Intelligence Service (AFIS/INS), Pentagon, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Unclassified portions of the file are available upon request. Request must include full name, grade (where applicable), Social Security Number, date and place of birth, organization/activity to which assigned/employed at time of proposed For Cause Separation. Visits may be made to office of System Manager. Individuals not authorized access to Pentagon working areas should contact System Manager by mail beforehand. Include all of the above information in letter.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual's Personnel records and MAJCOM/SOA Commander's proposal and recommendations with all supporting documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AFIS B

SYSTEM NAME:

010 AFIS B Air Force Attache Personnel System

SYSTEM LOCATION:

Air Force Intelligence Service, Ft Belvoir, VA 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Files are maintained on Air Force Attache personnel applicants, current and former Air Force Attache personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Career Briefs, Officer Effectiveness Reports, Airman Performance Reports, Statements of Personal History, autobiographies, family photos, Defense Language Aptitude and Proficiency Test scores, finger print card, Medical Fitness Statements, Statements of Interview by Commanders, Requests for National Agency Checks, College transcripts, Graduate Record Examination scores, assignment preference statements, special duty applications, and record review listings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Regulation 39-10, Airman Assignments, and Air Force Regulation 36-20, Officer Assignments.

PURPOSE(S):

Used by the Active Duty Military Staff Directorate involved with the selection and service of Air Force Attache personnel. The purpose of collecting the information is to evaluate the suitability of an individual for duty in the Attache system. The purpose of maintaining records on current Attaches is to provide service to them in their assignments. The purpose of maintaining material on prior Attache personnel is to assist them in their applications for subsequent Attache and for analysis and historical purposes. The records are retained within the Air Force Attache System and are not disclosed to personnel outside the system.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes, or locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until no longer needed for reference, then offered to National Archives and Records Center for permanent retention, inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director Air Force Attache Affairs (AFIS/INH), Air Force Intelligence Service, Ft Belvoir, VA 22060.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AFIS C

SYSTEM NAME:

030 AFIS C Intelligence Applicant Files.

SYSTEM LOCATION:

Headquarters, Air Force Special Activities Center, Fort Belvoir, VA 22060-5798 and subordinate units.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired military personnel, and civilian personnel and former employees who have applied for admission to or expressed interest in AFSAC programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical data and records incidental to admission to AFSAC programs such as security clearance records, educational background, data on law violations or substance abuse, photographs, performance ratings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947, as amended (61 Stat. 495); and 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to evaluate personnel for entry into or retention in AFSAC intelligence programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Record from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in file folders, on computer and computer output products, and in microform.

RETRIEVABILITY:

By name or Social Security Number.

SAFEGUARDS:

Records are accessed by the custodian of the system and by persons servicing the records who are properly cleared for need-to-know. Records are stored in locked containers in government controlled facilities.

RETENTION AND DISPOSAL:

Records are retained until the individual is no longer affiliated with the AFSAC program and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

HQ AFSAC/DA, Fort Belvoir VA 22060-5798.

NOTIFICATION PROCEDURE:

Requests from individuals should be sent to the System Manager.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager:

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation (AFR) 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from the individual and from source documents. Other sources may include former employers, personnel records, educational institutions, and federal, state and local government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 AFSC A

SYSTEM NAME:

030 AFSC A Field Management Center (FMC) Personnel Data

SYSTEM LOCATION:

Det 1, Site Activation Task Force (SATAF)(BMO), F. E. Warren AFB, WY 82005; terminals are located at Headquarters, Ballistic Missile Office (BMO), Norton AFB, CA 92409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel assigned to or visiting SATAF or weapons system deployment area facilities; HQ BMO personnel using satellite facilities; contractor personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel identification, location and status (including name, grade, organization, Air Force Specialty Code, address and phone number, security clearance, assignment, injury or illness); vehicle registration data; training records; recall lists; visitor clearance records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Management of personnel including training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Record from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in computer and computer output products.

RETRIEVABILITY:

By name or Social Security Number.

SAFEGUARDS:

Records are protected by system software.

RETENTION AND DISPOSAL:

Records are destroyed when individual leaves assigned unit which accumulated the record.

SYSTEM MANAGER(S) AND ADDRESS:

FMC System Manager, Det 1 BMO SATAF, F. E. Warren AFB, and BMO SDMW, Norton AFB, CA 92409.

NOTIFICATION PROCEDURE:

Requests from individuals should be sent to the System Manager.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager:

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation (AFR) 12-35.

RECORD SOURCE CATEGORIES:

Information is obtained from the individual and from existing records:

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 ARPC A

SYSTEM NAME:

030 ARPC A Applications for Identification (ID) Cards

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver, CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for ID cards and discharge orders.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

18 USC 499, Military, naval, or official pass; 506, Seals of departments or agencies; and 701, Official badges, identification cards, other insignia as implemented by Air Force Regulation (AFR) 30-20, Issue and Control of Identification (ID) Cards.

PURPOSE(S):

Used as a suspense file pending receipt of ID card or correspondence from reservist advising of prior disposition of identification card.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

RETENTION AND DISPOSAL:

Destroy when notified that credential has been returned to issuing activity by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, Colorado between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's SSN at time of discharge.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is extracted from master personnel record when individual is discharged from the Air Force Reserve.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 ARPC B

SYSTEM NAME:

030 ARPC B Point Credit Accounting Record System (PCARS)

SYSTEM LOCATION:

At Air Reserve Personnel Center, Denver, CO 80280. At Air National Guard and Air Force Reserve activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. At Air Force Manpower and Personnel Center, Randolph Air Force Base, Texas 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve and National Guard Personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence, orders, forms, and reports which include identifying personnel data including name, SSN, address, grade, and retirement/retention date; record of retirement points and service earned prior to and record of points earned, by type duty, for the current retirement year. Reports include automated listings, processed transactions, rejected transactions, accession transactions, point summary lists, statistical reports, individual point summary reports, and input lists for participation verification.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1331, Age and service requirements; 1332, Computation of years of service in determining entitlement to retired pay; 1333, Computation of years of service in computing retired pay; 1334, Time not creditable toward years of service; 1335, Inactive status list; 1336, Service credited for retired pay benefits not excluded for other benefits; and 1337, Limitation on active duty as implemented by Air Force Manual (AFM) 30-130, Vol I, Base Level Military Personnel System; Air Force Regulation (AFR) 35-41, Vol II, Reserve Training; AFR 35-7, Service Retirements; and AFR 35-3, Service Dates and Dates of Rank.

PURPOSE(S):

Used to maintain accurate listings of transactions processed to active reserve force member's point credit account, to reconcile strength of the Air National Guard and Air Force Reserve members between the various mechanized accounting systems, to identify new members of the Air Force Reserve and Air National Guard, to certify accuracy and completeness of transactions manually submitted to the point record as required by Air Force audit requirements, to advise member and reserve managers of the member's participation in reserve affairs, for promotion evaluation considerations, and for determination of retirement eligibility.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets, on computer tape, and paper printouts.

RETRIEVABILITY:

Filed by name and by SSN.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

RETENTION AND DISPOSAL:

Documents not required for inclusion in military personnel record system are retained in office files until superseded, obsolete, no longer needed for reference, or after 16 months, whichever is sooner, then destroyed by tearing into pieces, shredding, pulping, or macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

NOTIFICATION PROCEDURE:

Request from individual should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written request for information should contain full name of

individual, SSN, current address and the case control number shown on correspondence received from center. Records may be reviewed in records review room ARPC, Denver, CO 80280, between 8:00 a.m. and 3:00 p.m. on normal workdays. For personal visits, the individual should provide current reserve ID card and/or drivers license and give some verbal information that could verify his/her reserve assignment.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from master personnel record and authorized point credit documents obtained from automated system interfaces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 ATC A

SYSTEM NAME:

030 ATC A Drug Abuse Control Case Files

SYSTEM LOCATION:

Special Counseling Section, 3507 Airman Classification Squadron, Lackland Air Force Base, TX 78236.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty enlisted personnel and reserve personnel referred to drug abuse office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Various letters describing drug abuse information such as notification of disposition, recommendation for disposition, drug abuse determination of urinalysis cases.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; Air Force Regulation 39-12, Separation for Unsuitability, Misconduct, Resignation or Request for Discharge for the Good of the Service; and Procedures for Rehabilitation Program; and Air Force Regulation 30-2, Social Actions Program

PURPOSE(S):

Discharge authority, Special Counseling Section, and squadron commanders determine extent of prior service drug abuse and make determinations of discharge or retention in the Air Force.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, 3507 Airman Classification Squadron, Lackland Air Force Base, TX 78236.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from squadron commanders, base surgeons, classification interviewers, medical institutions and from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 ATC C

SYSTEM NAME:

030 ATC C Processing and Classification of Enlistees (PACE)

SYSTEM LOCATION:

At Air Training Command, Randolph Air Force Base, TX 78150 and input/output remotes at 3507 Airman Classification Squadron (ATC) Lackland Air Force Base, TX 78236 and USAF Recruiting Service (ATC) Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty enlisted personnel. Attached records for Air National Guard and Air Force reserve personnel attending basic military training and Officer training school. Active duty enlisted personnel attending Officer training school in TDY status.

CATEGORIES OF RECORDS IN THE SYSTEM:

Airmen trainee records containing name, Social Security Number (SSN), and other personnel data for assignment from basic military training, security investigation, job preferences, dependent data, education, test scores, grade and promotions, biographical history, physical data, drug abuse history, enlistment personal and guaranteed training enlistee program data, separation information, classification data, service dates, and basic training flight, squadron, entry and graduation dates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Force Regulation 39-1, Airman Classification Regulation.

PURPOSE(S):

To create an initial record for the base level personnel data system (BLMPS); to provide AFMPC with initial accession information on non-prior service enlistees provide for improved classification and assignment procedures using computer processes; provide necessary information to joint military pay system (JUMPS) and Lackland Entering Pay System (LEAPS) for establishment of military pay records; interface the data ring process to the maximum extent with other functional areas; and to standardize and simplify personnel processing for the 3700 personnel processing group (ATC),

Lackland Air Force Base, TX 78236, so that they may more effectively control record preparation, processing, and classification actions necessary to transition civilian enlistees to military status. Aptitude tests are administered; biographical history and job and assignment preferences are collected; and personal data is collected from enlistment records to establish a mechanized record necessary to support classification and assignment of trainees. Accession and update data is furnished through automatic interface to the advanced personnel data system (PDS) at AFMPC and Air Training Command, Randolph Air Force Base, TX; to JUMPS at AFAFC, Denver, CO. and to LEAPS at accounting and finance, Lackland Air Force Base, TX. History records are furnished monthly to the human resources laboratory (HRLPRD), personnel research division, Brooks Air Force Base, TX, for statistical analysis and to USAF Recruiting Service/RSS, Randolph Air Force Base, TX, for use in the enlistee quality control monitoring system. Data is used to prepare forms, processing schedules, reassignment and promotion orders, classification actions, transaction and error rosters, autodin lists, and management products necessary to administer trainees while at Lackland Air Force Base, TX. Standard BLMPS products such as JUMPS transaction registers, strength balance reports, and suspense lists are prepared. Changes in basic data, promotions, reassignments, separations, and duty status changes are reported to PDS, JUMPS, and LEAPS as the action occurs. History records used at HRLPRD and the enlistee quality control monitoring system are augmented by additional data from PDS and technical training centers and are used to evaluate the quality of Airmen enlisted in the USAF and the effects of changes in procurement and classification policies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket rotuine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files and on computer magnetic media.

RETRIEVABILITY:

Filed by name. Filed by SSN. Filed by other identification number or system identifier.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software.

RETENTION AND DISPOSAL:

Records for basic trainees are retained in active file until departure from basic military training is confirmed then transferred to history file on magnetic tape for one year. Records for Officer trainees are maintained in the active file until end of fiscal year in which they enter training and then transferred to history file on magnetic tape for one year.

SYSTEM MANAGER(S) AND ADDRESS:

USAF Recruiting Service (ATC), Randolph Air Force Base, TX 78150 and 3507 Airman Classification Squadron (ATC), Lackland Air Force Base, TX 78236.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces. Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Prepared from forms prepared during enlistment processing and completed during interviews and testing at 3507 Airman Classification Squadron, Lackland Air Force Base, TX 78236.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 MPC A

SYSTEM NAME:

030 MPC A Deceased Service Member's Dependent File

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Widow/Widowers or other next of kin.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Address, Social Security Number (SSN) of Widow/Widower: Name, Grade, SSN, Date of Death/Date of Retirement of Sponsor

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8032, General duties; and Air Force Regulation 30-25.

PURPOSE(S):

Used only to identify Air Force Widow/Widowers for purpose of mailing copies of the bimonthly United States Air Force News for Retired Personnel, The Afterburner. Verification for issuance of ID cards or obtaining benefits.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Tape and card.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Widow/Widowers request, ID card application, casualty notices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 MPC B

SYSTEM NAME:

030 MPC B Indebtedness, Nonsupport, Paternity

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired personnel who are the subject of complaints of indebtedness, nonsupport or paternity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondance files containing name, grade, Social Security Nunber (SSN), duty station, address, and financial status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; Air Force Regulation 35-18, Financial Responsibility.

PURPOSE(S):

Wives, former wives, commercial institutions, welfare agencies, and members of Congress based on allegations of indebtedness or nonsupport.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel Randolph Air Force Base, TX 78150

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals, private concerns, and government agencies with interests pursuant to subject records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 SAC A

SYSTEM NAME:

030 SAC A Automated Command and Control Executive Support System.

SYSTEM LOCATION:

Headquarters Strategic Air Command (SAC), Executive Systems Program Management Office (ADUC), Offutt Air Force Base, NE 68113.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel of all services, civilian employees, and contractor personnel assigned to SAC after 1 September 1984.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data extracted from the Personnel Data System (F030 AF MP A) plus 100 characters of locally generated information. Record includes name, grade, SSN, unit of assignment, security clearance, supervisor's name, duty title, office telephone, home address and telephone number, dependents, education and training, specialty or job qualification, performance/effectiveness reports, awards/decorations, promotions, duty assignment history and similar information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used by HQ SAC for locating and administering assigned personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Record from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored on computer and computer output products, and on microfiche.

RETRIEVABILITY:

By Social Security Number or name.

SAFEGUARDS:

Records are accessed by the custodian of the system and by persons servicing the records who are properly cleared for need-to-know. Records are protected by computer software and the system is operated in a secure area.

RETENTION AND DISPOSAL:

Computer record is retained until individual is no longer assigned to or attached to SAC. Records will be destroyed not later than 2 years after last entry.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Executive Systems Program Management Office (HQ SAC/ADUC), Offutt AFB NE 68113.

NOTIFICATION PROCEDURE:

Requests from individuals should be sent to the System Manager. Full name, military or civilian status, grade and SSN are needed to determine if the system contains a record. Visitors must provide identification such as a military ID card, driving license, or some information contained in the record.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager:

CONTESTING RECORD PROCEDURES:

Contesting records procedure: The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation (AFR) 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from the Air Force Personnel Data System, personnel records or the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 SG A

SYSTEM NAME:

030 SG A Bioenvironmental Engineer Personnel Career Information System

SYSTEM LOCATION:

Air Force Medical Service Center, Brooks AFB, TX 78235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Air Force Active Duty Officers with Air Force Specialty Code (AFSC) 9116, 9125, or 9121.

CATEGORIES OF RECORDS IN THE SYSTEM:

File includes information on where the individual is assigned, academic background, assignment preferences, past assignments, correspondence between the individual and the Associate Chief of the Biomedical Sciences Corps (BSC) for Bioenvironmental Engineering, and professional accomplishments of the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and 8067(i), Designation: officers to perform certain professional functions.

PURPOSE(S):

To assist the Associate Chief of the BSC for Bioenvironmental Engineering in establishing policy or educational requirements in this career field; to foster career retention through more personal contact with officers in this specialty; to assist the Air Force Manpower and Personnel Center in assigning bioenvironmental engineers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and in card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by authorized personnel who are properly screened and cleared for need-to-know. Records are protected by guards and controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files for six months after the individual terminates active military service, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Medical Service Center, Brooks AFB, TX 78235.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 SG B

SYSTEM NAME:

030 SG B Aerospace Medicine Personnel Career Information System

SYSTEM LOCATION:

The Aerospace Medical Consultants Division, HQ AFMSC/SGPA, Brooks AFB, TX 78235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All AF Medical Officers (MC), active duty, separated or retired, who possess or are in training leading to award of Air Force Specialty Code (AFSC) 9356, Aerospace Medicine Physician.

CATEGORIES OF RECORDS IN THE SYSTEM:

Date of Board certification, dates of aeronautical ratings, professional society membership record of training, military assignments, marital status, list of papers authored, assignment preferences, desired career progression, photograph, letter of notification of certification by the American Board of Preventive Medicine, as well as personal letters from officers regarding promotion/assignments/career progression and copies of replies to these letters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and 8067(f) Designation: officers to perform certain professional functions.

PURPOSE(S):

Assist the Chief, Aerospace Medical Consultants Division in establishing policy on educational requirements in 9356 career field; to foster career retention through more personal contact with officers in this specialty; to assist the AF Military Personnel System in assigning Aerospace Medicine Physicians.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system, and by authorized personnel who are properly screened and cleared for need-to-know. Records are controlled by visitor registers.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then

destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Flight Medicine, HQ AFMSC/SGPA, Brooks AFB, TX 78235.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Required information is full name/rank; visits may be made to Chief, Flight Medicine, Office of the Surgeon General, Aerospace Medical Consultants Division; proof of identity is by military ID card for active/retired and personal recognition due to small number of officers involved.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals provide most of the information for the system. The remainder is obtained from financial, educational or medical institutions, and from source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F030 TAC A

SYSTEM NAME:

030 TAC A Base Automated Mobility System (BAMS) Personnel Extract Tape

SYSTEM LOCATION:

Headquarters, Tactical Air Command, Langley Air Force Base, VA 23665.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty personnel assigned to Tactical Air Command.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel data extracted on officers and airmen.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8074, Commands: territorial organization, TACRs 400-581 and 171-581.

PURPOSE(S):

The personnel extract tape is used as an input to produce BAMS output products to manage available personnel resources for mobility and deployment purposes at the CBPO.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer magnetic tapes.

RETRIEVABILITY:

Filed by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Tactical Air Command, Langley Air Force Base, VA 23665.

NOTIFICATION PROCEDURE:

Individuals can obtain assistance from the wing/base mobility office where organized.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F034 ATC A

SYSTEM NAME:

034 ATC A Kindergarten Student File

SYSTEM LOCATION:

3380th Air Base Group/SSFK, Keesler Air Force Base, MS 39534.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Children enrolled in kindergarten and their parents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Registration forms, enrollment contract, parent authorizations for testing/filed trips/forwarding of school records, child/family background questionnaire, test results, and student progress reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used by kindergarten personnel to understand and determine special needs of children, to locate parents in case of emergency, to make progress reports to parents, to establish contractual obligations between kindergarten and parents, and to set up car pool listings.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders.

RETRIEVABILITY:

Filed by student name.

SAFEGUARDS:

Records are accessed by the kindergarten principal and kindergarten counselor; maintained in locked desks or rooms.

RETENTION AND DISPOSAL:

Retained in office files for one year after child leaves program or until parent requests transfer of records to another school, whichever comes first. In the event the records are not transferred to another school, they are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Kindergarten Principal, 3380 ABGp/SSFK, Keesler Air Force Base, MS 39534.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. The full name of the student will be required to determine if the system contains a record about him or her. The requester

may visit the kindergarten to obtain information on whether the system contains records pertaining to an individual. As proof of identity the requester must present either a current military identification card or driver's license.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from parents; test results; student evaluations by kindergarten personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP A

SYSTEM NAME:

035 AF MP A Effectiveness/ Performance Reporting Systems

SYSTEM LOCATION:

Headquarters, United States Air Force, Washington DC 20330; Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150; headquarters of the major commands and separate operating agencies; consolidated base personnel offices; each State Adjutant General Office; Reserve and Air National Guard units, and the Human Resources Laboratory, Brooks Air Force Base, TX. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63118.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military Personnel Only. Officer: applies to active duty/Air National Guard/Air Force Reserve Personnel serving in grades Warrant Officer (W-1) through Colonel (0-6). Airmen: applies to active duty personnel in grades Airman Basic (E-1) through Chief Master Sergeant (E-9), and to Air Force Reserve personnel in grades Staff Sergeant (E-5) through Chief Master Sergeant (E-9).

CATEGORIES OF RECORDS IN THE SYSTEM:

Officer Effectiveness Report; Education/Training Report; Lieutenant Colonel Promotion Recommendation Report; Colonel Promotion Recommendation Report; Airman Performance Report; Technical Sergeant (TSGT), Staff Sergeant (SSGT), and Sergeant (SGT) Performance Report; Chief Master Sergeant (CMSGT), Senior Master Sergeant (SMSGT), and Master Sergeant (MSGT) Performance Report; Description of Data Contained Therein: Name; Social Security Number (SSN); Active and Permanent Grades; Specialty Data; Organization location and Personnel Accounting Symbol (PAS); Period of Report; Number of days of supervision; Performance Evaluation Scales; Assessment of Potential; Comments Regarding Ratings;

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; Air Force Regulation 36-10, Officer Evaluations, and Air Force Regulation 39-62, Volume I, NonCommissioned Officer and Airman Performance Reports.

PURPOSE(S):

Uses Include: Documentation of effectiveness/duty performance history; Promotion selection; school selection; assignment selection; reduction-in-force; control roster; reenlistment; separation; research and statistical analyses; other appropriate personnel actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name or SSN.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Copies of performance reports are retained until separation or retirement. At separation or retirement, data subject is presented with field and command record copies of his or her reports. The Headquarters Air Force (HAF) copy is a permanent record that is forwarded to the National Personnel Records Center, Saint Louis, MO. In the event the member has a Reserve commitment, the HAF copy is sent to the Air Reserve Personnel Center (ARPC), York Street, Denver, CO. However, the following exceptions apply: Officers Field Record: Remove and give to individual when promoted to Colonel, when separated or retired. Destroy when voided by action of the Officer Personnel Records Review Board. When voided by action of the Air Force (AF) Board for Correction of Military Records, forward all copies of report to Headquarters United States Air Force (HQ USAF) when directed. Command Record: The command custodian will destroy the reports when voided by action of Officer Personnel Records Review Board. When voided by action of the AF Board for Correction of Military Records, forward all copies of report to HQ USAF when directed. HAF Record: Remove reports voided by action of the Officer Personnel Records Review Board from the selection folder and file in the board recorder's office until destroyed by tearing into pieces, shredding, pulping, macerating or burning. Remove reports voided by action of the AF Board for Correction of Military Records from selection folder and submit to Board's Secretariat with duplicate and triplicate copies, for custody and disposition. Lt Colonel and Colonel Promotion Recommendation Reports are temporary documents maintained only at HQ Air Force level and are destroyed after their purpose has been served. Active duty airmen: Grades E-3 through E-6: On separation or retirement, Airman Performance Reports (APRs) are forwarded to the National Personnel Records Center, Saint Louis, MO unless data subject holds a reserve obligation, in which case they are forwarded to ARPC. Grades E-7 through E-9: On separation or retirement, original copies, those retained in Senior NCO selection folders and those in field record closing before 1 January 1967, are forwarded to the National Personnel Records Center or to ARPC if data subject holds a reserve obligation. Duplicate copies closing 1 January 1967 or later (field record) are returned to the member at separation or retirement. Non-EAD USAFR airmen: Air Force Reserve Forces Non-commissioned Officers Performance Report; upon separation, retirement or assignment to a non-participating reserve status, they are forwarded to ARPC for file in the master personnel record and disposed of as a part of that record.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force, Washington DC 20330, and Chief of Air Force Reserve, Headquarters United States Air Force, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The basis of the ratings is observed on-the-job or education/training performance progression of the individual. Further, evaluation reports may have as an additional source of information: Letters of Evaluation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (k) (7), as applicable. For additional information, contact the System Manager.

F035 AF MP B

SYSTEM NAME:

035 AF MP B Geographically Separated Unit Copy Officer Effectiveness/Airman Performance Report

SYSTEM LOCATION:

Headquarters of major subordinate commands and numbered Air Forces.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers (Lt Colonel and below) and Airmen.

CATEGORIES OF RECORDS IN THE SYSTEM:

Officer Effectiveness Report; Education/Training Report; Airman Performance Report; Technical Sergeant (TSgt), Staff Sergeant (SSgt), and Sergeant (Sgt) Performance Report; and Chief Master Sergeant (CMSgt), Senior Master Sergeant (SMSgt), and Master Sergeant (MSgt) Performance Report.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; implemented by AFr 36-10, Officer Evaluations, and Air Force Regulation 39-62, Active Duty Noncommissioned Officer and Airman Performance Reports.

PURPOSE(S):

Used as a record of individual's past job performance.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

At Headquarters of Major Subordinate Commands and numbered Air Force official mailing addresses are in the Department of Defense Directory in the appendix to the Air Force systems notices.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Officer and airman evaluation report data.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP C

SYSTEM NAME:

035 AF MP C Military Personnel Records System

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Air Reserve Personnel Center, Denver, CO 80280. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. Headquarters of the major commands and separate operating agencies. At consolidated base personnel offices and other installation units. At State Adjutant General Office of each respective State, District of Columbia or Commonwealth of Puerto Rico. At Air Force Reserve and Air National Guard units. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's Systems Notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Officer Correspondence and Miscellaneous Document Group (C&M) at Air Force Military Personnel Center (AFMPC); Headquarters United States Air Force (HQ USAF) Selection Record Group (SR) at HQ USAF Assistant for General Officer Matters; Retired Air Force general officers. Master Personnel Record Group (MPeRGp) at AFMPC; active duty colonels at HQ USAF, Assistant for Senior Officer Management, C&M at AFMPC Air Force active duty officer personnel. MPeRGp at AFMPC Officer Command Selection Record Group (OCSR) at the respective major command or separate operating agency. Field Record Group (FRGp) at the respective Air Force base of assignment/servicing Consolidated Base Personnel Office (CBPO); Air Force active duty enlisted personnel. MPeRGp at AFMPC, FRGp at respective servicing CBPO, Senior Noncommissioned Officer (NCO) Selection Folder at the respective servicing CBPO; personnel in Temporary Disability Retired List (TDRL) status, Missing in Action (MIA), Prisoner of War (POW), Dropped From Rolls (DFR), MPeRGp at AFMPC; Reserve officers MPeRGp at Air Reserve Personnel Center (ARPC), OCSR at the respective

Air Force (AF) major command (MAJCOM) when applicable, FRGp at the respective unit of assignment or servicing CBPO or Consolidated Reserve Personnel Office (CRPO); Reserve airmen MPeRGp at ARPC, FRGp at the respective unit of assignment or servicing CBPO/CRPO; Air National Guard (ANGUS) officers MPeRGp at ARPC, OCSR at the respective State Adjutant General Office, FRGp at the respective unit of assignment, ANGUS airmen MPerGp at the respective State Adjutant General Office FRGp at the respective unit of assignment; Retired Air Force military personnel; Discharged personnel MPerGp at National Personnel Records Center (NPRC); Air Force Academy cadets MPerGp at unit of assignment CBPO. System contains substantiating documentation such as forms, certificates, administrative orders and correspondence pertaining to appointment as a commissioned officer, warrant officer, Regular AF, AF Reserve or ANGUS; enlistment/reenlistment/extension of enlistment; assignment Permanent Change of Station (PCS)/Temporary Duty (TDY); promotion/demotion; identification card requests; casualty; duty status changes - Absent Without Leave (AWOL)/MIA/POW/Missing/Deserter; military test administration/results; service dates; separation; discharge; retirement; security; training, Precision Measurement Equipment (PME), On-The-Job Training (OJT), Technical, General Military Training (GMT), commissioning, driver; academic education; performance/effectiveness reports; records corrections - formal/informal; medical or dental treatment/examination; flying/rated status administration; extended active duty; emergency data; line of duty determinations; human/personnel reliability; career counseling; records transmittal; AF reserve administration; Air National Guard administration; board proceedings; personnel history statements; Veterans Administration compensations; disciplinary actions; record extracts; locator information; personal clothing/equipment items; passport; classification; grade data; Career Reserve applications/cancellations; traffic safety; Unit Military Training; travel voucher for TDY to Republic of Vietnam; dependent data; professional achievements; Geneva Convention cards; drug abuse; Federal Insurance; travel and duty restrictions; Conscientious Objector status; decorations and awards; badges; Favorable Communications (colonels only); Inter-Service transfers; pay and allowances; combat duty; leave; photographs; Personnel Data System products.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; implemented by Air Force Regulation 35-55, Military Personnel Records System.

PURPOSE(S):

Military Personnel Records are used at all levels of Air Force personnel management within the agency for actions/processes related to procurement, education and training, classification, assignment, career development, evaluation, promotion, compensation, sustentation, separation and retirement.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Compensation claims submitted to Veterans Administration Regional Offices; dependents and survivors requesting issuance or determination of eligibility for identification card privileges; Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) eligibility and benefits requests - copies are provided to CHAMPUS, Denver, CO; Immigration and Naturalization - copies are provided to respective local Immigration Office; Unemployment Compensation Requests - verification of service related information provided to State Unemployment Compensation (UCX) Office; Vietnam State Bonus - information provided to respective local State offices; Civil Service requests for verification of military service for benefits; leave or Reduction in Force (RIF) purposes - Worldwide locator inquiries; Dual compensation cases involving former officers - provided to establish Civil Service employee tenure and leave accrual rate; Social Security Retirement Credit Verification - verification of service data provided to substantiate applicant's credit for Social Security compensation; Soldiers and Sailors Civil Relief Act requests - verification of service - Information as to current military addresss and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces, information as to last known residential or home address may be provided to the military banking facility upon certification by a banking facility official that the facility has a returned or dishonered check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual the United States Government will be liable for the losses the facility may incur. Information is provided to the US Department of Agriculture for investigative and audit procedures Separation information provided to the Veteran's Administration and Selective Service Agencies. American National Red Cross - information to local Red Cross offices for emergency assistance to military members, dependents, relatives or other persons if conditions are compelling. Department of Labor, Bureau of Employees' compensation - medical information for claims of civilian employees formerly in military services; Employment and Training Administration - verification of service-related information for unemployment compensation claims; Labor Management Services Administration for investigations of possible violations of labor laws and pre-employment investigations; National Research Council - for medical research purposes; U.S. Soldiers' and Airman's Home - service information to determine eligibility.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, placed in metal file containers or on open shelves. Microfiche placed in rotary power files; computer disk resident data file consists of Social Security Number (SSN) and disk location of the associated image record which includes document data describing document type, date, location, and number of pages in each document.

RETRIEVABILITY:

Information in the system is retrieved by last name, first name, middle initial and Social Security Number (SSN). Records stored at National Personnel Records Center Center are retrieved by registry number, last name, first name, middle initial and SSN.

SAFEGUARDS:

The prescribing directive for the Military Personnel Records System requires those records to be stored (after duty hours) in a locked building, room or filing cabinets. Access is specifically

imited to those personnel designated by the Consolidated Base Personnel Office (CBPO) Chief and those provisions for ccess and release of information ontained in Air Force Regulation 12-35 nd 31-4.

ETENTION AND DISPOSAL:

Users who are granted access to the icrofiche files are screened by omputer software. Those documents esignated as Temporary in the rescribing directive remain in the ecords until their obsolescence uperseded, member terminates status, retires) when they are removed and rovided to the individual data subject. hose documents designated as ermanent remain in the military ersonnel records system permanently nd are retired with the master ersonnel record group.

YSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff ersonnel for Military Personnel, andolph Air Force Base, TX 78150.

OTIFICATION PROCEDURE:

The individual data subject may be otified that a record exists on him by ubmitting a request to or appearing in erson at the responsible official's office r the respective repository for records r personnel in particular category uring normal duty hours any day xcept Saturday, Sunday or national nd local holidays. The Saturday and unday exception does not apply to eserve and National Guard units uring periods of training. Response to ritten requests will be provided not ater than ten days following receipt of equest. The System Manager has the ght to waive these requirements for ersonnel located in areas designated as ostile Fire Pay areas.

ECORD ACCESS PROCEDURES:

The same written notification or ersonal visit procedures which apply to otification also apply to access.

ONTESTING RECORD PROCEDURES:

The Air Force's rules for access to ecords and for contesting and ppealing initial determinations by the dividual concerned may be obtained rom the System Manager.

ECORD SOURCE CATEGORIES:

Sources of information contained in he system include data subject's pplications, requests, personal history tatements, supervisors' evaluations, orrespondence generated within the gency in the conduct of official usiness, medical treatment records, ducational institutions, civil uthorities, other service departments, and interface with the Personnel Data System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP D

SYSTEM NAME:

035 AF MP D Officer Effectiveness Report/Airman Performance Report Appeal Case Files

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. At consolidated base, reserve personnel offices (CBPOs/CRPOs). Headquarters of the major commands and separate operating agencies. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and former officers and airmen of the regular Air Force, the Air Force Reserve and the Air National Guard who appeal for correction of records.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copy of individual application, supporting documents, indorsements by the consolidated base, reserve personnel offices and the major command or separate operating agency when applicable, and correspondence reflecting the board's decision on the case, and other official records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; implemented by Air Force Regulation 31-11, Correction of Officer and Airman Evaluation Reports.

PURPOSE(S):

To answer individual inquiries concerning a particular appeal and, at the Air Force Manpower and Personnel Center (AFMPC) level, as a basis for consideration in preparation of Air Staff advisory opinions on OER/APR appeals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

At Air Force Manpower and Personnel Center (AFMPC) case files are maintained for three calendar years from date of last action as indicated in the file, then destroyed. At consolidated base, reserve personnel offices (CBPOs/CRPOs) and major commands and separate operating agencies, files are maintained for two calendar years from date of last action as indicated in the file, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager or to the consolidated base personnel office (CBPO), consolidated reserve personnel office (CRPO) and, when applicable, to the major command or separate operating agency which processed the appeal.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager or any holder of a copy of the individual appeal.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager or the consolidated base personnel office (CBPO), consolidated reserve personnel office (CRPO), as appropriate.

RECORD SOURCE CATEGORIES:

Member's application, indorsements by CBPO/CRPO, official records and documents from other sources.

indorsements, when applicable, from the major command or separate operating agency, and correspondence reflecting the appeal board's decision. Also, when applicable, Air Staff advisory opinions furnished the Board for Correction of Military Records (BCMR) under the provisions of Air Force Regulation 31-3.'

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP E

SYSTEM NAME:

035 AF MP E United States Air Force (USAF) Airman Retraining Program

SYSTEM LOCATION:

Headquarters United States Air Force, Air Force Manpower and Personnel Center (AFMPC), major command headquarters, and consolidated base personnel offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty enlisted personnel who apply for or are in retraining programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Request for Retraining/Lateral Training 7301: This mechanized report contains a broad spectrum of retraining data to track retraining movement between specialties; it also identifies individuals and Major Commands (MAJCOMs) involved; this data can provide detailed identification of retrainees, type of training, type of specialties and other desired data on retraining movement.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 901, Training Generally; implemented by Air Force Regulation 39-4, Airman Retraining Program.

PURPOSE(S):

Used by military personnel officials at base, major command, and Headquarters AFMPC to evaluate decisions on retraining applications.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are accessed by commanders of medical centers and hospitals.

RETENTION AND DISPOSAL:

Retained until training programs are completed or individual leave the Air Force.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Individuals may contact agency officials at the applicable records location in order to exercise their rights under the Act.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Individuals may contact agency officials at the applicable records location in order to exercise their rights under the Act.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual's application and official personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP F

SYSTEM NAME:

035 AF MP F Request for Selective Reenlistment Bonus (SRB) and/or Advance Payment of SRB

SYSTEM LOCATION:

Consolidated base personnel offices at Air Force installations. Official mailing addresses are in the appendix the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY TH SYSTEM:

Enlisted members who are receiving Selective Reenlistment Bonus payment and/or request advance payment of on or more remaining installments.

CATEGORIES OF RECORDS IN THE SYSTEM:

Requests for Selective Reenlistment Bonus (SRB) and/or Advance Payment of SRB.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 USC 308, Special pay: reenlistmen bonus; implemented by Air Force Regulation 35-16, Volume I, USAF Reenlistment, Retention, and NCO Status Program .

PURPOSE(S):

Used by immediate commander, major command headquarters Retention/Reenlistment office, United States Air Force Deputy Chief of Staff/ Personnel, Reenlistments Branch, Randolph Air Force Base, TX 78150 to manage advance payment of Selective Reenlistment Bonus monies due in subsequent fiscal years.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Individual may contact agency officials at the respective servicing Consolidated Base Personnel Office to exercise his rights under the Act.

RECORD ACCESS PROCEDURES:

Individual may contact agency officials at the respective servicing Consolidated Base Personnel Office to exercise his rights under the Act.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Member's application.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP G

SYSTEM NAME:

035 AF MP G Selective Reenlistment Consideration

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150 and consolidated base personnel offices at Air Force installations. Official mailing addresses are in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Initial enlistees within 15 months of original expiration term of service; second term career Airmen within 13 months of ETS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation of selective reenlistment consideration process.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 833, Enlistments.

PURPOSE(S):

Used by member's immediate supervisor, member's immediate commander, unit career advisor, base career advisor to determine member's reenlistment eligibility.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Filed temporarily in member's Unit Personnel Records prior to reenlistment; permanently filed in Master Personnel Records at time of reenlistment, separation, discharge or retirement.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, Texas 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager or agency officials at the servicing Consolidated Base Personnel Office (CBPO).

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager or at the servicing CBPO.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Entries are made by the supervisor and commander, and acknowledged by the member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP H

SYSTEM NAME:

035 AF MP H Air Force Enlistment/ Commissioning Records System

SYSTEM LOCATION:

At recruiting offices and Military Entrance Processing Stations (MEPS), Liaison Noncommissioned Officer (NCO) offices in all states.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for enlistment or commissioning programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's application, personal interview record (PIR) and supporting documents containing name, Social Security Number, finger prints, historical background, education, medical history, physical status, employment, religious preferences (optional), marital and dependency status, linguistic abilities, aptitude test results, parental consent for minors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 31, Enlistments; implemented by Air Force Regulation 33-3, Enlistment in the United States Air Force.

PURPOSE(S):

Information is collected by recruiters to determine enlistment/commissioning eligibility, and process qualified applicants. Personnel managers use as hard copy documentation of data entered in Personnel Data Systems (PDS). Personnel managers also use certain documents to determine classification and assignment actions after enlistment. All documents are source documents in determining benefits/ entitlements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Files of applicants not enlisted are retained in the local recruiting office and destroyed after two years. Records of enlistees that are not forwarded to Master and Unit Personnel Records files are destroyed after two years, by tearing into pieces, burning, shreding, macerating or pulping.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Individuals may contact agency officials at respective recruiting office locations.

RECORD ACCESS PROCEDURES:

Same procedure as notification above.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual provides through written application or personal interview.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP I

SYSTEM NAME:

035 AF MP I Incoming Clearance Record

SYSTEM LOCATION:

Consolidated base personnel offices at Air Force installations. Official mailing addresses are in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Record is established for each active duty Air Force member projected for arrival at a new duty location.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record contains computer print-out, orders, documents received by the processing unit prior to members arrival.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; implemented by Air Force Regulation 35-17, Preparation of Personnel Selected for Relocation - Base Level Procedures.

PURPOSE(S):

To provide a central location for retaining documents received prior to a members physical arrival at joining installation of assignment.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Record system is retained until arrival of the member, in-processing has been completed, all documents/components are accounted for. The record is then destroyed by tearing into small bits, pulping, shredding, burning, or macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager or directly to agency official at each duty location.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager from agency official at each respective location.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Special Orders and information extracted from Personnel Data System (automated record system).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP J

SYSTEM NAME:

035 AF MP J Absentee and Deserter Information Files

SYSTEM LOCATION:

Absentee and deserter documents are maintained in the Unit Personnel Record Group at consolidated base personnel offices. Deserter information files are maintained at major commands of the parent unit of assignement. Official mailing addresses for consolidated base personnel offices and major commands are in the Department of Defense directory in the appendix to the Air Force's systems notices. Case files are maintained at the Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Permanently retained documents are located at the National Personnel Records Center, Military Personnel Branch, 9700 Page Bolulevard, St. Louis, MO 63132 and the Air Reserve Personnel Center, Denver, CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active duty and inactive duty Air Force personnel who are or have been reported absent without leave or who have been administratively classified as a deserter.

CATEGORIES OF RECORDS IN THE SYSTEM:

Duty status change forms; Absentee Wanted by the Armed Forces forms; copy of unit commander's initial and follow-on Report of Inquiry. Includes information concerning circumstances surrounding the unauthorized absence and attempts to locate the individual; copy of notification letter to next of kin stating that member is considered in an administrative status of an unauthorized absentee or deserter; Federal Bureau of Investigation (FBI) and Office of Special Investigations (OSI) reports or extracts therefrom are included in some case files; correspondence administratively classifying the individual as a deserter, if appropriate; Report of Return of Absentee Wanted by the Armed Forces forms.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 47, Uniform Code of Military Justice, Sections 885, Desertion, 886, Absence without leave and 887, Missing movement; implemented by Air Force Regulation 35-73, Desertion and Unauthorized Absence.

PURPOSE(S):

Provides documentation and reference source for the administration of individuals administratively classified as deserters. Used as basis for preparing statistical reports required by DOD, managers of unauthorized absentee programs, e.g., Major Commanders.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Changes in individual's status are reported to military, federal and civil law enforcement agencies to facilitate apprehension.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Records are accessed by the custodian of the record system, and by persons responsible for servicing the records system in the performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in file cabinets in buildings that are either locked or have controlled access entry requirements.

RETENTION AND DISPOSAL:

Documents originated at base level are maintained in the Military Personnel Records System. Major command files are maintained as temporary general correspondence files and destroyed by shredding one year after the calendar year in which the member returned to military control. Case files maintained at the Air Force Manpower and Personnel Center (AFMPC/MPCAKP) are destroyed six months after the member is returned to military control; however, If additional accountable disclosures are made during that six month period the files are transferred to the Military Personnel Records System and retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff Manpower and Personnel for Military Personnel, Randolph Air Base, TX 78150.

NOTIFICATION PROCEDURE:

During the period of unauthorized absence, no procedures exist for notifying individuals that a Deserter file is maintained on them unless address provided by requester. Subsequent to the member's return to military control individuals can contact the System Manager or visit the locations identified above. Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Contact the System Manager or visit the locations identified above.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Unit Commanders, Consolidated Base Personnel Office representatives, military and civilian law enforcement officials, and anyone who may report information concerning an absentee wanted by the Armed Forces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP K

SYSTEM NAME:

035 AF MP K Relocation Preparation Project Folders

SYSTEM LOCATION:

At Consolidated Base Personnel Offices (CBPOs) only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Maintained on all active duty Air Force personnel selected for relocation as the result of retirement, separation, release from extended active duty, Permanent Change of Station (PCS), or Temporary Duty (TDY).

CATEGORIES OF RECORDS IN THE SYSTEM:

Relocation records may consist of checklist, orders and amendments, letters from agencies outside the CBPO regarding the member's relocation, record of emergency data, Records Transmittal/Request, servicemen's request for compensation from the Veterans Administration, PCS or TDY Levy Notification Letter/Brief, duplicates of correspondence directing/ authorizing the relocation, Assignment Instruction Worksheet, Basic Assignment Eligibility Checklist, Assignment Preference Statement, Medical/Dental Clearance for Assignment to short-tour area, Medical and Educational Clearance for Dependent Oversea Travel, Oversea Tour Election Statement, Cancellation/ Diversion of Assignment or change of reporting month and components of the Field Records Group for consolidation and forwarding to new location.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and 8032, General duties; implemented by Air Force Regulation 35-17, Preparation of Personnel Selected for Relocation - Base Level Procedures.

PURPOSE(S):

Each type of relocation of Air Force personnel requires specific actions described either on a checklist or by sending a form letter to the applicable base activity having a responsibility for insuring accomplishment of the action.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name within departure month.

SAFEGUARDS:

Records are accessed by authorized personnel in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets/or rooms.

RETENTION AND DISPOSAL:

Records are maintained for a period of six months after departure of the member, then removed and destroyed by tearing into small bits, macerating, burning, shredding, or pulping.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager or directly to agency officials at each respective location.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. And individuals may deal directly with agency officials at each respective location.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Computer print-outs, information obtained from the unit personnel records, from the unit commander, the supervisor and from the member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP L

SYSTEM NAME:

035 AF MP L Unfavorable Information Files (UIFs)

SYSTEM LOCATION:

Complete UIF files are maintained at Consolidated Base Personnel Offices (CBPOs) only. However, UIF summary sheets, a part of the UIF, are also maintained at: individual's unit of assignment (commander's copy), geographically separated units not colocated with a servicing CBPO, and for officers only at the major command of assignment; and for colonels or colonel selectees only an additional copy is maintained at Headquarters, United States Air Force Manpower and Personnel Center (HQ AFMPC/MPCOC), Randolph Air Force Base, TX 78150. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel who are the subject of UIFs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Derogatory correspondence determined as mandatory for file or as appropriate for file by an individual's commander. Examples include: Written admonitions or reprimands; drug abuse correspondence, court-martial orders, letters of indebtedness, control roster correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Regulation 35-32, Unfavorable Information Files, Control Rosters, Administrative Reprimands and Admonitions.

PURPOSE(S):

Reviewed by commanders and personnel officials to assure appropriate assignment, promotion and reenlistment considerations are made prior to effecting such actions. UIFs also provide information necessary to support administrative separation when further rehabilitation efforts would not be considered effective.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

UIFs are maintained for one year from the date of the most recent correspondence except when the file contains Article 15, Court-Martial or certain civil court conviction, correspondence in which case the retention period is for two years from the date of that correspondence, unless a year retention period for non-related Article 15/court-martial correspondence would post-date the two year retention period for the Article 15/court-martial correspondence, in which case all correspondence would be maintained a year from the most recent non-related Article 15/court-martial correspondence. Files are automatically destroyed upon separation, or retirement and on an individual basis when the individual's commander so determines. Destroy by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Personnel for whom optional UIFs exist are routinely notified of the existence of a file. In all cases personnel have had opportunity or are authorized to rebut the correspondence in the file.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager or agency officials at the servicing Consolidated Base Personnel Office.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Supervisory reports or censures and documented records of poor performance or conduct.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP M

SYSTEM NAME:

035 AF MP M Officer Promotion and Appointment

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150 and headquarters of the major commands and separate operating agencies. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Officers selected/nonselected for active duty promotion or appointment; officers projected as eligible for promotion or appointment consideration.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system of records is comprised of the following categories of information or subsystems: (1) Officer Selection Brief File. This file contains information extracted from the mechanized USAF Master Personnel File to include basic personnel, flying, and education data for each officer to be considered by a selection board for promotion or Regular Air Force appointment. The preselection brief is provided to each eligible officer in advance of presentation to the selection board. An updated selection

brief is produced about 30 days prior to board convening for actual board use. Copies of selection briefs are retained on microfilm. Additionally, a record copy of documentation accepted for manual posting of updates/corrections to the officer selection brief processed for board consideration is retained. (2) Officer Promotions and Appointments Administrative Files. At the Air Force Manpower and Personnel Center (AFMPC), this file includes copies of staff advisories provided to Secretary of the Air Force Board for Correction of Military Records containing promotion and appointment related information in response to specific points in an application. At AFMPC, this file includes background information and proposed responses to Congressional and high-level inquiries in the officer promotions and appointments area. This file further includes, at all levels, information and background relative to any propriety of promotion or appointment action (not qualified recommendation, removal action, delaying action, etc.) processed. This file further includes listings of officers eligible for promotion or appointment consideration. (3) Regular Officer History Card File. This file contains a history card on each active duty Regular Air Force Officer and contains Name, Social Security Number (SSN) Promotion List Service Date (10 USC 8287), Adjusted Promotion List Service Date (PLSD) (10 USC 8303 or any other provision if applicable), Source of Commission, Date of Regular Air Force Acceptance, Date of Birth, Promotion Category (Line, Medical Corps, etc.) (10 USC 8296), Base Retirement Date (10 USC 8927), permanent grade history, temporary grade history to include dates of rank, effective dates and special orders announcing the promotion, Total Active Federal Commissioned Service Date, date officer was placed on or recalled from the Temporary Disability Retired List (if applicable), Regular Air Force Lineal Position Number, Presidential Nomination Date, Total Active Federal Service as of date of Presidential nomination, any commissioned service held prior to Regular Air Force appointment (if applicable), former service numbers if member of other than the Air Force, Public Law under which officer was appointed in the Air Force, Remarks (Secretary of the Air Force Board for the Correction of Military Records correction to records, any adjustments to officer's record and reasons therefor). (4) Air Force Confirmed Nomination Lists. This file includes all Senate confirmed nomination lists for officer appointments and promotions through the grade of colonel. This file contains the only existing official signed document reflecting Senate confirmation. (5) Regular Air Force Officer Promotion List. The Regular Officer Promotion List (Lineal List) is a historical computer-generated product maintained at AFMPC displaying the names of all Regular Air Force officers in lineal order (descending) by promotion category by permanent grade. (6) Active Duty Promotion Sequence File. This file includes a listing and work cards for any officer selected for active duty promotion, sequenced by seniority in grade (rank). (7) Reserve Promotion Administrative File. This file contains historical machine listings and names of officers meeting eligibility criteria for Reserve (permanent) promotion by promotion category, listings of names indicating overdue directed Officer Effectiveness Reports (OERs) and first-time deferred officers and digest files as applicable, board recorders roster, board proceedings listed by name and SSN, selected/not selected and published list of those selected/not selected for permanent (Reserve) promotion. (8) Regular Air Force Appointment Management File. This file includes individual locator cards reflecting a Regular officer selectee's progress from selection by a board of officers to either acceptance or declination; Regular Air Force declination statements; Regular Appointment Board work rosters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapters 35 and 837, Appointments as Reserve Officers. Chapter 835, Appointments in the Regular Air Force, Chapter 839, Temporary Appointments, 37 USC Chapter 3, Basic Pay and Allowances of the Uniformed Services. 10 USC Chapter 79, Correction of Military Records, Section 628, Public Law 96-513, the Defense Officer Personnel Management Act, 12 December 1980; as implemented by Air Force Regulation 36-89, Promotion of Active Duty List Officers.

PURPOSE(S):

The Air Force operates basically a central selection process for an active duty promotion, of officers to grades 03 - 06 and all Regular Air Force appointments. As part of the active duty promotion program, major commanders are tasked to conduct below-the-promotion zone screening boards to nominate a given number of officers from their command for central consideration. Selection briefs are retained as a historical record of data presented to an officer selection board and, as such are used to validate completeness, accuracy, or omission of data reviewed by boards. Administrative files are used for research, precedence, and reference purposes. Promotion/appointment propriety files are used to monitor completeness, legality, and processing timeliness of the actions. Generally, this records system contains necessary information necessary to manage a diverse promotion and appointment program in a centralized environment. Board results to include names of selectees and statistical analysis of those results are made a matter of public record after appropriate approval of board proceedings. Results of the board are updated to the individual subject record in the Personnel Data System (PDS) after public release of the board proceedings. Benchmark records are five records of officers from the lowest score category selected by each board and five records of officers from the highest score category not selected by each board captured on microfilm. For boards held prior to 20 October 1975, the benchmark records will consist of only the record of five officers from the lowest score category selected by the board. Benchmark records are used as directed by the Assistant Secretary to the DCS/Personnel for Special Review Board considerations and for Special Selection Boards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. The names and Social Security Number (SSN) of officers selected by central selection board for an active duty promotion, to grades above captain, and Regular Air Force Appointment as well as officers to receive appointments in the Air Force requiring confirmation of such appointments by the Senate of the United States, are provided to the Office of the President of the United States for nomination and to the United States Senate for confirmation. This information will be published in the Congressional Record.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets, card files, on computer paper printouts and microfiche.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms. Records are protected by guards and records are controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

All data contained on the Officer Selection and Presclection Briefs and various selection board computer products is directly extracted from the Headquarters Air Force Master Personnel File. Selection brief documentation backup files in the form of official correspondence, letters, or messages, properly authenticated by an appropriate personnel official, is generated, normally at the officer's request from the servicing Consolidated Base Personnel Office (CBPO). Information is obtained from HQ USAF and major command officer selection folders from Special Orders, oath of office signed by data subject, memorandums from the Secretary of the Air Force Board for Correction of Military Records, selection board reports. Data is obtained from appointment applications from data subject and from the Master Record Group of the applicable Service Department as concerns data subject.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP N

SYSTEM NAME:

035 AF MP N Individual Weight Management File

SYSTEM LOCATION:

At Air Force (AF) unit of assignment or attachment; servicing medical facility. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel and Air Force Reserve Personnel who are enrolled in the Weight Management Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains: individual weight management record; letters informing individual of overweight status, changes in weight status, scheduling medical evaluation, and documenting medical progress.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Regulation 35-11, Air Force Physical Fitness and Weight Control Program.

PURPOSE(S):

File purpose is to document a person's progress in Weight Management program. Those authorized access to the file are the individual, Unit Commander, Unit Monitor, medical personnel, Major Command (MAJCOM) Monitor, CBPO and legal personnel on a need to know basis in performing offical duties. The file keeps individual informed of weight loss in attaining maximum allowable weight, provides history of weight loss and counseling, provides an input for medical determinations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name by Social Security Number (SSN) and grade.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

RETENTION AND DISPOSAL:

When a person achieves the prescribed weight standard, file is retained for one year and destroyed by unit; or destroyed upon retirement or separation by unit, whichever earlier.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Commander, Unit of Assignment or attachment. Inquiries on existence of a file should include full name, grade, SSN, and should go to Unit of Assignment or attachment. Personal visit proof of identity requires possession of Armed Forces Identification Card.

RECORD ACCESS PROCEDURES:

Commander Unit of Assignment or attachment. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP O

SYSTEM NAME:

035 AF MP O Unit Assigned Personnel Information

SYSTEM LOCATION:

Headquarters United States Air Force and major command headquarters. Headquarters of major commands and at all levels down to and including Air Force installations and Air Force units.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel, and Air Force Reserve and Air National Guard personnel. Air Force civilian employees may be included when records are created which are identical to those on military members.

CATEGORIES OF RECORDS IN THE SYSTEM:

File copies of separation actions, newcomers briefing letters, line of duty determinations, assignment actions, retirement actions, in and out processing checklists, promotion orders, credit union authorization, disciplinary actions, favorable/unfavorable communications, record of counselings, appointment notification letters, duty status changes, applications for off duty employment, applications and allocations for school training, professional military and civilian education data, private weapons storage records, locator information including names of dependents, home address, phone number, training and experience data, special recognition nominations, other personnel documents, and records of training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Manual 30-3, Mechanized Personnel Procedures, and Air Force Manual 30-130, Base Level Military Personnel System.

PURPOSE(S):

Provides information to unit commanders/supervisors for required actions related to personnel administration and counseling, promotion, training, separation, retirement, reenlistment, medical examination, testing, assignment, sponsor program, duty rosters, and off duty activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/binders, and card files.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation; most records are transient in nature and are maintained only as long as required to fulfill their management purpose or until superseded, then given to the individual or destroyed by shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Inquiries from individuals should be addressed to the respective unit commander or supervisor who maintains the records in order to exercise their rights under the Act.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the respective unit commander or supervisor who maintains the records in order to exercise their rights under the Act. Mailing addresses are contained in the Department of Defense Directory in the appendix to the Air Force's Systems Notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Managers.

RECORD SOURCE CATEGORIES:

Information obtained from the individual concerned, financial institutions, educational institution employees, medical institutions, police and investigating officers, bureau of motor vehicles, witnesses, reports prepared on behalf of the agency, standard Air Force forms, personnel management actions, extracts from the Personnel Data System (PDS) and records of personal actions submitted to or originated within the organization.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AF MP P

SYSTEM NAME:

035 AF MP P General Officer Personnel Data Systems

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330; Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired Active Duty General Officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Promotion board data; 'Career Brief' data/cards; Forms 11; photographs, biographies; retirement letters; dependent data; education data; promotion orders; assignment orders; demotion data; frocking letters; case studies; language data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC, Chapter 805, The Air Staff.

PURPOSE(S):

Individual queries; precedent actions; statistical analyses of historical nature; assignment nominations/worksheets; Congressional inquiries and responses; memorandums for record affecting actions taken on General Officers; career profiles; vacancy lists; array of General Officers by temporary/permanent grade and mandatory retirement data; seniority lists; retirement lists.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets/card files.

RETRIEVABILITY:

Most records are retrieved by last name and/or grade. Case studies, statistical analyses, promotion board results, Congressional inquiries and responses are retrieved by topic by year of action.

SAFEGUARDS:

Access to these records is given only to the Chief of Staff, Deputy Chief of Staff (DCS)/Manpower and Personnel, Assistant for General Officer Matters,

Chief of Air Force Reserve, Chief National Guard Bureau, and Rand Corporation, and the assigned officers/noncommissioned officers (NCOs) and civilian and clerical help, totaling approximately 20 people. Assistant for General Officer Matters (MPG), Manpower and Personnel Center/Records Maintenance Branch (MPC/DPMDRR) is the only office in the Air Force where this data could be maintained. Security procedures employed by MPG are equivalent to the security required for Confidential and Secret data.

RETENTION AND DISPOSAL:

Retired 4-star General Officer records are maintained indefinitely; Retired 1, 2 and 3-star General Officer records are retained for 3 years, reviewed to determine if there are any materials of historical value which warrant indefinite retention--if not, they are destroyed by tearing into pieces, shredding, pulping or macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. An individual's full name, Social Security Number (SSN), and active duty grade will be needed to process written requests. An individual may visit the Pentagon, Room 4E212, The Office of the Assistant for General Officer Matters, to obtain the information. A requester must present Military Identification (ID) card when appearing in person and requesting information. When requesting personal information in writing, the requester must have request notarized.

RECORD ACCESS PROCEDURES:

An individual may obtain access to records by either writing Headquarters United States Air Force/Assistant for General Officer Matters (HQ USAF/MPG), The Pentagon, or by appearing in person and requesting the information. Most records will be released upon request; however, any record, the release of which is questionable in the view of the Assistant for General Officer Matters, will be cleared for release by the HQ USAF/DCS Manpower and Personnel before it is finally released to the individual. See Exemption.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Personnel Data Base; Member; Inspector General (IG) Investigations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a(k)(7). For additional information, contact the System Manager.

F035 AFA A

SYSTEM NAME:

035 AFA A Cadet Personnel Management System

SYSTEM LOCATION:

United States Air Force Academy, Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The Air Force Academy Cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Cadet Personnel Record (CPR) consisting of temporary and permanent forms and documents including the CPR-1 which contains Oath of allegiance, Cadet Acceptance Record, Statement of Consent, Separation Referral, Appointment Orders, Disciplinary/Punishment Order, Commandant's Disciplinary Boards, Disenrollment correspondence for reentry cadets, Declaration of Religious Denomination, Record of Emergency Data, Statement of Personal History, Certificates of Completion/Training, Serviceman's Life Insurance Election, Citation/Orders for Decorations/Awards, Language Proficiency Test, Statement of Travel, Ethnic/Race Identification, Disclosure of Cadet/Cadet Candidate Information, Cadet Outgoing Clearance, Separation Referral Checklist, Data for Parachutist Rating, Certificate of Release or Discharge, Application for ID Card, Line of Duty Determination, Individual Jump Records, USAF Drug Abuse Certificate, Squadron Change Orders, Active Duty Service Commitment Acknowledgement Letter, Faculty Board Elimination from Flying Status, Title 10 USC Letter, World Service Life Insurance Election, Small Arms Marksmanship Training, and the CPR-2 which contains the Cadet Performance Report, Basic Cadet Evaluation Report, Memorandum for Record, Cadet Conduct Summary, Cadet Interview/Evaluation, Form for Remarks, Cadet Personal Information, AOC Evaluation of Cadet, Cadet Rating Form, Academic Probation Notification, Summer Training Evaluation, Cadet Personal Data Summary Sheet, Individual Military Rating Summary, Conduct/Aptitude Probation Letters, Commandant's Disciplinary Boards (copies), Academy Board/Class Committee Actions (copies), Minutes of Eligibility Committee Actions, miscellaneous letters and reports, Military Review Committee/Athletic Review Committee Action, Accounting of Disclosures, Upperclass Performance Summary, Professional Military Training Summary, Liaison Officer Candidate Evaluation. (2) Evidence and statements gathered by the Honor Committee which have been used to determine if accused cadets were guilty of violating the Honor Code and includes a summary of the Honor Board proceedings. (3) Summer training completion records of programs attended, current summer assignments and training program preferences. (4) Board case files consisting of proceedings, inquiries, and investigations. (5) Counseling Record. (6) Motor Vehicle information, such as, amount of loan, monthly payments, current financial data, insurance coverage, and record of accidents/citations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 9331, Establishment; Superintendent; faculty; and 9349 Cadets: organization; service; instruction.

PURPOSE(S):

(1) Used to evaluate and document cadet activity at the USAF Academy. (2) Case files are used by Cadet Honor representatives to investigate possible violations of the Honor Code and as evidence at cadet Honor Hearings. The case summaries are used for statistical record keeping and training in each squadron of Honor Committee activities. (3) Used to maintain a record of summer training accomplishments and assign cadets to summer training program to insure each cadet meets this graduation requirement. (4) Case files are used in board (disenrollment) actions initiated against cadets. Reviewed by the Office of the Secretary of the Air Force in making final decisions on disenrollment action and by USAF Academy Superintendent in making a decision to refer to Board of officers. Copy is maintained in the Staff Judge Advocate's office for information purposes. (5) Counseling record is used in Career Counseling and the Cadet Counseling Center by counselors to maintain records of confidential transactions during counseling sessions. (6) Used to record pertinent information

about a cadet's motor vehicle and a summary of past driving record. Provides Air Officer Commanding with immediate information concerning a cadet's motor vehicle for counseling and determining the cadet's financial ability to incur and repay a debt.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in paper files, on computer and computer output products, cards and microform.

RETRIEVABILITY:

Filed by name, social security number.

SAFEGUARDS:

Records are stored in locked cabinets, rooms, safes and on computer data storage devices protected by computer system software. Records are accessed by custodians or persons who are responsible for servicing the record system in performance of official duties.

RETENTION AND DISPOSAL:

(1) Permanent records are transferrred to the Master Cadet Personnel Record which is retained permanently at the USAF Academy or placed in the officer record. Any personal documents are returned to the individual. Temporary records are destroyed 90 days after graduation or disenrollment. (2) Investigation files are destroyed after 1 year on first class cadets and after 6 months on second, third and fourth class cadets. Case files of Honor Hearings are destroyed after 5 years on guilty cases and after 1 year on not guilty and discretion cases. (3) Summer training records are destroyed after 6 years on graduated cadets and after 4 years on disenrolled cadets. (4) Case files on disenrolled cadets are transferred to the Master Cadet Personnel Record which is retained permanently at the USAF Academy. Case files on retained cadets are destroyed 3 months after cadet graduates. Copy maintained in the Staff Judge Advocate's office is destroyed when no longer needed. (5) Counseling record is destroyed one year after graduation. (6) Motor vehicle information is destroyed when superseded, no longer needed, or upon graduation, whichever is sooner.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of Cadets, Deputy Chief of Staff/Personnel, and Dean of Faculty, USAF Academy, Colorado Springs CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Commandant of Cadets, Deputy Chief of Staff/Personnel, and Dean of Faculty, USAF Academy Colorado Springs CO 80840.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the Commandant of Cadets, Deputy Chief of Staff/Personnel, and Dean of Faculty, USAF Academy, CO 80840.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager and are in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from the individual, counselors, educational institutions, Air Officers Commanding, cadets, automated system interfaces, source documents (such as reports), and from instructors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a(k)(7). See exemption rule in Air Force Regulation 12-35.

F035 AFA B

SYSTEM NAME:

035 AFA B Master Cadet Personnel Record (Active/Historical)

SYSTEM LOCATION:

United States Air Force Academy, USAF Academy Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and former Air Force Academy cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Active: Letter of acceptance and appointment, high school record, admissions test scores, candidate fitness test score, evidence of participation in high school extracurricular activities and medical qualification status, personnel data records, letter of recommendation and evaluation, and other personnel data to include address, telephone number, Social Security Number, population or ethnic group selections, height, weight, citizenship, statements of reasons for attending the Academy and preparatory school and college records, if applicable. Invitation to travel letter, transfer/validation credit information, Academy Board action, computer generated products containing academic grade information, parental addresses by state roster and verification of independent studies, computer listings of minority students by population or ethnic group, listings of foreign cadets, special order assigning cadets to the Cadet Wing; Cadet Wing, squadron and class alpha rosters, and matriculation rosters. (2) Historical: Selected special orders (appointment, assignment, awards, separation, etc.), letters and records of resignation/separation actions, details of Honor violation (if applicable), selected letters to or from parents, Permanent Record Card, decisions of committees, boards, and investigations (if applicable), high school and college transcripts, College Entrance Examination Board test scores, personnel data records and biographical data, computer generated products reflecting academic grade information, graduation data, majors awarded, types of degrees conferred, and documents pertaining to awards, academic and military honors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 9331, Establishment; superintendent: faculty.

PURPOSE(S):

(1) Active: These records are used to record applications and appointments to the Academy and to record the academic, athletic and military training histories of cadets who attend the Academy. They provide a means of checking the performance of each cadet, recording all grades for completed courses, computing grade point averages, identifying deficiencies, and insuring all requirements for graduation are met. Grade information is released to cadets and to Academy instructors, counselors and advisors in assisting cadets in selecting majors, determining academic requirements for specific majors, and scheduling courses. Computer listings are also used by faculty and staff members to readily identify cadets by squadron, class, and population or ethnic group. Class Committees and the Academy Board use these records to evaluate cadet performance and to determine eligibility for continuance at the Academy. (2) Historical: These records form a complete history of each cadet who attended the Academy. They record academic, atheletic, and military

performance of each cadet. Files are reviwed by organizations within the Department of Defense in determining qualifications for assignments, by Air Force Reserve Officer Training Corps (AFROTC), recruiting and medical services units in judging qualifications and eligibility for training programs and for military service, by the Air Force Manpower and Personnel Center (AFMPC) to confirm or recreate a military service record.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files are reviewed by investigative agencies, such as the Federal Bureau of Investigation (FBI), Office of Special Investigations (OSI), and Defense Investigative Service (DIS) in conducting background investigations for security clearances and by the Veterans Administration (VA) in determining eligibility for benefits. Academic and personnel information is released to nominating officials and to the Western Athletic Association (WAC) officials on cadets participating in WAC-sponsored intercollegiate athletics. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, on computer and computer output products and on microfilm.

RETRIEVABILITY:

By name and Social Security Number.

SAFEGUARDS:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties, who are properly screened and cleared for need-to-know. Records are stored in locked file containers, cabinets, vaults or rooms, and in computerized data storage devices controlled by computer system software.

RETENTION AND DISPOSAL:

Temporary documents are destroyed 90 days after disenrollment or graduation. Permanent documents are microfilmed one year after graduation. The microfilm is retained permanently by the Registrar. The paper copy of the Permanent Record Card is retained at the USAF Academy. Washington, DC 20409. Paper copy of all other permanent record is destroyed after 6 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Information Systems (RRD) USAF Academy, Colorado Springs Co 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information is obtained from interviews with the individual and from forms the individual fills out during the admissions process. Information is also obtained from other educational institutions; grades and tests, and examinations taken at the Academy, from his school and college transcripts, and from actions taken by the Academy Board.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(7). For additional information, contact the System Manager.

F035 AFA C

SYSTEM NAME:

035 AFA C Prospective Instructor Files

SYSTEM LOCATION:

United States Air Force Academy, USAF Academy Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel applying for instructor duty at the Air Force Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copy of Application for Instructor Duty, college transcripts, past Officer Effectiveness Reports, Officer Uniform Assignment Brief which contains information such as prior assignment information, aeronautical rating information, general personnel data including security clearance, date of birth, marital status, promotion dates; correspondence between individual and department, evaluations on individual's suitability and record of personal interview.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 9331, Establishment; Superintendent; faculty.

PURPOSE(S):

Used by Dean of Faculty, Commandant of Cadets, Commander of Preparatory School and Director of Atheletics to determine qualification, availability and location of potential instructors.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine use published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms, and controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, or no longer needed for reference.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Personnel, and Dean of Faculty, USAF Academy, Colorado Springs CO 80840

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from the individual, previous employers.

educational institutions and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFAA A

SYSTEM NAME:

035 AFAA A Air Force Audit Agency Office File

SYSTEM LOCATION:

Command Section, AFAA/AG, Norton AFB CA 92409; Directorate of Operations, AFAA/DO, Norton AFB CA 92409; Directorate of Forces and Support, AFAA/FS, Norton AFB CA 92409; Directorate of Field Activities, AFAA/FD, Norton AFB CA 92409; Directorate of Acquisitions and Logistics, AFAA/QL, Wright-Patterson AFB OH 45433; Directorate of Resource Management, AFAA/RM, Norton AFB CA 92409; Assistant Auditor General, AFAA/AF (Pentagon), Washington DC 20330; Central Audit Region, AFAA/FDC, Offutt AFB NE 68113; Southern Audit Region, AFAA/FDS, Langley AFB VA 23665; European Audit Region, AFAA/FDU, APO NY 09012; Pacific Audit Region, Hickam AFB HI 96853; Western Audit Region, AFAA/FDW, McClellan AFB, CA 95652; Acquisition Audit Region/QLQ, Andrews, AFB DC 20331; AFAA Area Audit Office, Barksdale AFB LA 71110; AFAA Area Audit Office, Bergstrom AFB TX 78743; AFAA Area Audit Office, Cannon AFB NM 88101; AFAA Area Audit Office, Carswell AFB TX 76127; AFAA Area Audit Office, P.O. Box 547, Dyess AFB TX 79607; AFAA Area Audit Office, Ellsworth AFB SD 57706; AFAA Area Audit Office, Grand Forks AFB ND 58205; AFAA Area Audit Office, Holloman AFB NM 88330; AFAA Area Audit Office, Little Rock AFB Jacksonville AR 72076; AFAA Area Audit Office, Minot AFB ND 58701; AFAA Area Audit Office, Offutt AFB NE 68113; AFAA Area Audit Office, McConnell AFB KS; AFAA Area Audit Office, Sheppard AFB TX 76311; AFAA Area Audit Office, Bldg 1522, Stop 166, Andrews AFB DC 20331; AFAA Area Audit Office, Chanute AFB IL 61868; AFAA Area Audit Office, Charleston AFB SC 29404; AFAA Area Audit Office, Dover AFB DE 19901; AFAA Area Audit Office, Griffiss AFB NY 13441; AFAA Area Audit Office, Grissom AFB IN 46971; AFAA Area Audit Office, Homestead AFB FL 33039; AFAA Area Audit Office, Bldg 4330, Keesler AFB MS 39534; AFAA Area Audit Office, K I Sawyer AFB MI 49843; AFAA Area Audit Office, Langley AFB VA 23665; AFAA Area Audit Office/LA, MacDill AFB FL 33608; AFAA Area Audit Office, McGuire AFB NJ 08641; AFAA Area Audit Office, Pease AFB NH 03801; AFAA Area Audit Office, Plattsburgh AFB NY 12903; AFAA Area Audit Office, Scott AFB IL 62225; AFAA Area Audit Office, Seymour Johnson AFB NC 27531; AFAA Area Audit Office, Shaw AFB SC 29152; AFAA Area Audit Office, Tyndall AFB FL 32403; AFAA Area Audit Office, APO San Francisco 96334; AFAA Area Audit Office, Beale AFB CA 95903; AFAA Area Audit Office, Castle AFB CA 95342; AFAA Area Audit Office, APO San Francisco 96274; AFAA Area Audit Office, Davis-Monthan AFB AZ 85707; AFAA Area Audit Office, P.O. Box 878, Elmendorf AFB AK 99506; AFAA Area Audit Office, P.O. Box 1313, Fairchild AFB WA 99011; AFAA Area Audit Office/LA, George AFB CA 92392; AFAA Area Audit Office, Hickam AFB HI 96853; AFAA Area Audit Office, APO San Francisco 96239; AFAA Area Audit Office, APO San Francisco 96264; AFAA Area Audit Office, Luke AFB AZ 85309; AFAA Area Audit Office, Bldg 510, Mather AFB CA 95655; AFAA Area Audit Office, McChord AFB WA 98438; AFAA Area Audit Office, Mountain Home ID 83648; AFAA Area Audit Office, Nellis AFB NV 89191; AFAA Area Audit Office, APO San Francisco 96570; AFAA Area Audit Office/34AG, Norton AFB, CA 92409; AFAA Area Audit Office, Travis AFB CA 94535; AFAA Area Audit Office, Peterson AFB CO 80914; AFAA Area Audit Office, Vandenberg AFB CA 93437; AFAA Area Audit Office, APO San Francisco 96328; AFAA Area Audit Office, APO New York 09238; AFAA Area Audit Office, APO New York 09755; AFAA Area Audit Office, APO New York 09283; AFAA Area Audit Office, APO New York 09132; AFAA Area Audit Office, APO New York 09109; AFAA Area Audit Office, APO New York 09179; AFAA Area Audit Office, APO New York 09012; AFAA Area Audit Office, APO New York 09057; AFAA Area Audit Office, APO New York 09194; AFAA Area Audit Office, Stop 226, Edwards AFB CA 93523; AFAA Area Audit Office, P.O. Box 1625, Eglin AFB FL 32542; AFAA Area Audit Office, Kirtland AFB NM 87117; AFAA Area Audit Office/ESD, Bldg 1716N, Stop 43, Hanscom AFB MA 01731; AFAA Area Audit Office, P.O. Box 92960, Worldway Postal Center, Los Angeles CA 90009; AFAA Area Audit Office, Patrick AFB FL 32925; AFAA Area Audit Office, Hill AFB UT 84406; AFAA Area Audit Office, Kelly AFB TX 78241; AFAA Area Audit Office/LVAS, McClellan AFB CA 95652; AFAA Area Audit Office/AUDGN, Robins AFB GA 31098; AFAA Area Audit Office, Tinker AFB OK 73145; AFAA Area Audit Office/REP, Wright-Patterson AFB OH 45433; AFAA Area Audit Office, Gunter AFS AL 36114; AFAA Area Audit Office, Denver CO 80279; AFAA Area Audit Office, Randolph AFB TX 78148; AFAA Area Audit Office, Wurtsmith AFB, MI 48753; AFAA Area Audit Office, APO New York 09150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Audit Agency active duty and reserve officer, enlisted, and civilian personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Installation Fact Sheet, Air Force Audit Agency Leave Schedule, Memorandums of Discussions with Installation Officials, Personnel Data Sheet, Personnel Interview Sheet (Parts I and II), Memorandums to Region Chief concerning supervisory visits, Region/Division Audit Report Review Sheets, Designation of Position and Position Titles, Air Force Audit Agency Personnel Roster for Office Concerned, Recommendations for Future Assignment of Personnel, Memorandums for the Record, Supervisory Surveys, Correspondence Relating to Performance of Assigned Personnel, Welcome Letters for Assigned Personnel, Pertinent Staff Meeting Memorandums, Pertinent Staff Training Memorandums, Workload Data, Report Evaluations By Auditor, AFAA Office Productivity Data, Supervisory Auditor Assignments, Reports of Significant Activity, HQ AFAA SRA/Audit Review Sheets, Memorandums of Personnel Discussions, Trip Reports, and Individual Resource Expenditure Worksheets.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8032(b)(1), General duties.

PURPOSE(S):

Used by audit office chiefs, supervisory auditors, and Region/Directorate Chiefs to collect data to evaluate office and individual performance and to become cognizant of office responsibilities and general geographical factors.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Retrieved by manual search of the records maintained by each office using name, audit project or by category.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Auditor General, Air Force Audit Agency, Norton AFB CA 92409.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers; financial, educational, and medical institutions; trade associations; automated system interfaces; police and investigating officers; the public media; state or local governments; international organizations; corporations; witnesses, and source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFAA B

SYSTEM NAME:

035 AFAA B Air Force Audit Agency Office Personnel File

SYSTEM LOCATION:

Command Section, AFAA/AG, Norton AFB CA 92409; Directorate of Operations, AFAA/DO, Norton AFB CA 92409; Directorate of Forces and Support, AFAA/FS, Norton AFB CA 92409; Directorate of Field Activities, AFAA/FD, Norton AFB CA 92409; Directorate of Acquisition and Logistics, AFAA/QL, Wright-Patterson AFB OH45433. Directorate of Personnel, AFAA/DP, Norton AFB CA 92409; Assistant Auditor General, AFAA/AI (Pentagon), Washington DC 20330; Central Audit Region, AFAA/FDC, Offutt AFB NE 68113; Southern Audit Region, AFAA/FDS, Langley AFB VA 23665; European Audit Region, AFAA/FDU, APO NY 09012; Pacific Audit Region, Hickam AFB HI 96853; Western Audit Region, AFAA/FDW, McClellan AFB CA 95652; AF Audit Agency, Acquisition Audit Region/QLQ, Andrews AFB DC 20331; AFAA Area Audit Office, Barksdale AFB LA 71110; AFAA Area Audit Office, Bergstrom AFB TX 78743; AFAA Area Audit Office, Cannon AFB NM 88101; AFAA Area Audit Office, Carswell AFB TX 76127; AFAA Area Audit Office, P.O. Box 547, Dyess AFB TX 79607; AFAA Area Audit Office, Ellsworth AFB SD 57706; AFAA Area Audit Office, Grand Forks AFB ND 58205; AFAA Area Audit Office, Holloman AFB NM 88330; AFAA Area Audit Office, Little Rock AFB Jacksonville AR 72076; AFAA Area Audit Office, Minot AFB ND 58701; AFAA Area Audit Office, Offutt AFB NE 68113; AFAA Area Audit Office, McConnell AFB KS; AFAA Area Audit Office, Sheppard AFB TX 76311; AFAA Area Audit Office, Bldg 1522, Stop 166, Andrews AFB DC 20331; AFAA Area Audit Office, Chanute AFB IL 61868; AFAA Area Audit Office, Charleston AFB SC 29404; AFAA Area Audit Office, Dover AFB DE 19901; AFAA Area Audit Office, Griffiss AFB NY 13441; AFAA Area Audit Office, Grissom AFB IN 46971; AFAA Area Audit Office, Homestead AFB FL 33039; AFAA Area Audit Office, Bldg 4330, Keesler AFB MS 39534; AFAA Area Audit Office, K I Sawyer AFB MI 49843; AFAA Area Audit Office, Langley AFB VA 23665; AFAA Area Audit Office, MacDill AFB FL 33608; AFAA Area Audit Office, McGuire AFB NJ 08641; AFAA Area Audit Office, Pease AFB NH 03801; AFAA Area Audit Office, Plattsburgh AFB NY 12903; AFAA Area Audit Office, Scott AFB IL 62225; AFAA Area Audit Office, Seymour Johnson AFB NC 27531; AFAA Area Audit Office, Shaw AFB SC 29152; AFAA Area Audit Office, Tyndall AFB FL 32403; AFAA Area Audit Office, APO San Francisco 96334; AFAA Area Audit Office, Beale AFB CA 95903; AFAA Area Audit Office, Castle AFB CA 95342; AFAA Area Audit Office, APO San Francisco 96274; AFAA Area Audit Office, Davis-Monthan AFB AZ 85707; AFAA Area Audit Office, P.O. Box 878, Elmendorf AFB AK 99506; AFAA Area Audit Office, P.O. Box 1313, Fairchild AFB WA 99011; AFAA Area Audit Office, George AFB CA 92392; AFAA Area Audit Office, Hickam AFB HI 96853; AFAA Area Audit Office, APO San Francisco 96239; AFAA Area Audit Office, APO San Francisco 96264; AFAA Area Audit Office, Luke AFB AZ 85309; AFAA Area Audit Office, Bldg 510, Mather AFB CA 95655; AFAA Area Audit Office, McChord AFB WA 98438; AFAA Area Audit Office, Mountain Home ID 83648; AFAA Area Audit Office, Nellis AFB NV 89191; AFAA Area Audit Office, APO San Francisco 96570; AFAA Area Audit Office/34AG, Norton AFB, CA 92409; AFAA Area Audit Office, Travis AFB CA 94535; AFAA Area Audit Office, Peterson AFB CO 80914; AFAA Area Audit Office, Vandenberg AFB CA 93437; AFAA Area Audit Office, APO San Francisco 96328; AFAA Area Audit Office, APO New York 09238; AFAA Area Audit Office, APO New York 09755; AFAA Area Audit Office, APO New York 09283; AFAA Area Audit Office, APO New York 09132; AFAA Area Audit Office, APO New York 09109; AFAA Area Audit Office, APO New York 09179; AFAA Area Audit Office, APO New York 09012; AFAA Area Audit Office, APO New York 09057; AFAA Area Audit Office, APO New York 09194; AFAA Area Audit Office, Stop 226, Edwards AFB CA 93523; AFAA Area Audit Office, P.O. Box 1625, Eglin AFB FL 32542; AFAA Area Audit Office, Kirtland AFB NM 87117; AFAA Area Audit Office/ESD, Bldg 1716N, Stop 43, Hanscom AFB MA 01731; AFAA Area Audit Office, P.O. Box 92960, Worldway Postal Center, Los Angeles CA 90009; AFAA Area Audit Office, Patrick AFB FL 32925; AFAA Area Audit Office, Hill AFB UT 84406; AFAA Area Audit Office, Kelly AFB TX 78241; AFAA Area Audit Office/LVAS, McClellan AFB CA 95652; AFAA Area Audit Office/AUDGN, Robins AFB GA 31098; AFAA Area Audit Office, Tinker AFB OK 73145; AFAA Area Audit Office/REP, Wright-Patterson AFB OH 45433; AFAA Area Audit Office, Gunter AFS AL 36114; AFAA Area Audit Office, Denver CO 80279; AFAA Area Audit Office, Randolph AFB TX 78148; AFAA Area Audit Office, Wurtsmith AFB MI 48753; AFAA Audit Office, APO New York 09150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Audit Agency active duty and reserve officer and enlisted personnel, and civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Supervisor's Record of Employee; Record of Emergency Data; Notification of Personnel Action; Request for Personnel Action; Supervisory Evaluation of Employee Potential for First-Level Supervisory Positions; Supervisory Appraisal of Employee Current Performance-Auditor; Supervisory Appraisal of Employee Current Performance-Supervisory (General Schedule and Wage); Special Orders; Awards and Decorations information; Career Development data; AFR 30-30, Certifications; Appointment of Additional Duties; Application, Request for Investigation, Clearance, Unescorted Entry, Access Authorization Certificate; Letters of Recognition, Achievement, Congratulations or Commendation; Notification of Permanent Change of Station (PCS) Assignment; Quality Evaluation of First-Time Office Chiefs; Requests for Transfer, Separation, and Retirements; Officer Career Objective Statements; Airman Assignment Preference Statement; Recommendation for Incentive Award; Supervisory Appraisal of Employee Current Performance-Middle and High Level Managerial and Executive; Qualifications Profile; Certification of Eligibility and Record of Personnel Security Clearance; Civilian Development Record; Data relating to Temporary Duty (TDY)/PCS trips; Evaluation Review/Critique Sheet; Orientation Checklist; Admission and Disposition Slip; Flying Attachment Data; Locator Cards; Supervisory Appraisal of Employee Current Performance - Clerical.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8032(b)(1), General duties.

PURPOSE(S):

Used by area office chiefs, supervisory auditors, clerical personnel, and region/division chiefs to collect data for informational, support, and evaluation purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Auditor General, Air Force Audit Agency, Norton AFB CA 92409.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers; financial institutions, educational institutions, and medical institutions; trade associations; automated system interfaces; police and investigating officers; the public media, bureau of motor vehicles; state or local government; international organizations; corporations; witnesses; and source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFAA C

SYSTEM NAME:

035 AFAA C Informal Airmen/ Reserve Information Record

SYSTEM LOCATION:

HQ Air Force Audit Agency (AFAA), AFAA/CC, Norton Air Force Base, CA 92409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Audit Agency active duty and inactive reserve enlisted personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of Emergency Data, Airman/ Officer performance/effectiveness reports, Personnel Assignment Actions, Reassignment Orders, Assignment Preference Statement, Promotion Orders, Awards/Decorations - Orders and Citations, Enlistment Contract, Reserve Personnel Data Sheet, Applications for Active Duty Tours and Assignment Orders, Application for Reserve Assignment, Ready Reserve Service Agreement, Transitory correspondence pertaining to career management during individual's assignment to AFAA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8032(b)(1), General duties.

PURPOSE(S):

Used to staff applications for reserve active duty tours, determine performance qualifications. Source documents to support entries in Personnel Data System.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Auditor General, Air Force Audit Agency (AFAA/AG), Norton Air Force Base, CA 92409.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager and the Director of Resource Management (AFAA/RM), Norton Air Force Base, CA 92409.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents, from the individual, and from the Consolidated Base Personnel Office (CBPO).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFCC A

SYSTEM NAME:

035 AFCC A Scope Leader Program

SYSTEM LOCATION:

At Headquarters Air Force Communications Command (AFCC/MP), Scott Air Force Base, IL 62225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel, officer grade, assigned to Air Force Communications Command (AFCC).

CATEGORIES OF RECORDS IN THE SYSTEM:

Individuals currently serving as commanders in positions designated as 'tough jobs,' and personnel selected as potential candidates for 'tough job' commander positions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Force Communications Command Regulation 500-16.

PURPOSE(S):

Used to monitor the assignment and replacement of unit Commanders in Air Force Communications Command (AFCC).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products.

RETRIEVABILITY:

Retrievability based on presence of commander identification code. Computerized.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and computer system requiring user codes and passwords for access.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, burning or degaussing. Also destroyed by degaussing.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Assignments, Deputy Chief of Staff, Manpower and Personnel, Headquarters, AFCC, Scott Air Force Base, IL 62225.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager and include full name, rank and Social Security Number.

RECORD ACCESS PROCEDURES:

Record access can be obtained only through the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for contesting contents and appealing initial determinations by the individual concerend are in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFDSC A

SYSTEM NAME:

035 AFDSC A Management Control System (MCS)

SYSTEM LOCATION:

Administrative/Personnel Support Office, Room 1D158, Air Force Data Services Center, AFDSC, Pentagon, Washington, DC 20330. Training Team, Office of Plans and Management, Room 1C1041, Air Force Data Services Center, AFDSC/XMT, Pentagon, Washington, DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel and civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Types of records are those associated with a locator file, i.e., the individual's name, home address, home phone, etc. Also contained are records relating to the office the individual is assigned to; their authorized and assigned grade; date they were assigned to this organization; for military personnel only, the date they will depart; who their supervisor is; and the individual's duty phone and his immediate supervisor's duty phone. This also contains training information for military and civilian personnel assigned to AFDSC. This information consists of course completions by date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by

PURPOSE(S):

The MCS system was established as a management tool to provide office managers with information concerning their overall manpower picture to aid them in scheduling workload requirements in support of this organization's assigned mission. This system also acts as a Central Locator File and also allows a variety of manpower reports to be produced.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Locator information is provided for official business or with individual consent.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products.

RETRIEVABILITY:

Filed by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative/Personnel Support Office, Air Force Data Services Center, Pentagon, Washington, DC 20030.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFIS A

SYSTEM NAME:

035 AFIS A Intelligence Reserve Information System (IRIS)

SYSTEM LOCATION:

Directorate, Intelligence Reserve Forces, Air Force Intelligence Service (HQ AFIS/RE), Ft Belvoir, VA 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve personnel assigned or attached to the Directorate, Intelligence Reserve Forces (AFIS/RE); transferred or retired reservists from AFIS/RE; or reservists who have applied for assignment to AFIS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographic information (personal and military), language information, education information, reserve tour duty information, home information, employment information, security information, personnel security access records, experience information (intelligence and civilian foreign area knowledge), scientific and technical information, specialty information, weight control information, Air Force attache information, locator information, Officer Effectiveness Report (OER), and Reserve Noncommissioned Officer Performance Report (APR(R)) information, training information, professional military education information, specialty course information, military decorations, unit awards, special trophies and awards, outstanding mobilization augmentee of the year information, special trophies and awards information, deserving airman commissioning program information, quality force retention board information, officer and enlisted promotion information, statutory tour information, mobilization info.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 275, Personnel Records.

PURPOSE(S):

To manage the career (training, promotions, command assignments, and mobilization) of reservists assigned to AFIS/RE during peacetime. The users of this system include most USAF MAJCOMs/SOAs and various intelligence agencies. The IRIS enables this directorate to efficiently manage the reserve resources for the MAJCOMs/SOAs to insure the individual reservist is fully qualified for both his peacetime and wartime duties.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders. Maintained on computer paper printouts.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director Intelligence Reserve Forces (HQ AFIS/RE), Air Force Intelligence Service (AFIS), Ft Belvoir, VA 22060.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual, Air Reserve Personnel Center

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFOSI B

SYSTEM NAME:

035 AFOSI B Career Development Folder

SYSTEM LOCATION:

Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officers on active duty and all reservists assigned to the Air Force Office of Special Investigations (AFOSI). Also includes those AFOSI officer special agents assigned to any Department of Defense (DOD) activity or DOD sponsored program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records concerning officers on active duty include records of counseling, Officer Career Objective Statements, career development patterns, military special orders, pertinent certificates of courses attended. Records concerning reservists include biographical information (personal and military), employment information, unique or special skills, and applicable career correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 275, Personnel Records, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

PURPOSE(S):

To monitor and develop career progression. Used by career monitors to ascertain individual career objectives, to recommend job and school assignments, and to counsel personnel. Used by the Commander, supervisors, and personnel specialists in the assignment selection process based on individual eligibility, desires, and special qualifications. User determines if reservist is qualified to perform special reserve tour.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and on computer and computer output products.

RETRIEVABILITY:

Filed by name. Filed by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked rooms. Records are controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files until reassignment outside of AFOSI or separation/retirement; records are destroyed within 90 days after such actions by tearing into pieces, shredding, pulping, macerating, burning or erasing magnetic disk.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Data is extracted from individual training and military/civilian personnel records and voluntary data submissions by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFOSI C

SYSTEM NAME:

035 AFOSI C Informational Personnel Records.

SYSTEM LOCATION:

Air Force Office of Special Investigations, Washington DC 20314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All fraud, criminal, polygraph, technical services, and counterintelligence trained Air Force Office of Special Investigations (AFOSI) and USAF Defense Investigative Service (DIS) special agents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records for each special agent listing investigative schools attended and experience level attained, polygraph examiner training and performance records, records indicating personnel who have volunteered for the Counterintelligence Program and special agents in the program, and technical services training records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used by the Director of Fraud Investigations to program personnel for advanced fraud training and to identify personnel for assignment as fraud specialists, used by the Director of Criminal Investigations to evaluate polygraph examiner performance and to select polygraph examiners. Also used to determine polygraph examiner qualification for retention or termination as a certified Department of Defense polygraph examiner, used by the Director of Special Operations to program personnel for counterintelligence training and to identify volunteers for training in that area, and used by the Director of Technical Services to program personnel for advanced technical training and to identify personnel for assignment as technical services specialists.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and in card files.

RETRIEVABILITY:

Filed by Name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets, safes and in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Air Force Office of Special Investigations Washington, DC 20314

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained

from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Data is extracted from individual training and military/ civilian personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFOSI D

SYSTEM NAME:

035 AFOSI D Internal Personnel Data System

SYSTEM LOCATION:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel assigned to the Air Force Office of Special Investigations (AFOSI) and all Air Force military personnel assigned to the Defense Investigative Service (DIS).

CATEGORIES OF RECORDS IN THE SYSTEM:

Records reflecting unit authorized positions and unit assigned personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

PURPOSE(S):

To manage AFOSI and DIS personnel resources. Used by personnel specialists in all assignment and manning actions. Used to monitor special agent experience level at each operating installation. Used to publish strength accounting reports. Used by the Director of Fraud Investigations to manage fraud coded positions and personnel assigned to fraud operations. Also used to program personnel for advanced fraud training. Used by the Director of Criminal Investigations to manage criminal coded positions and to identify personnel for assignment as criminal specialists. Also used to program personnel for advanced criminal training. Used by the Director of Special Operations to manage counterintelligence and counterespionage positions and to identify personnel for assignment as specialists in these areas. Also used to program personnel for advanced training in these areas. Used by Budget and Accounting Specialists for tracking anticipated personnel travel funds associated with permanent change of station moves. Used by the Commander for locator purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and on computer paper printouts.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Data is extracted from individual military/civilian personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFRES A

SYSTEM NAME:

035 AFRES A Personnel Interview Record.

SYSTEM LOCATION:

Reserve units located on or serviced by Andrews AFB DC 20331; Barksdale AFB LA 71110; Bergstrom AFB TX 78743; Carswell AFB TX 76217; Charleston AFB SC 29404; Dobbins AFB GA 30069; Dover AFB DE 19902; Eglin AF Aux Fld 3 FL 32542; Gen Billy Mitchell Fld WI 53207; Greater Pittsburgh IAP PA 15231; Grissom AFB IN 46971; Hill AFB UT 84056; Homestead AFB FL 33039; Keesler AFB MS 39534; Kelly AFB TX 78241; March AFB CA 92508; Mather AFB CA 95655; Maxwell AFB AL 36112; McChord AFB WA 98438; McGuire AFB NJ 08641; Minneapolis-St Paul IAP MN 55450; Naval Air Station, New Orleans LA 70146; Niagara Falls IAP NY 14304; Norton AFB CA 92409; O'Hare Air Reserve Forces Facility IL 60666; Petterson AFB CO 80914; Richards-Gebaur AFB MO 64030; Rickenbacker ANG Base OH 43217; Scott AFB IL 62225; Selfridge ANG Base MI 48045; Tinker AFB OK 73145; Travis AFB CA 94535; Westover AFB MA 01022; Willow Grove Air Reserve Facility PA 19090; Wright-Patterson AFB OH 45433; and Youngstown Municipal Aprt OH 44473.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All USAF Reserve non prior service & prior service applicants.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data on military and civilian history for interviewing and tentatively qualifying a prospect.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used for interviewing.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in case files.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system.

RETENTION AND DISPOSAL:

Retained in office files for 1 year after cutoff for permanently disqualified applicant, or 1 year after separation.

SYSTEM MANAGER(S) AND ADDRESS:

HQ AFRES/RS, Robins AFB, GA 31098

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFRES B

SYSTEM NAME:

035 AFRES B Recruiters Automated Program (RAP)

SYSTEM LOCATION:

HQ Air Force Reserve, Robins AFB, GA 31098

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former officers and enlisted personnel from all branches of the services making application for assignment to the Air Force Reserve; nonprior service personnel making application for the Air Force Reserve; and Air Force personnel on Reserve recruiting duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records for high school seniors who are ASVAB tested and meet the basic Air Force Reserve enlistment criteria showing name, mailing address, test scores, and location of high school. Enlistment processing records for prior service Air Force and other military services, and nonprior service personnel, showing name, SSN, mailing address, ZIP Code, educational level, processing date, lead source code, and other personal data such as date of birth, sex, phone number, number of years of prior service, MOS or AFSC held, duty AFSC, and date of enlistment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 503, Enlistments: recruiting campaigns.

PURPOSE(S):

To furnish leads to field recruiters from various advertising campaigns, and other sources. To track leads to ensure follow-up by recruiters. To provide recruiter with management tools to follow-up on leads. To determine which sources of leads produce the greatest number of accessions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on computer and computer output products.

RETRIEVABILITY:

Filed by name, SSN, or nonpersonal identifier.

SAFEGUARDS:

Records are accessed through computer run scheduling arrangements by persons responsible for servicing the system in performance of their official duties. Computer paper printouts are distributed only to authorized users. Records are physically safeguarded by controlled access to the computer facility, secured buildings, and locked rooms.

RETENTION AND DISPOSAL:

Enlistment processing records are retained until no longer needed for recruiting purposes; recruiter records are retained for one year after individual is removed from recruiter production status. These retentions are built into the computer system program with automatic software controlled deletions from the machine-readable record.

SYSTEM MANAGER(S) AND ADDRESS:

HQ AFRES/RS, Robins AFB, GA 31098.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Requests must contain full name and current mailing address.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

The source of all records in the system are from automated system interfaces and individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

F035 AFRES C

SYSTEM NAME:

035 AFRES C Reserve Manning Report

SYSTEM LOCATION:

4 AF/RS, McClellan AFB, CA 95652; 10 AF/RS, Bergstrom AFB TX 78743; and 14 AF/RS, Dobbins AFB GA 30060OB.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Manning specialists.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data pertaining to nonprior and prior enlistments and accessions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Standardize statistical data.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files for 2 years after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

HQ AFRES/RS, Robins AFB GA 31098.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the parent Reserve Numbered Air Force NAF/RS.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the parent NAF/RS.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Department of Defense (DD) Form 4, Department of Defense Form 1644 Interservice Transfer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 AFSC A

SYSTEM NAME:

035 AFSC A Personnel Management Information System for AFSC Commanders

SYSTEM LOCATION:

AFSC Headquarters, Divisions, Centers, and Laboratories.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force officer, enlisted, and civilian personnel assigned to or scheduled for assignment to various AFSC organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Resumes and other data elements to record name, date of birth, service dates, assignment status, grade, salary, promotion and step increase dates, occupational series, AFSC, skill level, position title, educational level, professional/scientific status, special training, awards, publications, handicap, minority and sex codes.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Provides data concerning the professional qualifications for selection and utilization of assigned personnel, for position management, and to perform certain scientific and technical research efforts in program support.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to prepare nominations for honors and as awards, and as background for evaluating requests for admission to professional societies or professional tarining.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products and in binders or file cabinets.

RETRIEVABILITY:

Normally, data is retrieved by use of non-personal information, such as organizational unit, occupational series, grade, or other workforce characteristics, but may be retrieved by name, SSN, or position member.

SAFEGUARDS:

(1) Records are accessed by the records custodian or by other persons responsible for servicing the records system in performance of their official duties. (2) Records are controlled by personnel screening and by computer system software. (3) Records are maintained in locked cabinet or other secured containers.

RETENTION AND DISPOSAL:

Retained in computer file or secured office file until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating or burning. Upon reassignment or separation, information in the computer file relating to the individual is deleted from the data base.

SYSTEM MANAGER(S) AND ADDRESS:

Commanders, Executive Officers, Product Managers of various AFSC subordinate organizations.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the specific System Manager/Record Custodian at subordinate AFSC organizations.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information will be obtained from military and civilian personnel records, managers and supervisors of individuals on a voluntary basis.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ARPC A

SYSTEM NAME:

035 ARPC A Administrative Discharge for Cause on Reserve Personnel

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver, CO 80280, (all Reserve personnel other than unit assigned); Headquarters Air Force Reserve, Robins Air Force Base, GA 31098, (AFRES unit assigned Reserve personnel).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Board proceedings, board waiver, recommendations, and other records which result in discharge.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1162, Reserves: discharge; 1163, Reserve components; limitation on separation as implemented by Air Force Regulation (AFR) 35-41, Vol III, Separation Procedures for USAFR Members; AFR 35-24, Dispostion of Conscientious Objectors; and ARPCR 45-19, Discharge for Inability to Locate.

PURPOSE(S):

To effect the administrative separation of officer members of the United States Air Force Reserve (USAFR) from their appointment as reserve Officers and to effect the administrative separation of enlisted members of the USAFR from their enlistment as reserve members

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records at ARPC are stored in lockable metal file cabinets. Records are protected by guards.

RETENTION AND DISPOSAL:

Retained in office files for 1 year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. HQ AFRES forwards copies of actions resulting in discharge to the Air Reserve Personnel Center, Denver CO 80280 for inclusion in the individual's Master Personnel Record Group. Individual's military personnel record is then forwarded to the National Personnel Record Center, 9700 Page Blvd, St Louis MO 63132, for permanent storage.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Air Reserve Personnel Center (ARPC), Denver CO 80280; Vice Commander, Headquarters Air Force Reserve, Robins Air Force Base, GA 31098.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver CO 80280, (non-unit assigned personnel), or the Chief, Personnel Actions Division, HQ AFRES/DPAA, Robins Air Force Base, GA 31098, (AFRES unit assigned personnel). Written requests for information should contain full name, SSN, current mailing address, and if known, the case (control) number on correspondence received from ARPC or HQ AFRES. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Building 444, Lowry Air Force Base, CO between 8:00 a.m. and 3:00 p.m., or Headquarters Air Force Reserve, DPAA, Bldg 210, Robins Air Force Base, GA, 8:00 a.m. and 4:45 p.m., on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the persons identification.

RECORD ACCESS PROCEDURES:

Individuals may obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver CO 80280; telephone (303) 370-4667 (Toll Free 1-800-525-0102 Ext 206) (Non-Unit Personnel), or the Chief, Personnel Actions Division, (AFRES/DPAA), Bldg 210, HQ AFRES, Robins Air Force Base, GA 31098; telephone (912) 926-3107 (Unit Assigned Personnel).

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions, police and investigating officers and from witnesses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ARPC B

SYSTEM NAME:

035 ARPC B Informational Personnel Management Records

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver CO 80280; Headquarters United States Air Force, Washington DC 20330; United States Air Force Academy CO 80440; major commands and major subordinate commands. Official mailing addresses are in the Department of Defense directory in the Air Force's systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve and Air National Guard personnel. Civilian/active military applicants to the Air Force Reserve. Retired and former Air Force military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Officer and airman assignment files which includes correspondence, memos, completed forms, messages, and vacancy authorization data for assignment approvals, disapprovals, waivers, manning assistance, discharges, screening data, orders, evaluation reports, documents changing training category, personnel data, photographs, chaplain ecclesiastical endorsement, record of security clearance; miscellaneous correspondence to and from individual; documents pertaining to individual that are not authorized for inclusion in other military personnel record systems; case file of reserve personnel placed on active duty containing copies of special and reserve orders, correspondence, documents complete with information used for travel overseas; assignment instructions; list of actions taken by technician; board actions on involuntary airmen; certified receipts acknowledgement of receipt of special orders card.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 274, Retired Reserve; 275, Reserve personnel; 672, Reserve components generally; 673, Ready Reserve and Executive Order 11366, 4 August 1967; 10 USC Chapter 103, Senior Reserve Officer Training Corps; 10 USC 262, Purpose; and 2001, Reserve components; 8012, Secretary of the Air Force: powers and duties; delegation by; 8067, Designation: officers to perform certain professional functions as implemented by Air Force Regulation (AFR) 35-41, Vol I, Assignments Within the Reserve Components; AFR 35-41, Vol II, Reserve Training; and AFR 35-44, Military Personnel Records System.

PURPOSE(S):

Used to determine eligibility/suitability for assignment/reassignment with the Air Force Reserve; determine eligibility for retired related action, to make determinations on discharges or mobilization, deferments, fulfillment of statutory requirements, voluntary and involuntary order to extended active duty (EAD) and temporary release, status of active duty tour, position occupied; training reports. These include but are not limited to members participating in the Chaplain, Judge Advocate, Surgeon General Program. Records maintained as a historical file. Answers to correspondence/telephone inquiries; updating and/or changing information in computer and/or individual reservist record. Used as a reference file to answer inquiries from Reservist being called to active duty, to send gaining active units additional copies as requested, used as substantiating documents to show action was taken in accordance to prescribing directives. Information on personnel in the Chaplain, Judge Advocate, Surgeon General and other officer management programs is used by personnel responsible for program in

order to assist Reservists in their careers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders/card files/note books/binders and in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name, by Social Security Number (SSN), and ascending AFSC order, rank and name.

SAFEGUARDS:

Records are accessed by the custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

RETENTION AND DISPOSAL:

Retain in office files until inactivation, reassignment or separation, no longer needed for reference or one year after annual cut-off. Then destroy by tearing into pieces, shredding, pulping, or macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC) is responsible for records at ARPC in Denver, CO. Individuals included in above records systems should deal directly with agency official of respective location to exercise their rights under the act.

NOTIFICATION PROCEDURE:

Request from individual should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written requests for information should include full name of individual, Social Security Number (SSN), current address and the case (control) number shown on correspondence received from Center. Records may be reviewed in the Records Review Room, ARPC, Denver, CO 80280, between 8:00 a.m. and 3:00 p.m., on normal workdays. For personal visits, the individual should provide current Reserve ID card and/or drivers license and give some verbal information that could verify his/her identity from the records.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information supplied by individual as relates to but not limited to requesting assignment, application for retirement, military orders, personnel data, master personnel record, correspondence, statement of military service from other military components; annual survey and advance personnel data system, correspondence from serving Consolidated Base Personnel Office/Consolidated Reserve Personnel Office and Major Command units. Instructions from Air Force Military Personnel Center, Randolph Air Force Base, San Antonio TX 78150, instructions and board actions from Air Force Reserve (AFRES), DPAA, Robins Air Force Base, Warner Robins GA 31093 and Air Force Training Corps/SDAA, Maxwell Air Force Base, Montgomery AL 36112 and the National Guard Bureau, Washington DC 20310, and other Air Command, instructions from Headquarters/JAEC, Washington DC 20314. Information from source documents prepared on behalf of the Air Force Advance Personnel Data System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ARPC C

SYSTEM NAME:

035 ARPC C Correction of Military Records of Officers and Airmen

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver, CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve personnel and Air National Guard personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files containing letters from individual reservist requesting correction of military record, related documents and replies to reservist.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 275, Personnel records as implemented by Air Force Regulation (AFR) 31-3, Air Force Board for Correction of Military Records and Air Reserve Personnel Center Regulation 45-4, Correction of Military Records.

PURPOSE(S):

Used by Office Managers and Section supervisors and technicians to process correction of reserve records when requested. Base files are sent to Manpower and Personnel Center for final action.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards and controlled by personnel screening.

RETENTION AND DISPOSAL:

Destroyed after 3 years by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver CO 80280.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, Colorado between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/

or drivers license and some verbal information that could verify the person's SSN.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

From personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ARPC D

SYSTEM NAME:

035 ARPC D Data Change/Suspense Notification

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver, CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and forms used to record discrepancies or changes.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 275, Personnel records as implemented by Air Force Regulation (AFR) 35-41, Vol I, Assignments Within the Reserve Components and Air Reserve Center Regulation 45-7, Annual Survey.

PURPOSE(S):

To resolve discrepancies detected during annual records review.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards.

RETENTION AND DISPOSAL:

Retained in office files for 1 year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, CO between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from source documents prepared on behalf of the Air Force Advance Personnel Data System or supplied by Reservist.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ARPC E

SYSTEM NAME:

035 ARPC E Flying Status Actions

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver, CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve and Air National Guard personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and related documents pertaining to request for suspension, nonrated officer utilization, aeronautical rating data documents that pertain to aeronautical ratings or suspensions and request for update of the uniform officer record and applications for other flying status/actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 275, Personnel records as implemented by Air Force Regulation (AFR) 35-13, Aviation Service, Aeronautical Ratings and Badges and Air Reserve Personnel Center Regulation 45-15, Disqualification of Rated Reserve Officers from Aviation Service.

PURPOSE(S):

To track each action taken until computer action is complete; reservist is informed and file copy is in master personnel record.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD,

Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, CO between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from source documents prepared on behalf of the Air Force advanced personnel data system or supplied by reservist.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ARPC F

SYSTEM NAME:

035 ARPC F Biographical File

SYSTEM LOCATION:

At Air Reserve Personnel Center, Denver, CO 80280, Ecclesiastical endorsing agencies if appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve personnel assigned to but not limited to the Chaplain (HC) and Surgeon (SC) programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographies provided by members, correspondence, orders and/or forms containing information as to individual name, rank, Social Security Number (SSN), service dates, date of birth, unit assignments, civilian employment, military and civilian education, military and civilian experience, program specialties, hobbies, and names of family members, religion of chaplains, professional expertise and appointments, membership in professional societies, civic activities and state of licensure.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 262, Purpose; 8067, Designation: Officers to perform certain professional functions as implemented by Air Force Regulation (AFR) 35-41, Vol I, Assignments Within the Reserve Components; AFR 35-41, Vol II, Reserve Training; Air Reserve Personnel Center Regulation (ARPCR) 45-10, Personnel Administration for Members of the Chaplain Candidate Program.

PURPOSE(S):

To select chaplains, legal, medical field reserve officer personnel for special duties according to specific expertise required. Chaplain records are used by Chaplains Office personnel, medical reservist records are used to provide the ARPC/SG, Surgeon General, Major Command surgeons, USAF/RE, and Reserve Regions an in-depth personal history of Reservist Medical Officer.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and in note books/binders.

RETRIEVABILITY:

File alphabetically by name or by SSN.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties, and by commanders of medical centers and hospitals. Records are protected by guards.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, or macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

NOTIFICATION PROCEDURE:

Request from individual should be addressed to Documentation Management Officer ARPC/DAD, Denver, CO 80280. Written request for information should contain full name of individual, SSN, current address and the case (control) number shown on correspondence received from Center. Records may be reviewed in Records Review Room ARPC, Denver, CO 80280, between 8:00 a.m. and 3:00 p.m. on normal workdays. For personal visits, the individual should provide current Reserve ID Card and/or drivers license and give some verbal information that could verify his/her military personnel record, his/her religion if in the Chaplain program.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Provided by individual Reservist.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ARPC G

SYSTEM NAME:

035 ARPC G Officer Promotions

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver, CO 80280; Washington National Records Center, Washington, DC 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty officer personnel. Air Force Reserve and Air National Guard personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Proceedings, findings and related documents such as rosters, board membership and board support and orders announcing promotion.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8362, Commissioned officers: selection boards; 8366, Commissioned officers: promotion to captain, major, or lieutenant colonel; 8367, Commissioned officers: promotion to captain, major, or lieutenant colonel; selection board procedures; 8371, Commissioned officers: Air Force Reserve; promotion to colonel as implemented by Air Force Regulation (AFR) 36-11, Permanent

Promotion of Regular and Reserve Officers.

PURPOSE(S):

Used by promotion division personnel in preparation for promotion boards and by the actual promotion board when convened.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and in note books/binders.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system, and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards, and controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files for 2 years after annual cut-off, then retired to Washington National Records Center, Washington DC 20409, for permanent retention.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC).

NOTIFICATION PROCEDURE:

Requests from individual should be addressed to Documentation Management Officer, ARPC/DAD, Denver CO 80280. Written request for information should contain full name of individual, SSN (Social Security Number). Current address and the case (control) number shown on correspondence received from center. Records may be reviewed in records review room ARPC, Denver, CO 80280, between 8:00 a.m. and 3:00 p.m. on normal workdays. For personal visits, the individual should provide current reserve i.d. card and/or drivers license and give some verbal information that could verify his/her record.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DAD, Denver CO 80280, telephone area code (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ARPC I

SYSTEM NAME:

035 ARPC I Requests for Discharge from the Air Force Reserve

SYSTEM LOCATION:

Headquarters Air Force Reserve, Robins Air Force Base, GA 31098.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications and other documents related to discharge or separation by reason of dependency or hardship or for the convenience of the government.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1074, Personnel records.

PURPOSE(S):

To track each action taken until computer action is complete, reservist is informed and file copy is in Master Personnel Record.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards and stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. HQ AFRES forwards copies of actions resulting in discharge to the Air Reserve Personnel Center, Denver CO 80280 for inclusion in the individual's Master Personnel Record Group.

SYSTEM MANAGER(S) AND ADDRESS:

Vice Commander, Headquarters Air Force Reserve, Robins Air Force Base, GA 31098.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Chief, Personnel Actions Division, HQ AFRES/DPAA, Robins Air Force Base, GA 31098 (AFRES unit assigned personnel). Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC or HQ AFRES. Records may be reviewed in Headquarters Air Force Reserve, DPAA, Building 210, Robins Air Force Base, GA between 8:00 a.m. and 4:45 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from AFRES/DPAA, Bldg 210, HQ AFRES, Robins Air Force Base, GA 31098, telephone (912) 926-3107.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information from source documents prepared on behalf of the Personnel Data System or supplied by reservist.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ATC A

SYSTEM NAME:

035 ATC A Officer Training School Resource Management System School Staff

SYSTEM LOCATION:

Officer Training School (OTS), Lackland Air Force Base, TX 78236.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel assigned to the school staff.

CATEGORIES OF RECORDS IN THE SYSTEM:

Permanent party records contain name, SSN, date of birth, sex, marital status, number of dependents; local address and phone; duty section and phone, date assigned to OTS, date assigned current position, other positions held at OTS and the dates, date available for reassignment, extension indicator; college degrees, colleges attended, graduation dates, majors, currently enrolled indicator; instructor evaluations; AFSC data, pending assignment indicator, date due to depart, flight commander history showing number of flights and class numbers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 907, Schools and Camps as implemented by Air Force Regulation 53-27, Officer Training School USAF (OTS) and Air Training Command Regulation 53-3, Administration of the Officer Training School Program.

PURPOSE(S):

Used by the OTS Commander and staff to monitor instructor performance, identify trends, isolate problems, and improve the quality of instruction and training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic tape, disk units, and computer printouts.

RETRIEVABILITY:

Data on an individual is retrieved by use of the SSN.

SAFEGUARDS:

Data may only be retrieved by use of a user code for access to the terminal and a password for access to a specific record. Printed output is only distributed to authorized users. Main computer and locked history files container are in a room that has controlled access and is locked when unoccupied. Terminal keyboards have a security mechanism to preclude unauthorized use.

RETENTION AND DISPOSAL:

Permanent party individual records are destroyed upon reassignment.

SYSTEM MANAGER(S) AND ADDRESS:

Registrar, Officer Training School, Lackland Air Force Base, TX 78236.

NOTIFICATION PROCEDURE:

Request for information should be addressed to the System Manager, and must contain name and address.

RECORD ACCESS PROCEDURES:

Same as procedures for notification.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations, by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from the individual, personnel specialists and members of the registrar's office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ATC B

SYSTEM NAME:

035 ATC B Air Force Junior ROTC (AFJROTC) Applicant/Instructor System

SYSTEM LOCATION:

AFROTC/OTJI, Maxwell Air Force Base, AL 36112.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

AFJROTC instructor applicants and instructors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application for AFJROTC instructor duty, processing checklist, applicant evaluation forms, interview record, last 10 Airman Performance Reports or Officer Effectiveness Reports or summary of last 10 reports which includes period of supervision and overall evaluation, letter requesting Defense Central Index of Investigation (DCII) name check, photograph, Report of Separation from Active Duty, Retirement Order (if applicable), Commander's recommendation (for noncommissioned officers on active duty only), miscellaneous correspondence such as resume and letter of recommendation, copy of AF retirement physical and Physical Evaluation Board Findings if applicant is retired with 30 percent or more disability awarded by VA, letter requesting medical evaluation of AFJROTC instructor applicants for personnel retired with 30 percent or more disability, letter verifying dependents, instructor preference card, instructor intent letter, contract data cards, termination letters, certification certificates, AFROTC Form 0-217, Change in AFJROTC Instructor Status, AFROTC Form 0-214, AFJROTC Instructor Contract Card, AFROTC Form 98 or 0-218, Air Force Junior ROTC Instructor Evaluation Report, letters pertaining to appeals of ratings and/or comments on AFROTC Form 98 or 0-218 and instructor termination questionnaire.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 102, Junior Reserve Officers' Training Corps; and Air Force Regulation 45-39, Air Force Junior Reserve Officers' Training Corps.

PURPOSE(S):

Used to evaluate applicant qualifications for employment as AFJROTC instructors. Also used to determine if instructor is meeting Air Force standards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, and on computer magnetic tape and computer printouts.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

AFROTC/OTJI, Maxwell Air Force Base, AL 36112.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Individuals who write must furnish name, grade, SSN, unit of assignment and address. Visitors must show armed forces identification card and some additional source of positive identification

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, financial institutions, educational institutions, police and investigating officers, the bureau of motor vehicles, a state or local government, witnesses and from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ATC C

SYSTEM NAME:

035 ATC C Air Force Reserve Officer Training Corps Qualifying Test Scoring System

SYSTEM LOCATION:

AFROTC/RRUR, Maxwell Air Force Base, AL 36112, and portion pertaining to each AFROTC detachment located at the respective detachment. Official mailing addresses of the detachments are in the Department of Defense Directory in the appendix to the Air Force's system notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force applicants testing at Air Force detachments.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, detachment, date of test, test scores, Social Security number, air science year, number of test administrations, institution category, race, sex, marital status, education level, and program applying for.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 103, Senior Reserve Officers' Training Corps; Military Selective Service Act of 1967, Section 6, (50 USC 456); 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Force Regulation 45-48, Air Force Reserve Officers' Training Corps (AFROTC).

PURPOSE(S):

Scores are used against criteria for entrance into AFROTC, and as a measure of quality. Scores are entered in cadet records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, visible file binders/cabinets, and computer magnetic tapes and computer paper printouts.

RETRIEVABILITY:

Filed by name. Social Security Number (SSN), location of test administration and date of testing.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software. Buildings are secured after duty hours.

RETENTION AND DISPOSAL:

AFROTC/RRUR will maintain records of scores attained on tests administered at AFROTC detachments for a period of six years. Records are destroyed by tearing into pieces, maceration, burning or degaussing. Air Force Human Resources Laboratory, Brooks Air Force Base, TX 78235 is official repository for permanent record of all AFOQT scores.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Resource Systems and AFOQT Branch, AFROTC/RRUR, Maxwell Air Force Base, AL 36112.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Requests should include full name, SSN, location of test administration, and date of testing.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual's knowledge of subject being tested.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ATC D

SYSTEM NAME:

035 ATC D Basic Trainee Interview Record

SYSTEM LOCATION:

United States Air Force Recruiting Service Liaison Office (RSL), Lackland Air Force Base, TX 78236.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

United States Air Force Basic Trainees who register complaints concerning their enlistment in the United States Air Force.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records resulting from personal interviews with basic trainees who file complaints about their enlistment, including, but not limited to, investigations on each complaint, conclusions and recommendations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 503, Enlistments: recruiting campaigns; and Air Training Command Regulation 33-2, Recruiting Procedures for the United States Air Force (Recruiting Service).

PURPOSE(S):

Provides a written record of interviews with basic trainees who register complaints about the enlistment procedure. The data is used by the Recruiting Service Liaison Office to investigate the complaints and keep the Commander, United States Air Force Recruiting Service advised of the nature of complaints being received. It is also used as the basis for making procedural changes in the United States Air Force Recruiting Service when a trend develops in a specific area.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name or Social Security Number.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in the performance of their official duties and by those who are properly screened and cleared for need-to-know. As a physical safeguard these records are stored in a secured building and locked office.

RETENTION AND DISPOSAL:

Records are cut off at the end of each calendar year, held for one additional year, then destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent, United States Air Force Recruiting Service Liaison Office, Lackland Air Force Base, TX 78236.

NOTIFICATION PROCEDURE:

Individuals may contact the Superintendent, United States Air Force Recruiting Service Liaison Office, Lackland Air Force Base, TX 78236. Requests must contain full name, and current mailing address.

RECORD ACCESS PROCEDURES:

Same as procedures for notification.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Records contain specific complaints/allegations made by the individual and responses to the complaints/allegations by appropriate Air Force Recruiting Service personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ATC F

SYSTEM NAME:

035 ATC F Lead Management System (LMS)

SYSTEM LOCATION:

Air Force Opportunity Center (AFOC) (Duties of this Center are performed by a civilian contractor who is engaged by the Air Force to provide lead fullfillment services to Headquarters, United States Air Force Recruiting Service, Randolph Air Force Base, TX 78150. Location depends on the contractor.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Respondents to United States Air Force Recruiting Service advertisements and referrals made by active duty military personnel, retired military personnel and Air Force civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Respondent's inquiry record containing name, SSN, address, date of birth, sex, telephone number, advertising medium, recruiting program in which interested, and source of referral, including name and Air Force base assigned. Recruiter contact records containing success of contract efforts, reason for not contacting, how contact was made, confirmation of educational level, qualification of individual and status of individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 503, Enlistments: recruiting campaigns; and Air Training Command Regulation 33-2, Recruiting Procedures for the United States Air Force (Recruiting Service).

PURPOSE(S):

The contractor fullfills requests from respondents for information about the Air Force and notifies appropriate recruiting activities of respondent's interest. Contractor develops statistical summaries which are used by USAF Recruiting Service to evaluate the effectiveness of the advertising and referral programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer products.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian and by persons responsible for servicing the system.

RETENTION AND DISPOSAL:

Retained by contractor at the AFOC for two years, then destroyed. HQ USAF Recruiting Service computer paper printouts retained for 60 days, then destroyed. Subordinate recruiting activities files retained for one year after final follow up action is complete, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Advertising, USAF Recruiting Service, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual respondent and automated system interfaces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ATC G

SYSTEM NAME:

035 ATC G Recruiting Activities Management Support System (RAMSS)

SYSTEM LOCATION:

HQ United States Air Force Recruiting Service, Operations Directorate (RSO), Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force enlisted personnel entering active duty. Individuals tested and processed for Air Force enlistment. Potential Air Force enlistees qualified through the Armed Services Vocational Aptitude Battery (ASVAB) high school testing program. Other military services Delayed Enlistment Program (DEP) and active duty enlistees. Applicants for the Officer Training School (in-service commissioning program). Air Force enlisted personnel on recruiting duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Air Force enlistment processing records showing name, SSN, scores on all qualification tests, physical job qualifications, job preferences, jobs offered, jobs accepted, other personal data relevant to jobs offered, recruiting and processing locations, education data, and dates of processing. Airman trainee history records containing name, SSN, and other personnel data for assignment from basic military training, revised job preferences, security clearance investigations, dependent data, education, test scores, grade and promotions, biographical history, physical information, drug abuse history, enlistment personal and guaranteed training enlistee program data, separation data, classification data, service dates, technical school eliminations, separations, honor graduates, and Article 15/ courts-martial actions. Records for high school seniors who are ASVAB tested and meet the basic Air Force enlistment criteria showing name, mailing address, test scores, and high school where tested. Enlistment processing records for other military services showing SSN, name, state and county of residence, test scores, educational level, physical profile, processing date and location, prior service, and other personal data such as age, sex, race, marital status, and number of dependents. Officer Training School (OTS) applicant records showing SSN, name, and other educational and personal data necessary for the determination and selection of attendees at OTS and subsequent commissioning as an Air Force officer. Air Force enlisted recruiter individual records showing such items as SSN, name, recruiting office assigned, and date assigned to Recruiting Service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 503, Enlistments: recruiting campaigns: and Air Training Command Regulation 33-2, Recruiting Procedures for the United States Air Force (Recruiting Service)

PURPOSE(S):

To furnish leads to the field recruiters derived from the high school ASVAB testing program, evaluate Air Force recruiters on effectiveness of screening out potential under/overweight applicants, evaluate recruiter's and job counselor's activity and efficiency levels, analyze preenlistment job cancellations for common reasons, analyze post-enlistment training pipeline attritions for common reasons, evaluate Air Force job reservation pool and past enlistments for effect of potential changes in enlistment policies in areas such as mental qualifications and physical qualifications, evaluate interservice recruiting performance, screen other service enlistees from Air Force advertising lead files, determine pass/fail rates for mental and physical testing, track training performance of Air Force enlistees, study the correlation of job held with performance on the job, study correlation of quality indicators with post-enlistment performance, feedback to field recruiters of individual records on all training attritions, and analyze advertising responses. Used by the personnel record maintenance activity to cross-check file completeness and accuracy. Individual records are aggregated into various statistical analyses for all levels to ascertain recruiting and seasonal procurement trends, to predict future potential developments, and to assist in the development of procurement, classification, and assignment policies for Air Force military personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on computer magnetic tapes, computer magnetic disks and computer paper printouts.

RETRIEVABILITY:

Filed by name, SSN, or non-personal identifier.

SAFEGUARDS:

Records are accessed through computer run scheduling arrangements by persons responsible for servicing the system in performance of their official duties. Computer paper printouts are distributed only to authorized users. Records are physically safeguarded by controlled access to the computer facility, secured buildings and locked rooms.

RETENTION AND DISPOSAL:

Enlistment processing records and recruiter records are retained until no longer needed for recruiting purposes; potential enlistee records and high school test records are retained for two years; advertising lead records are retained for one year; interservice recruiting records are retained for six months. These retentions are built into the computer system program with automatic software controlled deletions from the machine-readable record.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management and Analysis Division, Directorate of Recruiting Operations, HQ United States Air Force Recruiting Service, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Request must contain full name, and current mailing address.

RECORD ACCESS PROCEDURES:

Same as procedures for notification.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The source of all records in the system are from automated system interfaces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ATC H

SYSTEM NAME:

035 ATC H Recruiting Research and Analysis System

SYSTEM LOCATION:

HQ United States Air Force Recruiting Service, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force enlisted personnel entering active duty. Individuals tested and processed for Air Force enlistment. Potential Air Force enlistees qualified through the Armed Services Vocational Aptitude Battery (ASVAB) high school testing program. Applicants for the Officer Training School. Air Force active duty officer and enlisted personnel. Air Force civilian personnel assigned to Recruiting Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Survey analysis records containing such items as SSN, biographical and opinion survey data, supervisor's ratings, achievement, aptitude, reading, vocational interest and adjustment and temperament inventory scores, Air Force tech training class score, statistics and trend analysis.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 503, Enlistments: recruiting campaigns, and Air Training Command Regulation 33-2, Recruiting Procedures for the United States Air Force (Recruiting Service).

PURPOSE(S):

Research statistical reference file used by HQ United States Air Force Recruiting Service. Specific uses are to: (1) evaluate the quality of Air Force military personnel procured by Air Force Recruiting Service, (2) develop a more objective screening process for entry into recruiting duty, and (3) develop opinion-based recommendations for recruiting effort improvements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders, computer products, and written reports.

RETRIEVABILITY:

Information is retrieved by Social Security Number (SSN), study control number or name to build statistical files.

SAFEGUARDS:

File folders stored in file with lock. Computer records are physically safeguarded by controlled access to the computer facility, and/or stored in file with lock. Records are accessed through computer run scheduling arrangements by persons responsible for servicing the record system in performance of their official duties. Computer paper printouts and reports are distributed only to authorized users.

RETENTION AND DISPOSAL:

Records are retained until superseded, obsolete, no longer needed for reference, or on inactivation. They will then be destroyed by tearing into pieces, shredding, pulping, macerating, or degaussing.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Marketing and Analysis, HQ United States Air Force Recruiting Service, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Social Security Number and full name are required to determine if the system contains a record relative to any specific individual. Valid proof of identity is required.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from individuals, supervisors, from Air Force Technical Training Centers and from the Recruiting Activities Management Support System (RAMSS).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 ATC I

SYSTEM NAME:

035 ATC I Status of Ineffective Recruiter

SYSTEM LOCATION:

Headquarters Air Training Command (ATC) Deputy Chief of Staff for Personnel (DCS/P), Randolph Air Force Base, TX 78150. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty ATC enlisted recruiter personnel relieved from duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual military record containing active case data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 503, Enlistments: recruiting campaigns, and Air Training Command Regulation 33-2, Recruiting Procedures for the United States Air Force (Recruiting Service).

PURPOSE(S):

DCS/P uses data to monitor relief actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Stored in locked building.

RETENTION AND DISPOSAL:

Retained in office files until discharge, separation, or reassignment of the individual, then returned to servicing consolidated base personnel office for disposition.

SYSTEM MANAGER(S) AND ADDRESS:

DCS/P, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 HC A

SYSTEM NAME:

035 HC A Chaplain Information Sheet

SYSTEM LOCATION:

Office Chief of Chaplains, Headquarters United States Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty Chaplains.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names, addresses, phone numbers of Chaplain and two next of kin; permanent home address of record, name and mailing address of denominational endorsing agency

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8032, General duties, and 8067(g), Designation: officers to perform certain professional functions (Chaplains).

PURPOSE(S):

Used by the Chief of Chaplains as single manager in maintaining pastoral contact with Chaplains.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in note books/binders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Chaplains, Headquarters United States Air Force. Washington DC 20330

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Obtained from individual Chaplain.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 HC B

SYSTEM NAME:

035 HC B Chaplain Personnel Record

SYSTEM LOCATION:

Office of the Chief of Chaplains, Headquarters United States Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty and retired, and Air Force Reserve Chaplains.

CATEGORIES OF RECORDS IN THE SYSTEM:

Chronological record of permanent change of station, promotion dates of rank, service schools attended, permanent address, martial status, number of dependents, name, grade, SSN/service number, Air Force Specialty Code, religious denomination, date of birth, release date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8032, General duties, and 8067(g), Designation: officers to perform certain professional functions (Chaplains).

PURPOSE(S):

To manage the Active Duty Chaplain force, to locate Marriage and Baptism Records through former Active Duty assignment records in cases of separated Chaplains when requested by former Parishoners.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Chaplains, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces, from Assignment Action Documents and from individual member

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 HC C

SYSTEM NAME:

035 HC C Chaplain Personnel Action Folder.

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active Duty Chaplains.

CATEGORIES OF RECORDS IN THE SYSTEM:

This is a grouping of information for each United States Air Force (USAF) chaplain. Items of information in these folders included the following: current official photograph, current career brief, summary of education, Officer Career Objective Statement, Chaplain Services Personnel Evaluation, copy of chaplain's Ecclesiastical Endorsement, copy of Appointment orders, copy of initial Extended Active Duty Orders, Application for Extended Active Duty with the United States Air Force USAF, Application for Appointment as Reserve of the Air Force, student information sheets prepared while attending USAF Chaplain School Courses, copies of assignment action documents, correspondence between the chaplains and Headquarters USAF/Chief of Chaplains and requests for special personnel actions and dispositions curtailments, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and 8067(g), Designation: officers to perform certain professional functions (Chaplains).

PURPOSE(S):

The documents maintained in these folders are utilized by the Resource Manager in Headquarters United States Air Force/Chief of Chaplains, Personnel Division for assignment selection of chaplains. Because of the necessity to insure an equitable denominational spread of chaplains on an installation and to insure the proper placement of specially qualified chaplains, it is necessary to maintain current information on each chaplain.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records may be disclosed to endorsing agents concerning the qualifications of their chaplains for continued duty as representatives of their denominations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by Name.

SAFEGUARDS:

Records are accessed by custodian of the record system, and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained for 2 years after separation then destroyed by macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Chaplains, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Systems Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the Systems Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

RECORD SOURCE CATEGORIES:

Member's personnel action requests/preferences and information retrieved from the Advanced Personnel Data System (ADPS).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MP A

SYSTEM NAME:

035 MP A Files on General Officers and Colonels Assigned to General Officer Position

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Reserve General Officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains resume of civilian and military experience, correspondence and orders, records Reserve participation, and listings with personnel data. Data includes: name, grade, Social Security Number (SSN), date of birth, current address, telephone numbers, education, professional military education, and civilian occupation. An assignment folder is also used for initial review for a GO position. This file contains a copy of the Air Force (AF) Form 11, last five Officer Effectiveness Reports (OERs). When reviewed by the Chief of Air Force Reserve, a record of the personal interview and assignment recommendations are included with the file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

These documents are maintained for initial assignments, reassignment and participation of officers assigned to Reserve GO positions, and to determine qualifications for initial and continued assignment to Reserve GO positions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Files are maintained until no longer required for actions relating to the Reserve GO program and are then destroyed by tearing to pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

See exemption.

RECORD ACCESS PROCEDURES:

See exemption.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Air Force forms, military personnel records, and correspondence generated or received in Personnel Division, Air Force Reserve, Headquarters United States Air Force (HQ USAF/REP).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a(k)(7). For additional information, contact the System Manager.

F035 MP B

SYSTEM NAME:

035 MP B Statutory Tour Program

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Reserve Component Officers (United States Air Force Reserve/Air National Guard United States) on Extended Active Duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Approval/Disapproval on original correspondence relating to the application (Air Force Form 125), Department of the Air Force Orders, Comments Director ANG, Chief of Air Force Reserve (AF/RE) and Assistant Secretary of the Air Force for Manpower and Reserve Affairs, Deputy for Reserve Affairs SAF/MRR.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 11, Reserve Components; Chapter 805, The Air Staff; Chapter 841, Active Duty; 32 USC Chapter 7, Service, Supply and Procurement, Section 708 - Regulatory Authority; implemented by Air Force Regulation 45-22, Reserve Component Representation.

PURPOSE(S):

Documentary support of tour applications; approval/disapproval; initiation, termination and extension of statutory tours; used as historical reference not to exceed 2 years after tour termination; used by Air Force Manpower and Personnel Center/Air Reserve Forces Advisor (CG/CR); used for AFMPC/CG/CR as record of approval/disapproval, authority to issue Department of the Air Force Special Orders (DAFSOs); by AF/RE, Director Air National Guard, National Guard Bureau NGB/CF and SAF/MRR as record of approval/disapproval.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms. Controlled entry building.

RETENTION AND DISPOSAL:

Retained two years after completion of tour. Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Air Force Reserve, Headquarters United States Air Force for USAFR componenent and Director ANG for ANGUS component.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Member's application and correspondence generated in transmission and consideration of the application.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MP C

SYSTEM NAME:

035 MP C Personnel Action File (Digest File)

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150 for active and Air Reserve Personnel Center, Denver CO 80280 for nonactive duty USAFR officers.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty officer personnel and nonactive duty USAFR officers who are the subject of a Digest File.

CATEGORIES OF RECORDS IN THE SYSTEM:

Composed largely of summaries/extracts or notices of the Air Force Office of Special Investigations (AFOSI) Reports of Investigation (ROIs). The system may also contain other official records or documents which reflect relevant derogatory information about officers, e.g., notice of involuntary separation proceedings, notice of Special Security File, reports of AWOL/Desertion status, administrative inquiries and investigations, Inspector General (IG) reports, and reports of violations of public trust in contract, procurement, and other matters. Additionally, a file will contain a statement regarding the subject matter from the officer if one is made, plus any comments and recommendations by the member's commander. Finally, a Digest File will contain copies of documentation used to notify the individual and a Decision Authority's decision to retain the file. The system of records also includes letters of notification when digest files are destroyed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, and Air Force Regulation 36-25, Officer Digest Files.

PURPOSE(S):

Digest Files are reviewed by career management officials and Central Selection Boards at HQ USAF, AFMPC, HQ AFRES or ARPC, as appropriate, to insure the propriety of personnel decisions finalized at those levels regarding promotion, assignment, mobilization, recall to extended active duty, selection, utilization and separation. The purpose of such review is to insure that individual career management decisions enhance the quality of professionalism in the Air Force.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed alphabetically by name or numerically by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by persons responsible for servicing the record system and by other personnel whose

names appear on an authorized access list indicating they have a need to know in the performance of their official duties. Records are stored in locked cabinets.

RETENTION AND DISPOSAL:

Files are destroyed 2 years from date established, or 2 years from date new derogatory information is added. Decision authority, in certain justified instances, may destroy active digest files sooner than the specified retention. Active files are destroyed when member separates, retires, or dies, except files on officers who separate and are transferred to AFRES are forwarded to ARPC/DPAAS. Active files are normally destroyed after consideration by a promotion Selection Board and other related boards, except when the Selection Board recommends an officer for show cause action. If selected for show cause the Digest File will be maintained until this action is finalized. Active digest files may be destroyed following receipt of nonjudicial punishment under Article 15, UCMJ or conviction by court-martial, if either action is based upon facts and allegations contained in any investigation which caused creation of the file. Also, active digest files may be destroyed following acquittal by court-martial of the charged misconduct on which the file is based, provided a written determination is issued by the Staff Judge Advocate, AFMPC, that officer did not commit the alleged misconduct. Records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Quality Enhancement Division (AFMPC/MPCAO), Randolph Air Force Base, TX 78150 for active duty officers and Commander, Air Reserve Personnel Center (ARPC), Denver CO 80280 for non-active duty USAFR officers.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Written requests should contain the member's full name, rank, and SSN. Information may also be obtained by personal visit with the appropriate System Manager. Requests from individuals should be addressed to the, Quality Enhancement Division (AFMPC/DPMAO), Randolph Air Force Base, TX 78150 for active duty officers or the Documentation Management Officer (ARPC/DAD), Denver CO 80280 for nonactive duty USAFR officers. Nonactive duty USAFR officers should also include current address and the case (control) number shown on any correspondence received from the Center. Information may be obtained by active duty officers by personal visit with the System Manager upon verification of the identification data required for written requests. Nonactive duty USAFR officers may review records in Record Receptionist's Review Room (2-C20-1) ARPC, Denver CO 80280, between 8:00 a.m. and 3:00 p.m. on normal workdays. For personal visits, the individual should provide current Reserve ID cards and/or drivers license and present some verbal information that could verify their identity from their record.

RECORD ACCESS PROCEDURES:

Individuals can obtain access to their own Digest Files by following the procedures described above.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Digest File information is obtained from AFOSI, Commanders, Consolidated Base Personnel Offices, FBI, MAJCOMs, HQ USAF/IG and from official records, reports or documents prepared on behalf of the Air Force by boards, committees, panels, and investigating officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC A

SYSTEM NAME:

035 MPC A Application for Appointment and Extended Active Duty Files

SYSTEM LOCATION:

Air Force Manpower & Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian and United States (US) Armed Forces military members who are applying for appointment/reappointment to United States Air Force Reserve (USAFR) affiliation or Application for Extended Active Duty (AD) with the USAF; extended duty with the United States Air Force (USAF) Medical Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application for Appointment and Extended Active Duty Files Report of Medical Examination; Statement of Personal History; Fingerprint Card; National Agency Check Request; State License/Registration (Current State License or State Registration is normally required on Medical Corps (MC), Nurse Corps (NC), and some BioMedical Sciences Corps (BSC); Letters of Recommendation, Letters of Reference as directed or as required; Application for Appointment as Reserves of the AF or USAF without component; Conditional Release (Conditional release must be obtained for applicants from United States Army Reserve (USAR) or United States Naval Reserve (USNR)); Report of Separation from Active Duty; Transcripts/Diploma (All transcripts and diploma required to establish eligibility); Record of Personnel Security Investigation and Clearance; Record of Disenrollment from Officer Candidate Type Training; USAF Drug Abuse Certificate; Air Force Officer Qualifying Test (AFOQT), Required for Medical Service Corps (MSC) applicants only; Certificate of Citizenship (furnished by those persons not born in US); Statement of Degree Confirm (For those applicants who have not yet completed degree requirements, a letter/statement from the Dean of the college they are attending is required to confirm the fact that they are enrolled, type of degree they will attain, day, month and year of graduation followed up by submitting a final transcript and diploma); Education Council for Foreign Medical Graduates (ECFMG), (Required on those MC where applicable).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

AFR 36-5, Appointment of Officers in the Regular Air Force; as implemented by Air Force Regulation 36-15, Appointment in Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and United States Air Force (Temporary) (PA); and Air Force Regulation 45-26, Voluntary Entry on Extended Active Duty (EAD) of Commissioned Officers of the Air Reserve Forces (PA).

PURPOSE(S):

Used by Medical Personnel Programs Branch for the following officer procurement purposes: To select and appoint or reappoint applicants to all corps (MC, DC, NC, BSC and MSC) of the USAF Medical Service; and to select and process officers of the USAF Medical Service of the Air National Guard of the United States (ANGUS) and United States Air Force Reserve (USAFR) for extended active duty.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

If selected for appointment or reappointment and Extended Active Duty (EAD), records become the Master Personnel Record and are forwarded to the applicable Utilization and Assignment Branch to send to Air Reserve Personnel Center (ARPC), Denver, CO for further dissemination as required. An abbreviated reference file of selected documents is maintained by the applicable utilization and assignments branch. If not selected, records are then destroyed by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Member's application, letters of recommendation, results of National Agency Check and Military Personnel Records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC B

SYSTEM NAME:

035 MPC B Civilian/Military Service Review Board Card

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the Women's Air Force Service Pilots (a group of Federal Civilian employees attached to the United States Army Air Force during World War II), or any person in any other similarly situated group the members of which rendered service to the Armed Forces of the United States in a capacity considered civilian employment or contractual service [or their survivors) as recognized under provisions of Public Law 95-202.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cards containing individual's name and Social Security Number, date of application and summary of the case through final decision by the Service Review Board.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 95-202, Women's Air Forces Service Pilots; as implemented by Air Force Regulation 30-45, Determination of Active Military Service and Discharge for Civilian or Contractual Personnel.

PURPOSE(S):

Cards are used by Service Review Board personnel to manage the collection of information requested by the applicant, to monitor the processing of each case through completion, and to respond to inquires concerning the case.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Stored in secure building.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Members' applications, supporting documents and certificates.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC C

SYSTEM NAME:

035 MPC C Chaplain Applicant Processing Folder

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Chaplaincy applicants and Reserve Chaplains applying for active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Forms used by the Air Force Manpower and Personnel Center (AFMPC) Command Chaplains Office in processing chaplains to active duty including: Application for Appointment as Reserve of the Air Force; Application for Extended Active Duty with the United States Air Force; United States Air Force (USAF) Drug Abuse Certificate; Statement of Personal History; National Agency Check Request; Report of Medical

Examination; Report of Medical History; Fingerprint Card; Checklist for Chaplain Appointment; Ecclesiastical Endorsement; Certificate of Continuance of Ecclesiastical Endorsement; Certificate of Seminary Graduation and Ordination; Official Transcripts of College Education; Personal correspondence between resource manager and applicant regarding status of his application.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8067, Designation: officers to perform certain professional functions, and 8293, Commissioned officers; chaplains: original appointment; examination; as implemented by Air Force Regulation 36-15, Appointment in Commissioned Grades and Designation and Assignment in Professional categories - Reserve of the Air Force and United States Air Force (Temporary).

PURPOSE(S):

The documents maintained in these transitory folders are used by the resource manager in processing chaplain applicants to active duty.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Once applicant is accessed, forms are entered into the Master Personnel Records Group. If applicant does not qualify for appointment, file is destroyed after one year.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual's application.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC D

SYSTEM NAME:

035 MPC D Correction of Military Record Card

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active and retired or discharged officers and airmen. Next of kin of deceased officers and airmen.

CATEGORIES OF RECORDS IN THE SYSTEM:

Summary of application for correction of records request followed through to its final decision by the appropriate correction board.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 79 - Correction of Military Records; as implemented by Air Force Regulation 31-3, Air Force Board for the Correction of Military Records.

PURPOSE(S):

To monitor application by member and completion of the case by the appropriate correction board.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer magnetic tapes, disks, or computer paper printouts, or microfiche.

RETRIEVABILITY:

Filed by Social Security Number or Air Force Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and computer system software.

RETENTION AND DISPOSAL:

Maintained in computer system for two years after case completion then transferred to microfiche and maintained until no longer needed. The microfiche are then destroyed by pulping, macerating, burning, or tearing into pieces.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Member's application, Master Personnel Records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC E

SYSTEM NAME:

035 MPC E Disability/Non-disability Retirements Records

SYSTEM LOCATION:

At Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers and airmen processed through the disability system and on the Temporary Disability Retired List (TDRL); airmen and officers, active and retired, who inquire or who are the subject of an inquiry concerning disability/non-disability retirement status; and officers and airmen who have requested voluntary retirement.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of medical histories, Secretarial determinations, retirement forms, routine correspondence files, case files, disability retain folders, TDRL punch card data files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 36, Mandatory Retirement of Officers; Chapter 59, Separation; Chapter 61, Retirement or Separation for Physical Disability; Chapter 63, Retirement for Age; Chapter 867, Retirement for Length of Service; as implemented by Air Force Regulation 35-4, Physical Evaluation for Retention, Retirement and Separation, and 35-7, Service Retirements.

PURPOSE(S):

To provide information on retirement cases and to allow appropriate case processing.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Stored in secure building.

RETENTION AND DISPOSAL:

Correspondence files are retained for two years after end of year case was closed or inquiry responded to; disability retain files are retained for 90 days after case is finalized; case files are retired to Master Personnel Records Group when service and/or disability retirement action has been completed; TDRL punch cards destroyed when member is entered into computer system.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Correspondence and forms generated in Retirements Division (HQ AFMPC/MPCAR), military hospitals, HQ USAF Surgeon General (HQ USAF/SG), HQ AFMPC Surgeon (SG), Consolidated Base Personnel Offices and Major Air Commands, by the members themselves, and by the general public on retirement-related matters.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC F

SYSTEM NAME:

035 MPC F Health Education Records

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All airmen and officers of the United States Air Force (USAF) Medical Service who have applied for training and are in training and applied for training to Air Force Manpower and Personnel Center/Medical Education Division (AFMPC/SGE).

CATEGORIES OF RECORDS IN THE SYSTEM:

Allied Health Selection Board Folders - Application for Officer School Training; Educational Transcripts; Chronological listings of work experience; Letters of recommendation; Specific test results: Scholastic Aptitude Test (SAT); Physician Extender Profile Exam (PEPE); Manual dexterity test; Grade point averages; Microfische: Officer Effectiveness Reports (OERs); Photo; Air Force Military Personnel Center (AFMPC) Rating Assessment Sheet for Physician Assistant Applicant; Consolidated Base Personnel Office (CBPO) letters: Prerequisite verifications; Counselings on Reenlistment limitations; Reenlistment/extension eligibility; Status of Unfavorable Information File (UIF) folder; Records Review Listing; Verification of Airman Qualifying Examination (AQE), Total Active Federal Military Service Date (TAFMSD), Date Eligible for Return from Overseas (DEROS), Projected assignment; Airman Performance Reports; Applicant Statements: Why training desired; Intent to extend/reenlist; Flying Class III Physical; General Information including Extended Active Duty Date; Date of Rank; Passovers; Command; Base of assignment; Arrived on station; Marital status; Undergraduate Education Selection Folders - Application; Medical College Admission Test (MCAT) scores; Letter of acceptance from an approved school; Dean's letter of recommendation; Transcript; Physical Examination reports; Air Force Institute of Technology (AFIT) Selection Folders - Officer career brief; Letter of recommendation; Transcripts; Graduate Records Examination (GRE) and Admission Test for Graduate Study in Business (ATGSB) scores; Application for AFIT training; Physician Deferment Folder DPM Form 116 (Medical Corps (MC) Appointment Checklist); Field Personnel Record (Duplicate Copy); Application for Appointment in Reserves; Personnel Security Clearance; (Armed Forces Security Questionnaire); DD Form 398 Personnel History Statement; Statement of Understanding for Appointment; Photograph; Request for delay for residency training; Record of computer input; General correspondence with physician/student; hospital agreement form; Transcripts (Pre-med and med school); Air Force Health Performance Scholarship Program (AFHPSP) Service Obligation Agreement; Notification of selection for AFHPSP; Air Reserve Personnel Center (ARPC) orders (45-day active duty tour); Air Force Manpower and Personnel

Center (AFMPC) Form 155 (Application for deferment for graduate medical education); Selection/ Non-selection for deferment letter; Certificate of medical school completion; Physical examination; Tendering of resignation; Medical disqualification correspondence; Graduate Medical Education Records - Application for sponsored training; AFMPC Form 131; Photograph; Transcripts; Letter of recommendation/evaluation; Career motivation essay; Select/Non-select letters (acceptance/declination); Assignment letter to Major Command (MAJCOM); Training reports; Memos for record; General correspondence with applicant/trainee; Faculty board proceedings; Residency completion letter; Letters of resignation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 105 - Armed Forces Health Professions Scholarship and 9301, Members of Air Force: detail as students, observers, and investigators at educational institutions, industrial plants, and hospitals.

PURPOSE(S):

Used by the Medical Education Division, and Medical Education Selection Boards in selecting individuals of the medical service to attend undergraduate and graduate educational programs and technical training. Such programs include undergraduate and graduate nurse education, medical school, residencies and fellowships for physicians, and graduate education for Medical Service Corps (MSCs), BioMedical Service Corps (BSCs), residencies for dental officers, and Physician Assistant program for airmen. Another use of the system is to monitor the individuals progress in an educational program after selection until completion of their program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Allied Health Selection Board Folders and Undergraduate Education Selection Folders: Retained until selection board process is completed; Air Force Institute of Technology (AFIT) Selection Folders: Information in folders is maintained for one year. Exception: Transcripts are used for period of two weeks then returned to AFIT. Physician Deferment Folders: Retained until the individual is called to active duty or separated from the Air Force (AF) Reserve. Graduate Medical Education Records: Retained until individual separates or retires from the Air Force.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, TX.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Member's application, Supervisor's evaluation, master personnel records (board use only), Career Brief (board use only), transcripts, test scores, Deans' letters of recommendation, Standard Form (SF) 88 and SF 93.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC G

SYSTEM NAME:

035 MPC G Medical Officer Personnel Utilization Records

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Air Force active duty medical service officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel Utilization records containing: Career briefs; Print-outs; Letters from individuals; Letters from Utilization Branch to individuals; Special Orders; Letters concerning medical service education and training; Copy of application for Indefinite Reserve Status; Copy of request to join spouse; Copy of Specified Period of Time Contract (SPTC) requests; Copy Air Force Manpower and Personnel Center (AFMPC) Form 8, Assignment/ Actions Worksheet; Air Force Manpower and Personnel Center (AFMPC) Form 138, Officer Reassignment; Memorandum of Official Contact; Officer Career Objective Statement; Personnel Action Request; Application for Appointment in the AF Reserve; Recall to Active Duty; Supplement to Application for Commission in the United States Air Force (US) Medical Services; Assignment Notification of Medical Service Officer; Constructive Credit Computation; Personal Interview- USAF Nurse Application; Air Force Institute of Technology (AFIT) Education Plan; Messages; Department of Defense Notification of change in service members official records; Master Personnel Record Fiche; Training/ Specialty Board Certification Records; Continuation Pay Contracts; Specialty Badge Award; Personnel Data Systems (PDS) transactions; Record of Office of Special Investigations (OSI) background checks; Resumes/special applications.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Regulation 36-1, Officer Classification; Air Force Regulation 36-4, Special Pay for Medical Corps Officers; Air Force Regulation 36-5, Appointment of Officers in the Regular Air Force; Air Force Regulation 36-8, Continuation Pay for Dental Corps Officers; Air Force Regulation 36-20, Officer Assignments; Air Force Regulation 36-21, Selective Continuation Program; Air Force Regulation 36-51, Active Duty Service Commitments (PA); and Air Force Regulation 36-94, Specified Period of Time Contracts (SPTC) (PA).

PURPOSE(S):

Verify current assignment; verify history of application for: tour

extension, tour curtailment, Specified Period of Time Contract, Indefinite Reserve Status, duty Air Force specialty code change, special duty application, formal school application, change of assignment reporting dates, join spouse application; Use AF Form 24 for obtaining date of birth and place of birth when processing assignment to academy or other highly sensitive area of assignment; to hold messages pertaining to assignment; to hold action notices and career briefs as a result of input from original office and any other office pertaining to an individual. This also includes career briefs and action notices from automatic actions (i.e., available assignment); pay computation; grade computation; to provide background information to answer correspondence.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for six months after the individual terminates military service, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Applications for appointment, letters written by individual or on individuals by others. Computer print-outs, forms completed by individuals, Personnel Data Systems (PDS) transactions, other information pertinent to assignments or career development of the officer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC H

SYSTEM NAME:

035 MPC H Medical Opinions on Board for Correction of Military Records Cases (BCMR)

SYSTEM LOCATION:

AFMPC/SG, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Files are maintained on individuals making application to the Air Force Board for Correction of Military Records on which a medical opinion has been rendered.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains a copy of the medical advisory opinion rendered on Air Force Board for Correction of Military Records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and Chapter 79 - Correction of Military Records; as implemented by Air Force Regulation 31-3, Air Force Board for Correction of Military Records.

PURPOSE(S):

A historical reference, by name, to previous action taken regarding a specific BCMR application.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders in unlocked filing cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files for one year or until no longer needed for reference, tivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

AFMPC Surgeon, Randolph Air Force Base, TX 70148.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC I

SYSTEM NAME:

035 MPC I Office File

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active duty colonels (grade 0-6) and former active duty colonels (grade 0-6), who have retired, and who have been retired for 12 months or less.

CATEGORIES OF RECORDS IN THE SYSTEM:

Official photograph; Air Force (AF) Form 620. Colonel Resume; Copies of

correspondence generated by Assistant for Colonels' Assignments, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX (HQ AFMPC/MPCO) pertaining to the subject of the file, Memoranda of conversations with the subject of the file, Correspondence received by HQ AFMPC/MPCO pertaining to the subject of the file, Memoranda of assignment-related personnel actions contemplated/completed on the subject of the file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by AFr 36-10, Officer Evaluations.

PURPOSE(S):

Assignment considerations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets and rotary file bins (Lectriever)

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained until first anniversay of effective date of retirement/separation from USAF of the subject of the file, at which point the office file is destroyed by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, AFMPC/MPCO, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Subject of the file, AFMPC/MPCO personnel, other Air Force and outside agency originators of correspondence relating to subject of the file, any additional information which has/could have bearing on assignability of the subject.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC J

SYSTEM NAME:

035 MPC J Airmen Utilization Records System

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Enlisted personnel on active duty who request reassignment or deferment from assignment under the Children Have A Potential (CHAP) humanitarian programs; or are nominated or volunteer for special assignment; or request information or action through high level channels; or are restricted, along with their dependents, from assignment to certain oversea areas; or are subject to special assignment procedures, such as: reassignment of airmen with known deficiencies; reassignment of threatened airmen; disposition of airmen involved in disciplinary/legal problems en route to permanent change of station (PCS) assignment; or reassignment for trial; Curtailment of Oversea Tour for Cause or are permanently decertified from the Personnel Reliability Program and Master, Senior Master and Chief Master Sergeants on active duty in the Air Force who are considered/selected for an assignment. Enlisted club stewards on active duty in the Air Force.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation of oral and written dialogue with airmen regarding assignment actions; notification to airman of assignment; oral and written dialogue with commanders regarding assignment actions; projected assignment actions; oral and written dialogue with Air Force multi-level functional managers regarding assignment actions; medical, legal and financial factors related to humanitarian assignment actions; personal assignment preferences, assignment limitations; final and executed assignment actions; high level interest and official Air Force responses; legal and investigative information regarding assignment restrictions; reassignment of airmen with known deficiencies, or involved in disiplinary or legal problems, or for cause, or for personal safety, or for convenience of litigation actions; permanent decertification from the Personnel Reliability Program and extracts from the Personnel Data System (PDS); Airman Career Briefs; Airman Performance Reports and Education Data; senior NCO Academy selection files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; Air Force Regulation 35-99, Personnel Reliability Program, and Air Force Regulation 39-11, Airman Assignments.

PURPOSE(S):

Used to provide senior noncommissioned officers (NCOs) with personalized assignment service and to provide tracking and background data with which to reply to queries from the NCOs. Information is used by the PALACE Nonappropriated Fund resource manager to develop the career and broaden the experience of club stewards and to staff club steward assignment actions. Also used to staff assignments on those airmen who have applied for humanitarian - Children Have A Potential (CHAP) assignments; Used to track-select airmen for special assignments, to document responses to high-level inquiries and to provide the rationale for approving or disapproving a request for assignment. Used to document special assignment actions to certain oversea areas and in those actions involving disciplinary or legal problems, threatened airmen, airmen with known deficiencies, curtailment for cause and when reassignment is required for trial purposes. To monitor assignment restrictions on airmen decertified from Personnel Reliability Program duties.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards and controlled by personnel screening and by visitor registers.

RETENTION AND DISPOSAL:

Destroyed at the end of the calendar year or 18 months after final action on requests for humanitarian assignment, by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Access Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information generated by the Air Force office of primary responsibility; from PDS by inquiry or action notice; law enforcement agencies; investigative agencies; or Air Staff inputs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC K

SYSTEM NAME:

035 MPC K Airman Promotion Historical Records

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty airmen in grades E-4 through E-8 at time of promotion consideration.

CATEGORIES OF RECORDS IN THE SYSTEM:

Microfiche files reflecting individual historical promotion data (up to 1,200 characters) for a specific cycle which is no longer maintained within the automated personnel data system. Contains member identification, promotion eligibility status, select/ nonselect status, and critical personnel data. Microfiche files for members in grades E-4 through E-6 contain relative standing and weighted factor scores. Contains worksheets used to manually compute individual promotion status (select/nonselect) for the Weighted Airman Promotion System for those members not considered during the computerized selection process; master listings for each specified promotion cycle reflecting all members in the applicable grade and their specific status: select, nonselect, nonweighable, or ineligible; and listing of promotion sequence numbers assigned to all selectees for a specific cycle.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Manual 30-130, Base-Level Military Personnel System, and Air Force Manual 39-29, Promotion of Airmen.

PURPOSE(S):

Used by Air Force Manpower Personnel Center/Airman Promotion Division (AFMPC/MPCAW) as the master record of promotion status for a specified cycle. Used to respond to inquiries (including congressional inquiries), for Air Staff advisories to the Air Force Board for Correction of Military Records, to manage the Airman Promotion Program, to recreate promotion status, and to provide statistical data for official use. Used to provide supplemental promotion consideration and to research and/or correct promotion status for a previous cycle.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets, on computer paper printouts and on microfiche.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN). Accessed manually by cycle.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or secured building.

RETENTION AND DISPOSAL:

Maintained for 10 years, computed from the date of the original selection process. Manual computation worksheets are maintained for one year and then select/nonselect data are listed on a roster which is maintained for an additional nine years. After the specified retention period, the records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78148.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. The request should specify the applicable promotion cycle(s).

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Data purged from the active interim eligible file (promotion file) which is a subsystem of the Personnel Data System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC L

SYSTEM NAME:

035 MPC L Historical Airman Promotion Master Test File (MTF)

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty airmen in grades E-4 through E-8. Air Force Reserve and Air National Guard airmen in grade E-7.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains historical Specialty Knowledge Test (SKT), Promotion Fitness Examination (PFE) and United States Air Force Supervisory Examination (USAFSE) data which is no longer maintained within the personnel data systems. Includes member identification, test identification, date tested, score and item responses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Regulation 35-8, Air Force Military Personnel Testing System.

PURPOSE(S):

Used by Air Force Manpower and Personnel Center/Airman Promotion Division (AFMPC/MPCAW) to research and/or correct promotion status for previous cycles. Data used to resolve inquiries, provide supplemental consideration, prepare Air Staff advisories to the Air Force Board for Correction of Military Records, and manage the Airman Promotion Program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets and on microfiche.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are stored in vaults.

RETENTION AND DISPOSAL:

Maintained for 10 years computed from the date of the original selection process, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

See Exemption.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (k) (6). For additional information, contact the System Manager.

F035 MPC N

SYSTEM NAME:

035 MPC N Assignment Action File

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active Duty Chaplains.

CATEGORIES OF RECORDS IN THE SYSTEM:

Forms used by the Air Force Manpower and Personnel Center (AFMPC) Chaplain's Office for accession and assignments of chaplains on active duty and other chaplain personnel actions. They also contain information and actions pertaining to individuals in the areas of duty Air Force Specialty Code (AFSC) change requests, tour length change requests, humanitarian reassignments and copies of messages directing such actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and 8067, Designation: officers to perform certain professional functions. Section 8012 and Chapter 805, The Air Staff, Section 8032; as implemented by Air Force Regulation 36-20, Officer Assignments.

PURPOSE(S):

Records are used to answer requests for assignment changes, tour length changes, duty AFSC requests, special assignment consideration.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Member's application and information retrieved from the Personnel Data System (PDS).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC P

SYSTEM NAME:

035 MPC P Recorder's Roster

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Washington National Records Center, Washington DC 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records are maintained on all Air Force officers who are eligible for competitive consideration and officers considered for Regular Air Force appointment and Officers considered for involuntary separation, CMSs considered for HYT and any other special board directed by the Secretary of the Air Force or the Chief of Staff.

CATEGORIES OF RECORDS IN THE SYSTEM:

Listing containing record number, name, Social Security Number, date of roster, program control number, component, competitive category, select/non-select status, FOR OFFICIAL USE ONLY statement and name and year of board. A numerical/ chronological listing of all changes to competitive file data base after initial build. Listing of special follow items/ OPR letters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 531, Original appointment, and 611, Convening of selection boards; as implemented by Air Force Regulation 36-89, Promotion of Active Duty List Officers.

PURPOSE(S):

These records are used to determine whether individuals were considered by the convening board.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Records are accessed by identification of board of consideration and then by inverted Social Security Number of subject by competitive category.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

The records are retained in the Selection Board Secretariat for five calendar years and then retired to the National Archives, Washington, DC

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Personnel for Military Personnel, Randolph Air Force Base, TX 78148.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Request must include name, grade, Social Security Number, board identification, competitive category, and zone of consideration as applicable.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The information in these records is extracted from the Selection Board Support File, and from data compiled from individual board member inputs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC Q

SYSTEM NAME:

035 MPC Q Officer Utilization Records System

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer personnel on active duty who: are eliminated from flying or technical training; or apply for separation or retirement prior to completion of their active duty service commitment (ADSC); or apply for accelerated entry on extended active duty (EAD); or are available for active duty; or are identified for special career monitoring; or are selected or volunteer for Air Staff training (ASTRA); or are selected for below the zone promotion to major and lieutenant colonel; or are former ASTRA officers below the grade of major and selectees, designees and attendees of Intermediate Service Schools (ISS) and Senior Service Schools (SSS); or are volunteers or are selected for the Air Force Institute of Technology (AFIT); or are nominees, designees, attendees and graduates of Squadron Officers School (SOS), Academic Instructor Courses (AIC), ISS and SSS; or request reassignment or deferment from assignment under the Children Have A Potential (CHAP) Humanitarian Programs; or request information or action through Congressional sources; or apply or are being considered for Air Staff extensions; or possess or are candidates for PHD degrees; or are the subject of a request to change their Duty Air Force Specialty Code (DAFSC); or apply for early release; or have attended AFIT education programs; or are AFIT graduates and request or are identified for a directed duty assignment; or are attending or are recent graduates of Professional Military Education (PME) institutions; or apply for special duty per Chapter 8, Air Force Regulation 36-20; or apply for undergraduate pilot (UPT) or navigator training (UNT); or apply for or are attending test pilot school; or apply for Officer School Training; or are former prisoners of war (POW) as a result of the Southeast Asia (SEA) conflict; or file reclamas regarding flying time computations in support of the aviation Career Incentive Act; or visit or write the Air Force Manpower and Personnel Center (AFMPC)/Directorate of Personnel Resources and Distribution, Officer Career Management Division for career counselling; or are selected for assignment or reassignment; or are nominated for assignment or are currently assigned to agencies outside the Air Force; or are permanently disqualified from the Human/ Personnel Reliability Programs (HRP/PRP); or are identified for special monitoring due to

unique or special qualifications; or apply or are identified for levy exempt status; or Reserve officer personnel not on EAD who: apply for accelerated entry on active duty; or Reserve officers and Air Force Reserve Officers Training Corps who apply for reserve duty in lieu of extended active duty (EAD); on assignment who received late assignment notification.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation of: Actions related to entry, including accelerated; on active duty, special career monitoring; actions related Air Staff Training (ASTRA) selectees or volunteers; special assignments for individuals who demonstrate well above average performances; actions of the AFIT Selection Board and disposition of AFIT applications: Elimination actions accomplished by training activities; Reclassification actions following elimination from training; disposition of applications with justification for levy exempt status; Command comments regarding specific assignment actions; Recommendations regarding retirement or separation prior to ADSC; Disposition of applications for reserve duty in lieu of EAD; Individual career objectives, assignment preferences, limitations; Promotion board reports for major, lieutenant colonels and colonels; Medical, legal and financial factors related to humanitarian assignment actions; Oral and written dialogue with officers regarding assignment actions; High level interest and official Air Force responses; Disposition of applications for Air Staff tour extensions with summary of findings; Award of PHD or pursuit of PHD degree; Request for, staffing of, and disposition of DAFSC changes; Staffing, Early Release Board action summaries and disposition of early release requests; Assignments of personnel who have attained advanced AFIT degrees; Directed duty assignments (DDA) considered because of AFIT education; Assignment considerations of PME students and graduates; Staffing and other actions related to consideration of requests for special duty or UPT or UNT or Test Pilot School or Officer School Training; Assignment actions pertinent for former POW of the SEA conflict; Response to reclamas regarding flying time computations; Assignment and career development counselling actions; Assignment to Department of Defense and Joint Chiefs of Staff activities; Disqualification from HRP or PRP; Special monitoring actions of individuals with unique or special qualifications; and the following forms and documents: Air Force (AF) Form 112, Officer Counselling Data Card; AF Form 11, Officers Military Record; AF Form 215, Application for Officer Training; AF Form 2095, Assignment - Personnel Action; AFMPC Form 93, Assignment for AFIT Graduate; PDS extract related to flying or technical training, education, experience and other assignment factors; Assignment action cards; Assignment work sheets; Career Briefs; Officer Career Objective Statements; Tracking Log; Record of Assignment Action Number (AAN); Assignment Orders; Precision Measurement Equipment (PME) and special category summary forms; Background checks; Officer Palace Manning Report; Short Tour Return Date Roster; Eligible for Overseas Roster; Officer Effectiveness Report; PDS Action Notices Regarding Assignment Factors/Considerations on assignment who received late assignment notification.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by AFr 36-20, Officer Assignments.

PURPOSE(S):

To make a determination regarding the retention and/or reclassification of those officers eliminated from flying or technical training. To make a determination on requests for levy exempt status for officers who have been selected to perform duty on special projects and the individual or major command (MAJCOM) request that the individual be deferred from assignment selection. To make a determination regarding applications for accelerated active duty and on applications for duty with the Air Force Reserves in lieu of extended active duty (EAD). The basis on which to make a recommendation to the Air Force Manpower and Personnel Center (AFMPC), Directorate of Personnel Program Actions (DPMA) regarding waiver of Active Duty Service Commitment (ADSC) for those officers who have applied for separation or retirement. To monitor and staff the initial assignment for officer accessions. To track those officers identified for special career monitoring. To confirm that Air Staff Training (ASTRA) volunteer status has been updated in the Personnel Data System (PDS), also used by Resource Managers to staff extensions of tour, curtailment of tour, Duty Air Force Specialty Code (DAFSC) changes and follow-on assignments. Used by career and Resource Managers to insure that officers who have demonstrated above average performance are considered for challenging and responsible positions. Used by AFIT Selection Board to answer inquiries concerning the status of an application; to monitor officers currently in AFIT; and to work extensions or program changes. Used to nominate and monitor officers for attendance at Intermediate and or Senior Service Schools. Data is also used to track graduates of the Squadron Officer School (SOS) and Academic Instructor Courses (AIC). To staff assignments on those individuals who have applied for humanitarian - CHAP assignments. To fully document the response to an inquiry and toprovide the rationale for approval or disapproval of a requested assignment. To staff and make a determination regarding tour extensions. To monitor holders of doctorate degrees and candidates thereof to insure proper utilization of those officers holding doctorate degrees. To staff DAFSC change requests and to make a determination regarding retraining. To make a determination by the Early Release Board regarding an officer's request for early release. To monitor and or assign those officers possessing advanced AFIT degrees; action is essential for proper utilization of advanced degree holders. To make a determination regarding a Directed Duty Assignment (DDA) change on those officers who incurred the DDA as a result of AFIT education. To monitor and staff assignments for Professional Military Education (PME) attendees and or graduates. To monitor and select officers for special duties. To monitor officers who have applied for undergraduate pilot and-or navigator training; used along with the master military personnel record in the selection process. To monitor officers who have applied for and-or are currently attending Test Pilot School. To monitor officers who have applied for Officer School Training. To monitor the utilization of former prisoners of war of the Southeast Asia conflict. Used as backup reference for Aviation Career Incentive Act reclamas. To staff assignments and related actions. Used in the counselling of officers and as background reference documentation for visits of officers to the Air Force Manpower and Personnel Center (AFMPC) and for the response to correspondence between the officer and the AFMPC Resource Manager. Data are used in the assignment selection process to insure fair and equitable assignment selection. Additionally, the information and-or computer products are used to determine unique or specific

qualifications for particular assignment. Used by resource teams to nominate officers for assignment to Department of Defense and Joint Chiefs of Staff activities outside the Air Force including release of military personnel records and data to those agencies. To monitor those officers disqualified from Human and-or Personnel Reliability Programs (HRP-PRP) duties. It is also used to insure these individuals are not placed in HRP-PRP positions. Officer assignment block records are used by the interested office to tract individual assignment actions. The blocks are also used in identifying individuals with unique or special qualifications. Used to determine if officers are receiving minimum assignment notification in accordance with established policy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Documentation records are destroyed after 12 months; or retained until officer leaves ASTRA program; or destroyed when superseded; or destroyed upon individual's completion of AFIT program or upon nonselection to AFIT whichever occurs first; or destroyed when officer is separated or retires; or destroyed 18 months after approval of CHAP request or 12 months after disapproval; or destroyed when officer completes Air Staff tour extension or after 12 months whichever is longer; or destroyed after completion of DDA; or destroyed 12 months after graduation from PME or Officer School Training; or destroyed when application for special duty is withdrawn; or destroyed after completion of UPT/UNT or when eligibility for training expires; or destroyed 3 months after graduation from Test Pilot School; or POW records will be retired to a permanent storage facility on 1 January 1977; or destroyed when Departmental or Joint activity tour is completed; or retained permanently if related to HRP/PRP disqualification but not after separation. Methods of destruction are burning,pulping,shredding, macerating, or tearing into small bits.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

PDS inquiries or action notices; Information generated by the Air Force multi-level offices of primary responsibility; Extracts or copies of military personnel records; Air Staff inputs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC R

SYSTEM NAME:

035 MPC R Air Force Personnel Test 851, Test Answer Cards

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty airmen in grades E-4 through E-8. Air Force Reserve and Air National Guard airmen in grade E-7.

CATEGORIES OF RECORDS IN THE SYSTEM:

Item responses (answers) for Specialty Knowledge Tests (SKT), Promotion Fitness Examinations (PFE) and United States Air Force Supervisory Examinations (USAFSE).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Regulation 35-8, Air Force Military Personnel Testing System, Chapters 14, 15, and 16.

PURPOSE(S):

Used by Air Force Manpower and Personnel Center/Airman Promotion Division (AFMPC/DPMAW) to score tests. The percent correct score on the SKT, PFE, and USAFSE, are weighted factors in the the Weighted Airman Promotion System (WAPS) to advance airmen (E-4 to E-8) to the next higher enlisted grade. The percentile score on the 9-level upgrade exam is used as an eligibility criterion for promotion to grade E-8 and award of the superintendent (9) Air Force Specialty Code (AFSC) skill level, for ANG and AFRES.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in vaults.

RETENTION AND DISPOSAL:

Maintained for 12 months following completion of promotion cycle for which member was tested, then destroyed by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX.

NOTIFICATION PROCEDURE:

See Exemption.

RECORD ACCESS PROCEDURES:

See Exemption.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and

appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

See Exemption.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (k)(6). For additional information, contact the System Manager.

F035 MPC S

SYSTEM NAME:

035 MPC S Aviation Service Branch File

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active and Inactive Officers and Airmen concerning any qualification/disqualification for aviation service action and determination of eligibility for aero badges.

CATEGORIES OF RECORDS IN THE SYSTEM:

Air Force members: Rated officers removed from or returned to flying status, Officers granted United States Air Force (USAF) aeronautical rating as a result of aeronautical rating boards; Nonrated members, officer and enlisted, who request action or consideration for flying status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8691; as implemented by Air Force Regulation 35-5, Parachutists, Air Force Regulation 35-13, Aviation Service, Aeronautical Ratings, and Badges, and 35-42, Missile Badge.

PURPOSE(S):

Response to inquiry by an individual or an intermediary; such AS legal counsel through judicial action or the Secretary of the Air Force Board for Correction of Military Records (SAF/BCMR), Member of Congress, a high ranking official such as the Secretary of the Air Force, Chief of Staff, United States Air Force, Air Force Deputy Chief of Staff/Manpower and Personnel, Air Force Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel; wherein a rated officer is returned to or removed from flying status, the record is reviewed within Officer Career Management Division, Air Force Manpower and Personnel Center for assignment determination action.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name. Each card lists the nature of the action and includes a cross reference showing the subject file containing the record of correspondence. The card file is a 'finder' index used to facilitate/expedite location of records pertaining to an individual and as source of statistical data.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in cabinets.

RETENTION AND DISPOSAL:

Retained in office files until no longer needed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Correspondence generated at base level, Major Air Command or Air Staff Level.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 MPC U

SYSTEM NAME:

035 MPC U Separation Case Files (Officer and Airman)

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. Duplicate copies may be retained temporarily at each level requiring review or action on the case.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers and airmen who have requested voluntary separation, who have been recommended or identified for involuntary separation under 10 USC 617(b) (including Reserve officers as a matter of Air Force Policy). Individuals who, under P.L. 95-202, Sec 401, have requested review of service performed with the Army Air Force or U.S. Air Force to determine if such service was equivalent to 'active duty' for purposes of laws administered by the Veteran's Administration.

CATEGORIES OF RECORDS IN THE SYSTEM:

Member's application, letter from commander initiating separation action with indorsements, supporting documents, or documents pertaining to actions authorized by 10 USC 617(b) and record of final action taken. If congressional inquiry involved, request for information and reply provided is also filed by those offices involved.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 59, Separations and 38 USC, Veteran's Benefits, 10 USC 617(b), Reports of selection boards; as implemented by Air Force Regulation 36-2, Administrative Discharge Procedures (Unfitness, Unacceptable Conduct, or in the Interest of National Security); 36-3, Administrative Discharge Procedures (Substandard Performance of Duty); 36-12, Administrative Separation of Commissioned Officers and Warrant Officers of the Air Force; and 39-10, Administrative Separation of Airmen.

PURPOSE(S):

The original document is retained as a permanent record of action taken. The duplicate copies are retained to provide a temporary record of actions being

taken for responding to inquiries concerning the status of a particular case. Occasionally, a case file is retained as a precedence file for later reference in revising separation directives.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Individual case files may also be released to a governmental body or agency or health care professional society or organization if such record is needed to perform licensing or professional standards monitoring related to credentialed health care practitioners or licensed, noncredentialed health care personnel who are or were formerly members of the Armed Forces. Case files may also be released to medical institutions or organizations wherein such member has applied for or been granted authority or employment to provide health care services if such record is needed to assess the professional qualifications of such member.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name. At National Personnel Records Center. Cases and correspondence initiated under the provisions of 10 USC 617(b) are filed with Master Personnel Records. Transitory copies are filed alphabetically by general subject categories, i.e., involuntary officer separations, involuntary airman separations, etc.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms. File cabinets and power files are secured during non-duty hours.

RETENTION AND DISPOSAL:

Master copies are retained permanently. Temporary files are disposed of within three years after final action is taken. Files are disposed of by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Member's application, correspondence from unit commander's initiating separation action pertaining to actions provided for in 10 USC 617(b).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 RE A

SYSTEM NAME:

035 RE A Personnel Files on Statutory Tour Officers

SYSTEM LOCATION:

Personnel Division, Office of Air Force Reserve (AF/REP) HQ USAF Washington DC 20330. Air Force Military Personnel Center (DPMYR), Randolph AFB TX 78148 (USAFR and ANG Personnel).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

United States Air Force Reserve Officers applying for or selected for assignment as statutory tour officer.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application for extended active duty with United States Air Force, military career brief, resume of prior military and civilian experience, officer effectiveness report overall rating, correspondence and special orders relative to the tour.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 265, Policies and regulations: participation of reserve officers in preparation and administration.

PURPOSE(S):

Documentary support of tour applications; approval/disapproval; initiation, termination and extension of statutory tours; historical reference not to exceed two years after tour termination; used by Air Force Manpower and Personnel Center/ Assistant for Personnel Plans, Programs and Analysis, Reserve Forces Division (AFMPC/DPMYR); used for AFMPC/ DPMYR as record of approval/ disapproval, authority to issue Department of the Air Force Special Orders (DAFSOs); by Office of the Air Force Reserve (AF/RE), Director Air National Guard, National Guard Bureau (NGB/CF) and SAF/MRR as record of approval/disapproval.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by Name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know and stored in security file containers/ cabinets.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Air Force Reserve, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Include full name and Social Security Number. Individuals may visit the Personnel Division, Office of Air Force Reserve, Pentagon, Washington DC 20330. Military identification card or driver's license required for identification.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 RE B

SYSTEM NAME:

035 RE B Files on Reserve General Officers; Colonels Assigned to General Officer Positions

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330 and Personnel Division Office of Air Force Reserve.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

United States Air Force Reserve General Officers and Colonels assigned to General Officer positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Resume of prior military and civilian experience, correspondence and Special Orders, Record of Reserve participation, personnel data listings, last five officer effectiveness reports, record of personal interview and assignment recommendation made by Chief, Air Force Reserve.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To determine qualifications for initial/continued assignment to General Officer positions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by Name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Air Force Reserve, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Full name Social Security Number must be provided. Individuals may visit the Personnel Division Office of Air Force Reserve, Pentagon, Washington DC 20330.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports from individual officers, and from personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SAC A

SYSTEM NAME:

035 SAC A Navigator Background Information

SYSTEM LOCATION:

Beale Air Force Base, CA 95903; Castle Air Force Base, CA 95342; Dyess Air Force Base, TX 79607; Ellsworth Air Force Base, SD 57706; Fairchild Air Force Base, WA 99011; Francis E Warren Air Force Base, WY 82001; Grand Forks Air Force Base, ND 58205; March Air Force Base, CA 92518; Minot Air Force Base, ND 59705; 6 Strategic Wing, APO Seattle 98737; 320 Bombardment Wing, Mather Air Force Base, CA 95655; 55 Strategic Reconnaissance Wing, Offutt Air Force Base, NE 68113.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Currently assigned staff-crew navigators at 15th Air Force bases.

CATEGORIES OF RECORDS IN THE SYSTEM:

Grade, name, SSN, flying time and experience, education, professional military education, and special navigation competition experience.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force; powers and duties; delegation by and Strategic Air Command (SAC) Regulation 55-65, Operations and Training Divisions - Functions.

PURPOSE(S):

Records are used by the chief of the Bomb Navigation Branch to select navigators based on experience and training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual; maintained in paper files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening in a controlled area.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Bomb Navigation Branch at each base listed under 'System Location' above.

NOTIFICATION PROCEDURE:

Chief, Bomb Navigation Branch. Requests to determine existence of record should include full name, grade, SSN, and approximate dates individual was assigned to SAC organizations listed under 'System Location' above.

RECORD ACCESS PROCEDURES:

Gain assistance from Unit Chief, Bomb Navigation Branch at each base listed under 'System Location' above.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information and changes are obtained from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SAC B

SYSTEM NAME:

035 SAC B Officer Involuntary Administrative Separation File

SYSTEM LOCATION:

Headquarters Strategic Air Command (SAC), Deputy Chief of Staff, Personnel, Quality Control Branch (DAPP)), Offutt Air Force Base, NE 68113.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present Air Force active duty officers assigned to the Strategic Air Command who have Air Force Regulation (AFR) 36-2 or AFR 36-3 action pending or are resigning in lieu of court-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

SAC officers involuntary administrative separation discharge case file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 859, Separation from Regular Air Force for Substandard Performance of Duty; and Chapter 860, Separation from Regular Air Force for Moral or Professional Dereliction or in the Interest of National Security; AFR 36-2, Administrative Discharge Procedures (Unfitness, Unacceptable Conduct or in the Interest of National Security); AFR 36-3, Administrative Discharge Procedures (Substandard Performance of Duty); and AFR 36-12, Administrative Separation of Commissioned Officers and Warrant Officers of the Air Force.

PURPOSE(S):

The users are Strategic Air Command commander and his staff who exercise decision authority in the processing and determination of the officer involuntary separation actions. HQ SAC personnel use these files to process administrative discharge cases of officers assigned to Strategic Air Command.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual; maintained in paper files.

RETRIEVABILITY:

Filed by name and type of pending discharge action.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly identified and cleared for need-to-know. Records are stored in locked cabinets in a locked room.

RETENTION AND DISPOSAL:

Records are retained in the office files for one year after the cut-off date, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Quality Force Management Division, DCS/Personnel, HQ SAC/DPAA, Offutt Air Force Base, NE 68113.

NOTIFICATION PROCEDURE:

Request from individuals for records should be addressed to the Chief, Quality Force Management Division, DCS/Personnel, HQ SAC/DPAA, OFfutt Air Force Base, NE 68113. Specific information required to determine if there are records of the individual in the system must include the member's full name, military status, and grade, SSN, or service number. Visiting personnel must show positive proof of identity by providing a military ID card, a valid state driver's license, and two nationally recognized means of identification.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. The mailing address is in the Department of Defense Directory in the appendix to the Air Force systems notice.

CONTESTING RECORD PROCEDURES:

The Air Force rules for contesting contents and for appealing initial determination are found in the Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from automated systems interfaces: source documents (such as reports) prepared on behalf of the Air Force by boards, committees, and individuals; the member's commanders' Chief, Quality Force Management; consolidated Base Personnel Office; and the SAC Staff Judge Advocate office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SAC C

SYSTEM NAME:

035 SAC C Public Affairs Personnel Background Record

SYSTEM LOCATION:

Public Affairs (PA) offices at Headquarters Strategic Air Command (SAC/PA), Headquarters 8th Air Force (HQ 8 AF/PA), Headquarters 15th Air Force (HQ 15 AF/PA), and SAC bases (PA). Official mailing addresses are in the Air Force Address Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Public Affairs and administrative personnel currently assigned to Public Affairs offices at SAC bases.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank, SSN, photograph, dates of rank, date of separation, assignment history, and military and civilian schooling degrees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and Air Force Regulation (AFR) 190-1, Public Affairs Policies and Procedures, SAC Supplement.

PURPOSE(S):

Used by Public Affairs functional managers as a locator and to determine degree, scope and level of experience of Public Affairs personnel for assignment purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual; maintained in paper files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in file cabinets in locked offices.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Public Affairs at all SAC bases.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Official mailing addresses are listed in the appendix to the Air Force Systems Notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Basic information and changes are received directly from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SAFCB A

SYSTEM NAME:

035 SAFCB A Military Records Processed by the Air Force Correction Board

SYSTEM LOCATION:

Office of the Secretary of the Air Force, Washington DC 20330; Washington National Records Center, Suitland, MD.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members or former members of the Air Force; Army Air Forces, Air Corps, United States Army; Air Service, United States Navy; and Aviation Section, Signal Corps, United States Army, who have applied to the Air Force Board for the Correction of Military Records (SAFCB)

CATEGORIES OF RECORDS IN THE SYSTEM:

Case folders consist of applications to SAFCB, with supporting evidence, staff advisory opinions and final determinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 79 - Correction of Military Records.

PURPOSE(S):

Case folders are permanent records of all applications and are subjected to review only by an applicant and/or his designated representative, the SAFCB and the Secretary of the Air Force.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

RETENTION AND DISPOSAL:

Case folders are maintained within SAFCB semi-annually.

SYSTEM MANAGER(S) AND ADDRESS:

Executive Secretary, SAFCB, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Request for review must provide applicant's full name, service number, and SAFCB docket number (if known). Reviews are held in Suite 201, 1745 Jefferson Davis Hwy, Arlington, VA., between the hours of 0900 to 1600. An applicant must present a personal identification document. A designated representative must present a letter of authorization from the applicant.

RECORD ACCESS PROCEDURES:

Request for access may be obtained by letter addressed to the Executive Secretary, SAFCB, Headquarters United States Air Force, Washington DC 20330.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Forece Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information is obtained from applicants, Air Force offices and/or other Government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SAFPA A

SYSTEM NAME:

035 SAFPA A Mobilization Augmentee Training Folders

SYSTEM LOCATION:

Office for Plans and Resources, Secretary of the Air Force Office of Public Affairs (SAF/PAX),Room 5C941, The Pentagon, Washington DC 20330; Washington National Records Center, Washington, DC 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the Air Force Reserve assigned to Mobilization Augmentation (MA) positions within the Secretary of the Air Force Office of Public Affairs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for mobilization augmentee status, training, or assignment; orders to training or active duty; training completion certificates; pertinent correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Serves as a training record for, 'Participation and Assignment Within the Reserve Components;' used by supervisory personnel to determine eligibility for promotion or reassignment.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

RETENTION AND DISPOSAL:

Retained in office files for two years after the individual completes or discontinues a training course, then retired to Washington National Records Center, Washington DC 20409,and, after 28 additional years, they are then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of public Affairs, Office of the Secretary of the Air Force (SAF/PA), Washington DC 20330

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Assistant for Reserve Affairs, Secretary of the Air Force Office of Public Affairs (SAF/PAX), Room 5C941, The Pentagon, Washington, DC 20330, telephone (202) 697-6702. Individuals inquiring by mail should furnish their name and service number. Individuals making personal visits to the Office for Plans and Resources should have in their possession a valid identification card (DD Form 2AF(RES).

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access by contacting the Reserve Forces Liaison Officer, Office for Resources and Projects, Secretary of the Air Force Office of public Affairs (SAF/PAX) Washington DC, 20330.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SAFPC A

SYSTEM NAME:

035 SAFPC A Air Force Discharge Review Board Retain Files

SYSTEM LOCATION:

Office of the Secretary of the Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Air Force Personnel who submit applications for review of discharge/separation/dismissal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of correspondence between applicant and Discharge Review Board; duplicates of summary of board proceedings and summary of applicant's military record; and miscellaneous control records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1553, Review of discharge or dismissal.

PURPOSE(S):

Used by the Air Force Discharge Review Board as a temporary reference file.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

RETENTION AND DISPOSAL:

Retained in office files for one year from date of hearing and then destroyed by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Secretary of the Air Force Personnel Council, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Written requests should contain the full name, service number and Social Security Number of the requester. Personal visits may be made to room 200, 1745 Jefferson Davis Hwy, Arlington, VA. Visitors must supply full name, service number, Social Security Number and some form of identification such as driver's license.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Individual's military personnel record.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SAFPC B

SYSTEM NAME:

035 SAFPC B Air Force Discharge Review Board Original Case Files

SYSTEM LOCATION:

National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Air Force Personnel who submit applications for review of discharge/ separation/dismissal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Original copy of summary of board proceedings, individual's application form, order appointing Discharge Review Board members, summary of applicant's military personnel record, correspondence between applicant and Discharge Review Board and magnetic recording of hearing (if required).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1553, Review of discharge or dismissal.

PURPOSE(S):

Documents are created and placed in the applicant's military personnel file as a permanent record of the Board's action in the performance of its statutory function. Files are used by the Air Force Manpower and Personnel Center to create new discharge documents if required and to notify the applicant of the outcome of his or her case.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and recording.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained permanently at the National Personnel Records Center (Military Personnel Records), 9700 Page Blvd, St Louis, MO 63132.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Secretary of the Air Force Personnel Council, Washington, DC 20030.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Written requests should contain the full name service number and Social Security Number of the requester. Personal visits may be made to room 200, 1745 Jefferson Davis Hwy, Arlington, VA. Visitors must supply full name, service number, Social Security Number and some form of identification such as driver's license, credit cards, etc.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Individual's military personnel record.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SAFPC C

SYSTEM NAME:

035 SAFPC C Air Force Discharge Review Board Voting Cards

SYSTEM LOCATION:

Office of the Secretary of the Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Air Force Personnel who submit applications for review of discharge/separation/dismissal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Voting cards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1553, Review of Discharge or Dismissal.

PURPOSE(S):

Used by the Air Force Discharge Review Board to record votes of board members on individual cases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and, by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for one year from date of hearing and then destroyed by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Secretary of the Air Force Personnel Council, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Written requests should contain the full name and Military Service Number or Social Security Number of the requester. Personal visits may be made to room 200, 1745 Jefferson Davis Hwy, Arlington, VA. Personal visitors must supply full name and Military Service Number or Social Security Number and some form of identification such as driver's license, credit cards, etc.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Individual's military personnel record.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SAFPC D

SYSTEM NAME:

035 SAFPC D Air Force Discharge Review Board Case Control/Locator Cards

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Air Force personnel who submit applications for review of discharge/separation/dismissal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case control/locator cards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1553, Review of discharge or dismissal.

PURPOSE(S):

Used by personnel at the Air Force Manpower and Personnel Center who are responsible for servicing the Air Force Discharge Review Board to keep track of cases and to record the daily activity relating to each case.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained permanently at the Air Force Manpower and Personnel Center.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Secretary of the Air Force Personnel Council, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Written requests should be addressed to: AFMPC/DPMDRAl, Randolph Air Force Base TX 78150. Such requests should contain individual's full name and Military Service Number or Social Security Number. Personal visits may be made to the Air Force Manpower and Personnel Center, Systems Management Division, Randolph Air Force Base, TX. Visitors must supply their full name and Military Service Number or Social Security Number and provide some form of identification such as driver's license or credit card.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Individual's application form and military personnel record.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SG A

SYSTEM NAME:

035 SG A Application for Aeronautical Rating (Senior and Chief Flight Surgeon)

SYSTEM LOCATION:

The Aerospace Medical Consultants Division, Air Force Medical Service Center (AFMSC/SGPA), Brooks AFB, TX 78235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Flight Surgeons applying for Senior/Chief Flight Surgeon Rating.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual application, summary of contributions to the Aerospace Medicine Program, date of previous ratings, number of flying hours, and written professional examination (multiple choice type) if applicant is not a graduate of the Residency in Aerospace Medicine.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and 8067(f), Designation: officers to perform certain professional functions.

PURPOSE(S):

Used by Chief, Flight Medicine, Aerospace Consultant Division and Chief, Aerospace Medicine Division, Office of the Surgeon General to determine professional qualification for award of Senior/Chief Flight Surgeon rating. Used to transmit application data by the individual and AFMSC/SGPA through appropriate command channels; evaluate and make appropriate recommendations concerning award of the advanced ratings; and as authority for publication of Aeronautical Orders by appropriate orders issuing authority.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and are stored in locked rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Flight Medicine, HQ AFMSC/SGPA, Brooks AFB, TX 78235.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Required information is full name, rank and Social Security Number (SSN). Requester may visit Aerospace Medical Consultants Division, Office of the Surgeon General, Headquarters Air Force Medical Service Center, Brooks AFB, TX 78235. Proof of identity is by military ID card and personal recognition due to small number of officers involved.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions and from source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SG B

SYSTEM NAME:

035 SG B Medical Service Corps Personnel Files

SYSTEM LOCATION:

HQ USAF/SGA, Washington, DC 20332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active duty and retired or separated medical service corps officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personnel correspondence to and from individual medical service corps officers and forms relating to assignment, extension, Air Force Specialty Code, and other selected documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and 8067(d), Designation: officers to perform certain professional functions.

PURPOSE(S):

Information is used solely for the purpose of recommending individual for assignment, extension, statistical data, promotion or advanced training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Records are retained in active file as long as officer is on active duty, in inactive file one year from date of retirement, resignation, or separation, and are then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters United States Air Force, Washington DC 20332.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions, from Senior Medical Service Corps officers, and from the Air Force Manpower and Personnel Center.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 SG C

SYSTEM NAME:

035 SG C Veterinary Personnel Files

SYSTEM LOCATION:

HQ AFMSC/SGPA and USAFSAM/US, Brroks Air Force Base TX 78232.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active duty and retired or separated veterinary officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personal correspondence to and from individual veterinary officer and forms relating to assignment, extension, Air Force Specialty Code, promotion, and other selected documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and 8067(k) Designation: officers to perform certain professional functions.

PURPOSE(S):

Information is used solely for the purpose of recommending individual for assignment, extension or advanced training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in active file as long as officer is on active duty and in inactive file one year from date of retirement, resignation, or separation. Then they are destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters United States Air Force, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions, from Command, Air Force Veterinarians and Air Force Manpower and Personnel Center Records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F035 TAC A

SYSTEM NAME:

035 TAC A Informational Personnel Records (PA Personnel Background)

SYSTEM LOCATION:

Office of Public Affairs, HQ Tactical Air Command (PA) Langley Air Force Base, VA 23665.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel, Military and Civilian, assigned to the Public Affairs function within Tactical Air Command (TAC).

CATEGORIES OF RECORDS IN THE SYSTEM:

Background record name, date of rank, date assigned, date of separation, Air Force specialty codes, photo, education, training, home address, telephone no., and assignments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, and Air Force Regulation 190-1, Public Affairs Policies and Procedures, TAC Sup 1.

PURPOSE(S):

Used by Office of Public Affairs, Headquarters, Tactical Air Command to identify personnel for deployment in exercises, contingencies, and for intra-command reassignment.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, card files, on computer paper printouts and on aperture cards.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Public Affairs, HQ TAC/PA, Langley Air Force Base, VA 23665.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Request must contain name and organization of assignment. ID card or drivers license required for identification.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

From gaining/losing Major Command, Personnel Files, AFMPC Office of Public Affairs personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F040 AA A

SYSTEM NAME:

040 AA A Civilian Personnel Files

SYSTEM LOCATION:

Office of the Secretary of the Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former civilains, statutories, consultants, and Summer Hires employed in the Office of the Secretary of the Air Force only.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employment applications and records; award recommendations; Personnel actions; Position descriptions, training; Process sheets.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To provide information and services to employees and offices within the Office of the Secretary of the Air Force

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/binders and card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms. Access controlled by Assistant Manager and to Restricted authorized personnel.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Administrative Assistant to The Secretary of the Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Rgulation 12-35.

RECORD SOURCE CATEGORIES:

Information from Air Force Civilian Personnel Offices and from financial institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F040 AF MP H

SYSTEM NAME:

040 AF MP H Employee Assistance Program Case Record Systems

SYSTEM LOCATION:

Consolidated civilian personnel offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. Copies are maintained by supervisors and other Air Force installation offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counselling assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case records on employees which are maintained by counselors, supervisors, civilian personnel offices and Social Action offices and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other job performance problems.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 USC 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 USC 4582); Subchapter A oF Chapter I, Title 42, Code of Federal Regulations; 5 USC Chapter 43, Performance Rating.

PURPOSE(S):

Used by the counselor in the execution of his/her counselling function as it applies to the individual employee. With specific written authority of the employee, selected information may be provided to and used by other counselors or medical personnel, research personnel, employers, representatives such as legal counsel, and to other agencies or individuals when disclosure is to the employee's benefit, such as for processing retirement applications.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force subject to the limitations cited in the statutes listed above under 'authority for maintenance of the system.'.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Records are purged of identifying information within five years after termination of counselling or destroyed when they are no longer useful. Destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force or comparable official of the Civilian Personnel Office servicing the Air Force activity/installation.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to servicing civilian personnel office or to the appropriate Employee Assistance Program administrator at the activity. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the same address as above. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F040 AF NAFI A

SYSTEM NAME:

040 AF NAFI A Non-Appropriated Fund (NAF) Civilian Personnel Records

SYSTEM LOCATION:

Civilian personnel offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. AFMPC/DPMS, Randolph Air Force Base, TX.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force civilian employees paid from nonappropriated funds.

CATEGORIES OF RECORDS IN THE SYSTEM:

Life cycle personnel actions and related documents related to employment and pay of NAF employees including documents related to employees benefits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To document and record personnel action on individual employees and to determine pay and other benefit entitlements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

RETENTION AND DISPOSAL:

Retired to National Personnel Records Center upon separation of individual from employment.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Contact the servicing Civilian personnel office. Identifying information is required to satisfy custodian of record.

RECORD ACCESS PROCEDURES:

Contact the servicing Civilian personnel office maintaining record. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, financial institutions, educational institutions, police and investigating officers, personnel documents requesting and appointing and paying individual, and from documents related to designation of benefits and beneficiaries.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F040 AFAA A

SYSTEM NAME:

040 AFAA A Merit Promotion File

SYSTEM LOCATION:

HQ Air Force Audit Agency, Norton Air Force Base, CA 92409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Audit Agency civilian employees

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records incidental to the application and qualification for promotion and duty assignments. Records include, but are not limited to, Supervisory Appraisals, Training Information, Qualifications Profile Records, Personal Qualification Statements, Records of Placement Applications and Disposition, Assignment and Reassignment Records (Orders, Mobility Certificates, Shipments of Household Goods, Overseas Assignments), Position Descriptions, and Records of Personnel Actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC, Chapter 33, Subchapter I - Examination, Certification, and Appointment.

PURPOSE(S):

Used by the Command Section, AFAA, and the Directorate of Resources Management Staff to determine eligibility and relative competitive standing for promotion or other placement. Provides personnel data for management purposes, including location, changes of station, mobility, pay information, previous assignments, education and self-development, supervisory performance appraisals, results of competition for promotion or other placement action, descriptions of duties, and recognitions achieved.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Auditor General, Air Force Audit Agency (AFAA/AG), Norton Air Force Base, CA 92409.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager and the Director of Resource Management, HQ Air Force Audit Agency (AFAA/RM), Norton Air Force Base, CA 92409.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers; financial, educational, and medical institutions; trade associations, automated system interfaces; police and investigating officers; state or local governments; international organizations; corporations; witnesses; source documents; and individual input and documents generated internally within the AFAA.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F040 AFLC A

SYSTEM NAME:

040 AFLC A Air Force Logistics Command (AFLC) Senior Civilian Information File

SYSTEM LOCATION:

Directorate of Civilian Personnel, Headquarters AFLC, Wright-Patterson Air Force Base, OH.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

AFLC personnel grade GS-16 and Senior Executive Service members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Picture, biography, grade, series, organization, location, primary specification number (PSN), approval date, SCD, date of birth, date assigned, veterans status, education level, name, title.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, and AFLC Supplement 1 to Air Force Regulation 40-300, Filling Positions.

PURPOSE(S):

Preclude gathering each time needed, justify retention of PSN, provide biographical information as needed.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File binder.

RETRIEVABILITY:

Name, grade, organization.

SAFEGUARDS:

File cabinet.

RETENTION AND DISPOSAL:

One year after incumbent leaves position. Records are then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Civilian Personnel, Headquarters, AFLC Wright-Patterson Air Force Base, OH

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

HQ AFLC Office of Information, Civilian Personnel Statiscal Accounting System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F040 AFRES A

SYSTEM NAME:

040 AFRES A Air Reserve Technician (ART) Officer Selection Folders

SYSTEM LOCATION:

Headquarters Air Force Reserve/DPC Robins Air Force Base, GA 31098.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees who apply and are eligible for promotion to ART officer positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Qualification statement, training and testing record, appraisal and ranking records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To evaluate and rank individuals for merit promotion to ART officer level positions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Personnel, Headquarters Air Force Reserve.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

information obtained from official personnel folders, supervisory appraisals, tests, evaluations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F040 ASG A

SYSTEM NAME:

040 ASG A Civilian Pay-Personnel-Manpower (Paperman)

SYSTEM LOCATION:

1947th Administrative Support Group (HQ 1947 ASG/DPD), Washington, DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Pending, current, and former Air Force appropriated fund civilian employees assigned to HQ USAF civilian certain personnel of Air Force intelligence service, Air Force Communications Command, National Guard Bureau, US Air Force Manpower and Personnel Center and Air Force Data Services Center in the Washington, DC area.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employment information including position authorization position, personnel date, suspense information, position control information, projected information and historical information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC Chapter 33, Examination, Selection and Placement.

PURPOSE(S):

To provide system support to HQ US Air Force and other serviced activities in that part of Office of Personnel Management and Air Force requirements to maintain a personnel management and records keeping system that pertains to evaluation, authorization and position control, Position management, staffing skills inventory, career management, training, retirement, Employee Services, rights and benefits and the suspensing and processing of personnel actions; to provide individual records and reports to HQ, US Air Force and the Civil Service Commission; to provide information required by the Office of Personnel Management for the transfer between USAF and other federal activities; to provide reports of military reserve status to other Armed Services for contingency planning; and to provide information to employee unions as prescribed by negotiated contract.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products.

RETRIEVABILITY:

Normally data are retrieved by use of nonpersonal information such as organizational unit, type Of employment, occupation, functional area or other workforce characteristics, or name, Social Security Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards, and controlled by personnel screening and computer system software.

RETENTION AND DISPOSAL:

Coding Forms, punch cards, on-line terminal message sheets and system quality control products are destroyed

after use by tearing into pieces, shredding, pulping, macerating or burning; master personnel records for pending employees are transferred to the active file upon appointment of the employee; master personnel records for active employees are transferred to the separated employee history file where they are retained for two years subsequent to separation and then destroyed by degaussing. Computer printouts are retained until they are microfilmed, then destroyed by tearing into pieces, shredding, pulping, macerating or burning. Microforms are retained until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, macerating, burning or chemical dissolution of the images. The Notification of Personnel Action, Standard Form 50 is disposed of as directed by the Office of Personnel Management. Work files and records, such as the employee career brief, position survey worksheet, retention register, alphabetical and Social Security Number locator files, and personnel and position control register are destroyed after use by tearing into pieces, shredding, pulping, macerating, or burning. Worksheets pertaining to qualifications and retention registers are disposed of as directed by the OPM. Transitory files such as the pending file and recovery files are destroyed after use by degaussing. Files and records retrieved through general retrieval systems are destroyed after use by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, 1947th ASG/DPC, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information received from the employee and the Office of Personnel Management's Official Personnel Folder

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F045 AFRES A

SYSTEM NAME:

045 AFRES A Reserve Medical Service Corps Officer Appointments

SYSTEM LOCATION:

Headquarters Air Force Reserve (AFRES) Robins Air Force Base, GA 31098.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve medical service officer applicants.

CATEGORIES OF RECORDS IN THE SYSTEM:

Status and actions taken during the processing of applications for appointment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 591, Reserve components: qualifications; 2104, Advanced Training; eligibility for; 2107 Financial Assistance Program for Specially Selected Members; 8067, Designation: officers to perform certain professional functions; and 9411, Establishment: purpose.

PURPOSE(S):

Provides a ready reference and status of all applications and the actions accomplished during the processing of each.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files/folders.

RETRIEVABILITY:

Filed by Name.

SAFEGUARDS:

Records are accessed by commanders of medical centers and hospitals and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Command Surgeon, HQ AFRES, Robins AFB, GA 31098.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Systems Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the Systems Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F045 ARPC A

SYSTEM NAME:

045 ARPC A Air Force Reserve Application

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty personnel, civilian employees and former employees, Air Force Reserve and Air National Guard personnel, dependents of military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of application for appointment as reserve of the Air Force and comparable forms, correspondence, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 275 Personnel Records, 672 Reserve Components General, 8358 Commissioned Officers original appointment; service credit, 8359 Commission Officers original appointment; determination of grade as implemented by Air Force Regulation (AFR) 36-15, Appointment In Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and USAF (Temporary).

PURPOSE(S):

To determine if individual qualifies for appointment or commissioning in the Reserve of the Air Force on vo luntary entry on EAD and justification, if any, for an Air Force Specialty Code (AFSC). Medical applications are forwarded for approval to AFMPC/SG, Randolph Air Force Base, TX 78150.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files and file folders.

RETRIEVABILITY:

Filed by Social Security Number (SSN), by name, or case control number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

RETENTION AND DISPOSAL:

Destroy one year after approval or one year after individual declines appointment. Applications for EAD are destroyed after one year or when superseded, obsolete and no longer needed for reference or inactivation whichever is sooner. Documents destroyed by tearing, shredding, macerating, or pulping.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

NOTIFICATION PROCEDURE:

Request from individual should be addressed to the Documentation Management Officer ARPC/DAD, Denver, CO 80280. Written request for information should contain full name of individual, Social Security Number (SSN), current address and the case control number shown on any correspondence received from center. Records may be reviewed in records review room ARPC, Denver, CO 80280, between 8:00 a.m. and 3:00 p.m. on normal workdays. For personal visits, the individual should provide current Reserve ID Card and/or drivers license and give some verbal information that could verify his/her identification, such as is on an application for a reserve appointment or EAD.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from individual applying for appointment in the reserve, applications for extended active duty, and statement of military who served in the Navy or Marine Corps.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F045 ARPC B

SYSTEM NAME:

045 ARPC B Inactive Duty Training, Extension Course Institute (ECI) Training

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver, CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authorization for inactive duty training, authorization for individual inactive duty training (for nonpay status only; for pay status authorization). Certificate of completion issued on completion of volume of a course.

CATEGORIES OF RECORDS IN THE SYSTEM:

Point credit source documents maintained on active Air Force Reserve member.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1331, Age and service requirements; 1332, Computation of years of service in determining entitlement to retired pay; and 1333, Computation of years of service in computing retired pay as implemented by Air Force Regulation (AFR) 35-41, Vol II, Reserve Training.

PURPOSE(S):

To record completion of each volume of a correspondence course by a reservist and show training performed for either paid or nonpaid status. Record is used by military personnel clerks to audit a reservist point credit account and as a cross check to insure accuracy of the reservists yearly point credit account as it pertains to his pay account.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

RETENTION AND DISPOSAL:

Inactive duty training documents are destroyed after 5 years. ECI certificates (duplicates) are filed in the Field Personnel Record if enlisted Professional Military Education and if audit adjustments are pending; ECI certificates (duplicates) are filed in history or current files and destroyed after 5 years by tearing into pieces, macerating, shredding, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, CO between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, Denver, CO 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from individual reservist, Air National Guard and Air Force Reserve unit.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F045 ATC B

SYSTEM NAME:

045 ATC B AFROTC Cadet Personnel System (CPS)

SYSTEM LOCATION:

AFROTC/XRSZ, Maxwell Air Force Base, AL 36112. Copies pertaining to each AFROTC detachment are located at the respective detachment. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve Officer Training Corps (AFROTC) cadets (all contract applicant students).

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number (SSN), AFROTC Detachment number, AFROTC Detachment assignment. Area crosstown/consortium student identification, type ROTC program, AFROTC Aerospace studies course, AFROTC student, status, initial AFROTC category when first enrolled, current AFROTC category, reason for change, Air Force officer qualifying test scores, established graduation date, current established commissioning date, field training status, AFROTC member field training rating academic specialty, date entered professional officer course training, prior service, date of enlistment in the Air Force Reserve, sex, race, date of birth, AFROTC college scholarship status, AFROTC Aerospace studies course when scholarship was activated, length of AFROTC scholarship entitlement, date of scholarship activation, date of scholarship termination, Air Force Junior ROTC Corps identifier, cumulative grade point average, type academic credit, Flight Instruction Program Status, category eligibility, service component.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 103 - Senior Reserve Officer Training Corps; and Air Force Regulation 45-48, Air Force Reserve Officer Training Corps (AFROTC).

PURPOSE(S):

Cadet personnel data used by detachments, staff, and AFROTC Commandant to manage the program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products.

RETRIEVABILITY:

Filed by name or SSN.

SAFEGUARDS:

Records are accessed by custodian of the record system and stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Computer history tapes are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Systems Design and Operations Branch, AFROTC/XRS, Maxwell Air Force Base, AL 36112.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Requests should include name, SSN, detachment, and date enrolled.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports and from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F045 ATC C

SYSTEM NAME:

045 ATC C Cadet Records

SYSTEM LOCATION:

AFROTC/RRF, Maxwell Air Force Base, AL 36112 and AFROTC detachments. Official mailing addresses of the detachments are in the Department of Defense directory in the appendix to the Air Force's system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

AFROTC cadets applying for, or enrolled or previously enrolled within the past three years in the professional officers course or the general military course, if the latter participation was in a scholarship status.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for enrollment in the Air Force Reserve Officers' Training Corps (AFROTC) courses, applications for the AFROTC scholarship program, substantiation documents of qualification for the courses or programs, acceptances of applications, awards of scholarships, documents attesting to medical, academic, moral and civic qualifications, documents recording progress in flying instruction, Euro-NATO Joint Jet Pilot Training (ENJJPT) application data, academic curriculum and leadership training, counseling summaries, records of disenrollment from other officer candidate training; records of separation or discharge from officer candidate training; records of separation or discharge of prior servicemen; financial record data, certification of degree requirements; Regular appointment nomination data, documents tendering and accepting commissions, documents verifying national agency checks or background investigations, documents required or proffered during investigations for disenrollment, legal opinions, letters of recommendations, corroboration by civil authorities, awards, citations; and allied papers. Field training administration records consist of student assignment/orders, in-processing checklist, counseling records, drill evaluation, weekly quarters inspection, discrepancy reports, student

performance reports. Flight instruction program records consist of student eligibility, grade sheets and performance records, training certificates, waiver and elimination actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 USC Chapter 33, Appointment in Regular Component, and Chapter 103 - Senior Reserve Officers' Training Corps; and Air Force Regulation 45-48, Air Force Reserve Officers' Training Corps (AFROTC).

PURPOSE(S):

Used for recruiting and qualifying a candidate for acceptance as an AFROTC cadet, continuing the cadet in the program and awarding an Air Force commission.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The life cycle of the records begins with the application and testing of the candidate. Documents establishing qualification and satisfaction of criteria along with contracts and allied documents establish the cadet record. Progress documents, counseling sheets and performance records are maintained until graduation and commissioning. Finally, the records are destroyed one year after commissioning. An exception to the one year retention is the record of a disenrollee, one who does not complete the program nor receive a commission. Under these circumstances, the cadet record is maintained for three years. Further disposal of records is by burning, pulping or tearing into pieces.

RETRIEVABILITY:

Records are retrieved by name, Social Security Number and detachment number as paper records in file folders.

SAFEGUARDS:

Storage in file cabinets that are accessible to the detachment staff and the individual concerned. AFROTC employs a locked rotary diebold power file and file cabinets accessible to the staff.

RETENTION AND DISPOSAL:

Records are destroyed by standard means one year after a cadet is commissioned. Disenrolled cadets: records are retained for three years and then destroyed by tearing into pieces, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of senior program, Air Force Reserve Officer Training Corps Maxwell Air Force Base, AL 36112; and detachment Commander of the appropriate AFROTC detachment.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the detachment Commanders of their particular AFROTC detachment indicating their name and Social Security Number. However, if their request for information involves an investigation for disenrollment, the addressee is AFROTC/RRF, Maxwell Air Force Base, AL 36112, both addresses may be visited by the requester.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the detachment Commanders of their particular AFROTC detachment, indicating their name and Social Security Number. However, if their request for information involves an investigation for disenrollment, the addressee is AFROTC/RRF, Maxwell Air Force Base, AL 36112, both addresses may be visited by the requester.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Sources of records in the system are educational institutions, secondary and higher learning; government agencies; civilian authorities; financial institutions; previous employers; individual recommendations, interviewing officers; and civilian medical authorities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a(k). For additional information, contact the System Manager.

F045 ATC D

SYSTEM NAME:

045 ATC D AFROTC Field Training Assignment System

SYSTEM LOCATION:

AFROTC/OTDF, Maxwell Air Force Base, AL 36112.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

AFROTC cadets and active duty military personnel assigned to AFROTC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel assignment request, availability, and actual assignments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 103, Senior Reserve Officers' Training Corps, and Air Force Regulation 45-3, Air Force ROTC Field Training Program.

PURPOSE(S):

Used to assign staff and students to field training locations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/binders and on computer and computer output products.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and controlled by computer system software.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Program Manager, Field Training, AFROTC/OTDF, Maxwell Air Force Base, AL 36112.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Individuals must provide name, SSN and unit of assignment.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

AFROTC detachment personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F045 MPC A

SYSTEM NAME:

045 MPC A Educational Delay Board Findings

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve Officers' Training Corps (AFROTC) Cadets and/or AFROTC graduates (officers)

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for delay in entering extended active duty status to pursue advanced degrees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 31, Enlistments; as implemented by Air Force Regulation 33-3, Enlistment in the United States Air Force.

PURPOSE(S):

Used to inform applicants of results of Board action on their request for delay.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Disapproved applications are destroyed after 6 months; approved applications are destroyed on completion of delay.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Member's application.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AF MP A

SYSTEM NAME:

050 AF MP A Education Services Program Records (Individual)

SYSTEM LOCATION:

Base Level Education Services Centers.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officers and airmen who participate in the Education Services Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Pertinent education data maintained in an educational file folder may be Air Force (AF) Form 118, Notice of Student Withdrawal/Noncompletion (copy) (cy); AF Form 186, Individual Record-Education Services Program (cy); AF Form 204, Permissive Temporary Duty (TDY) Request - Operation Bootstrap (cy); AF Form 1033, Academic Education Data (cy); AF Form 1227, Authority for Tuition Assistance - Education Services Program (cy); DD Form 114, Military Pay Order (cy) or Department of Defense (DD) Form 1131, Cash Collection for Voucher (cy); DD Form 295, Application for the Evaluation of Educational Experiences During Military Service (cy); Veterans Administration (VA) Form 22-8821, Application for Educational Assistance (cy); VA Form 22-1990p, Serviceperson's Application for Educational Benefits (cy); Academic evaluations and/or transcripts from schools; and Educational test results from testing agencies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Regulation 213-1, Operation and Administration of the Air Force Education Services Program.

PURPOSE(S):

Counseling/Advisement Guide and Educational Registration Record used by Education Services Center staff personnel, Promotion and/or classification boards, and other authorized personnel such as military service schools, civilian schools, and supervisors of military personnel. The principle purpose is to provide a record of educational endeavors and progress of Air Force personnel participating in Education Services programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records may be disclosed to civilian schools.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file folders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Given to individual when released from EAD, discharged, or retired. Servicing CBPO will destroy in case of death by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Individuals may contact agency officials at the respective installation education center in order to exercise their rights under the Act.

RECORD ACCESS PROCEDURES:

Individuals may contact agency officials at the respective installation education center in order to exercise their rights under the Act.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Data gathered from the individual, data gathered from other personnel records, transcripts and/or evaluations from schools and test results from testing agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AF SG A

SYSTEM NAME:

050 AF SG A Nursing Skill Inventory

SYSTEM LOCATION:

Nursing office SGHN Air Force hospitals, medical centers and clinics.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All nursing personnel on base.

CATEGORIES OF RECORDS IN THE SYSTEM:

List of skill proficiency each individual nurse has attained.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and 8067(e), Designation: officers to perform certain professional functions.

PURPOSE(S):

Furnishes on-the-job training instructor skill level progress of each nurse.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AF SP A

SYSTEM NAME:

050 AF SP A Unit Training Program

SYSTEM LOCATION:

Air Force Security Police units at all Air Force installations and Air National Guard activities. Air Force Reserve units. Official mailing addresses are in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian Security Police personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, grade, and dates of training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To document required training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. open storage

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117.

NOTIFICATION PROCEDURE:

Contact Base System Manager.

RECORD ACCESS PROCEDURES:

Contact Base System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Completion of training subjects.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AFA A

SYSTEM NAME:

050 AFA A Military Performance Average

SYSTEM LOCATION:

United States Air Force Academy, USAF Academy CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Academy cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

Rating forms used to compute Military Performance Average (MPA).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 903, United States Air Force Academy.

PURPOSE(S):

Used to determine the semester and cumulative MPA for USAFA Cadets as an input to the overall performance average. Identifies cadets for the Commandant's List and deficient cadets to be placed on aptitude probation, and consideration for disenrollment from the USAF Academy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Military performance information is released to the nominating official upon request in order to evaluate nominating procedures.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in paper form, on computer and computer output products.

RETRIEVABILITY:

Filed by name, Cadet Number, and Social Security Number.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and on computer storage devices protected by computer system software.

RETENTION AND DISPOSAL:

All MPA forms prepared by coaches, Officers in Charge (OICs), academic instructors and Air Officers Commanding (AOCs) are destroyed one year after close of rating cycle. MPA forms prepared by cadets are transferred to the Cadet Personnel Record where they are destroyed 90 days after graduation.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of Cadets, USAF Academy CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information is obtained from coaches, OICs of cadet intercollegiate and extracurricular clubs and teams, academic instructors, AOCs, and the cadet chain of command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

F050 AFA B

SYSTEM NAME:

050 AFA B Instructor Academic Records.

SYSTEM LOCATION:

United States Air Force Academy CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

AF Academy cadets and graduates.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Cadet information card. (2) Listings of all cadet academic schedules including final examination schedules; rosters of cadets, by course, taking final examinations; extra instruction or hospital instruction schedules; rosters of cadets requesting permission to enroll in independent study, or authorized to drop or add course; listings of course rosters prepared for current semester showing individual's enrollment by course section; reports of reasons for cadet absences or lateness for academic causes; listings of cadets improperly registered in classes. (3) Themes, research papers, graded recitations, grade reviews, other graded work, laboratory reports, case studies, final and midterm examinations, turnout examinations, validation examinations, and graded reviews of courses in which no final examination is given. (4) Copies of academic schedules and grades, requests for academic waivers, documentation of academic difficulty, plans outlining courses that must be taken in order to graduate. (5) Graduate record examination scores, orders of merit scores, cumulative GPA scores, and panel commentaries. (6) Various cadet grade reports, cards and sheets used in auditing and distributing academic grades.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 903, UNITED STATES AIR FORCE ACADEMY.

PURPOSE(S):

(1) Individual cards on cadets listing name, date of birth, SSN, admission examination scores, course grades and instructor evaluations concerning aptitude, attitude, and performance are used by instructor to evaluate potential cadets for commissioned service and to evaluate potential cadets as future instructors. (2) Provides both cadets and instructors the schedules of classes and classrooms and an explanation for any deviation from these schedules and is used by the cadets and instructors to provide locator and scheduling information and to provide course offering information, to change current and future semester course enrollments, to reschedule cadets and establish criteria for resectioning cadets in their courses during the academic year. (3) Used in assigning grade scores to monitor progress of cadets throughout the academic year and to determine grades. (4) Used for counseling cadets on academic performance by the counselors and advisors. Assists the cadet in planning an academic program that will satisfy graduation requirements. (5) Used in the applications of graduates competing for the various fellowships and other post-graduate scholarships by Graduate Scholarship Committee. (6) Used in auditing and distributing academic grades and are compiled to determine a letter grade for each student in each course.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files, on computer magnetic tapes and printouts, and in file folders/notebooks/binders/visible files.

RETRIEVABILITY:

By name or Social Security Number of cadet.

SAFEGUARDS:

Records are accessed by authorized person(s) responsible for servicing the record system in performance of their official duties. Records are stored in

locked safes, file containers, cabinets or rooms and on computer storage devices protected by computer system software.

RETENTION AND DISPOSAL:

(1) Destroy after purpose has been served or 10 years after graduation, whichever is sooner. (2) Destroy at end of academic year or upon completed action, whichever is sooner. (3) Destroy 3 months after end of the semester in which administered or at the discretion of the course director, return to the cadet for retention as reference and study materials. (4) Same as (2) above. (5) Destroy when no longer needed. (6) Destroy when superseded or when purpose has been served, whichever is sooner.

SYSTEM MANAGER(S) AND ADDRESS:

Dean of Faculty, Director of Athletics, and Commandant of Cadets, United States Air Force Academy, CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports prepared on behalf of the AF by boards, committees, panels, auditors, and educational institutions, individual, instructors, automated system interfaces from course requisites.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AFA C

SYSTEM NAME:

050 AFA C USAF Academy Athletic Records

SYSTEM LOCATION:

United States Air Force Academy, CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Academy applicants, nominees and cadets; members of coaches intercollegiate booster clubs; users of Academy athletic facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Applicants/Nominees: High school transcript, athletic questionnaire, correspondence, test scores. (2) Cadets: (a) Athletic performance tests, (b) Counseling record, (c) Intramural record, (d) Physical education record, (e) Physical fitness test, (f) Sports publicity information. (3) Physical fitness and endurance research. (4) Reservation forms and mailing lists.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 903, United States Air Force Academy.

PURPOSE(S):

(1) Verify and evaluate athletic and academic background for possible appointment to the Air Force Academy. (2) Monitor cadet participation and progress in physical education/intercollegiate/intramural programs. (3) Establish standards and improve athletic programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

(4) Contact booster club members and individuals who reserve Academy athletic facilities by mail and telephone. Record from this system of records may be used for news releases and may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, card files, computer and computer output products, and microfiche.

RETRIEVABILITY:

By name and/or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets, locked rooms and on computer storage devices protected by computer system software..

RETENTION AND DISPOSAL:

(1) Destroy one year after graduation or one year after cadet would have graduated. (2) (a) Destroy 30 days after end of academic year. (b) Destroy upon graduation. (c) Destroy after 1 year. (d) Destroy when no longer needed. (e) Destroy after four academic years. (f) Destroy when no longer needed. (3) Destroy when no longer needed. (4) Destroy when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Athletics, USAF Academy, Co. 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Individual applicant, nominee or cadet; coaches, instructors and squadron athletic officers; educational institutions; the media; officers in charge of individual sports; Registrar's Office, and Curriculum and Scheduling Office; Stone Human Performance Laboratory; DOD agencies; individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AFAA A

SYSTEM NAME:

050 AFAA A Air Force Audit Agency Office Training File

SYSTEM LOCATION:

Command Section, AFAA/AG, Norton AFB CA 92409; Directorate of Operations, AFAA/DO, Norton AFB CA 92409; Directorate of Forces and Support, AFAA/FS, Norton AFB CA 92409; Directorate of Field Activities, AFAA/FD, Norton AFB CA 92409; Directorate of Acquisition and Logistics, AFAA/QL, Wright-Patterson AFB OH 45433; Directorate of Resource Management, AFAA/RM, Norton AFB CA 92409; Assistant Auditor General, AFAA/AI (Pentagon), Washington DC 20330; Central Audit Region, AFAA/FDC, Offutt AFB NE 68113; Southern Audit Region, AFAA/FDS, Langley AFB VA 23665; European Audit Region, AFAA/FDU, APO NY 09012; Pacific Audit Region, Hickam AFB HI 96853; AFAA/FDW, McClellan AFB, CA 95652; Acquisition Audit Region/QLQ, Andrews AFB DC 20331; AFAA Area Audit Office, Barksdale AFB LA 71110; AFAA Area Audit Office, Bergstrom AFB TX 78743; AFAA Area Audit

Office, Cannon AFB NM 88101; AFAA Area Audit Office, Carswell AFB TX 76127; AFAA Area Audit Office, P.O. Box 547, Dyess AFB TX 79607; AFAA Area Audit Office, Ellsworth AFB SD 57706; AFAA Area Audit Office, Grand Forks AFB ND 58205; AFAA Area Audit Office, Holloman AFB NM 88330; AFAA Area Audit Office, Little Rock AFB Jacksonville AR 72076; AFAA Area Audit Office, Minot AFB ND 58701; AFAA Area Audit Office, Offutt AFB NE 68113; AFAA Area Audit Office, McConnell AFB KS; AFAA Area Audit Office, Sheppard AFB TX 76311; AFAA Area Audit Office, Bldg 1522, Stop 166, Andrews AFB DC 20331; AFAA Area Audit Office, Chanute AFB IL 61868; AFAA Area Audit Office, Charleston AFB SC 29404; AFAA Area Audit Office, Dover AFB DE 19901; AFAA Area Audit Office, Griffiss AFB NY 13441; AFAA Area Audit Office, Grissom AFB IN 46971; AFAA Area Audit Office, Homestead AFB FL 33039; AFAA Area Audit Office, Bldg 4330, Keesler AFB MS 39534; AFAA Area Audit Office, K I Sawyer AFB MI 49843; AFAA Area Audit Office, Langley AFB VA 23665; AFAA Area Audit Office/LA, MacDill AFB FL 33608; AFAA Area Audit Office, McGuire AFB NJ 08641; AFAA Area Audit Office, Pease AFB NH 03801; AFAA Area Audit Office, Plattsburgh AFB NY 12903; AFAA Area Audit Office, Scott AFB IL 62225; AFAA Area Audit Office, Seymour Johnson AFB NC 27531; AFAA Area Audit Office, Shaw AFB SC 29152; AFAA Area Audit Office, Tyndall AFB FL 32403; AFAA Area Audit Office, APO San Francisco 96334; AFAA Area Audit Office, Beale AFB CA 95903; AFAA Area Audit Office, Castle AFB CA 95342; AFAA Area Audit Office, APO San Francisco 96274; AFAA Area Audit Office, Davis-Monthan AFB AZ 85707; AFAA Area Audit Office, P.O. Box 878, Elmendorf AFB AK 99506; AFAA Area Audit Office, P.O. Box 1313, Fairchild AFB WA 99011; AFAA Area Audit Office/LA, George AFB CA 92392; AFAA Area Audit Office, Hickam AFB HI 96853; AFAA Area Audit Office, APO San Francisco 96239; AFAA Area Audit Office, APO San Francisco 96264; AFAA Area Audit Office, Luke AFB AZ 85309; AFAA Area Audit Office, Mather AFB CA 95655; AFAA Area Audit Office, McChord AFB WA 98438; AFAA Area Audit Office, Mountain Home ID 83648; AFAA Area Audit Office, Nellis AFB NV 89191; AFAA Area Audit Office, APO San Francisco 96570; AFAA Area Audit Office/34AG, Norton AFB, CA 92409; AFAA Area Audit Office, Travis AFB CA 94535; AFAA Area Audit Office, Peterson AFB CO 80914; AFAA Area Audit Office, Vandenberg AFB CA 93437; AFAA Area Audit Office, APO San Francisco 96328; AFAA Area Audit Office, APO New York 09238; AFAA Area Audit Office, APO New York 09755; AFAA Area Audit Office, APO New York 09283; AFAA Area Audit Office, APO New York 09132; AFAA Area Audit Office, APO New York 09109; AFAA Area Audit Office, APO New York 09179; AFAA Area Audit Office, APO New York 09012; AFAA Area Audit Office, APO New York 09057; AFAA Area Audit Office, APO New York 09194; AFAA Area Audit Office, Stop 226, Edwards AFB CA 93523; AFAA Area Audit Office, P.O. Box 1625, Eglin AFB FL 32542; AFAA Area Audit Office, Kirtland AFB NM 87117; AFAA Area Audit Office/ESD, Bldg 1716N, Stop 43, Hanscom AFB MA 01731; AFAA Area Audit Office, P.O. Box 92960, Worldway Postal Center, Los Angeles CA 90009; AFAA Area Audit Office, Patrick AFB FL 32925; AFAA Area Audit Office, Hill AFB UT 84406; AFAA Area Audit Office, Kelly AFB TX 78241; AFAA Area Audit Office/LVAS, McClellan AFB CA 95652; AFAA Area Audit Office/AUDGN, Robins AFB GA 31098; AFAA Area Audit Office, Tinker AFB OK 73145; AFAA Area Audit Office/REP, Wright-Patterson AFB OH 45433; AFAA Area Audit Office, Gunter AFS AL 36114; AFAA Area Audit Office, Denver CO 80279; AFAA Area Audit Office, Randolph AFB TX 78148; AFAA Area Audit Office, Wurtsmith AFB MI 48753; AFAA Area Audit Office, APO New York 09150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Audit Agency active duty and reserve officer and enlisted personnel, and civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Training Control Record, Training Achievement Report, Certificate of Training, Record of Training or Certification of Equivalency, College Transcripts, General Military Training Record, Training Completion Notices, Training Progress Reports, Course Evaluation, Requests for Training/Tuition Assistance, Roster of Interns, Summary of Region/Division Training Requirements, Memorandums of Training Approvals, Roster of Personnel Scheduled for Training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8032(b)(1), General duties.

PURPOSE(S):

Used by Air Force Audit Agency headquarters personnel, Area Audit Office Chiefs, supervisory auditors, training officers, and region/division chiefs to schedule training and evaluate training progress and results.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Auditor General, Air Force Audit Agency, Norton AFB CA 92409.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions and from automated system interfaces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AFAA B

SYSTEM NAME:

050 AFAA B Employee Training and Career Development File

SYSTEM LOCATION:

AFAA/DPA, Norton Air Force Base, CA 92409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Audit Agency military and civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include but are not limited to: correspondence and application documents requesting, approving, disapproving, recommending and coordinating the assignment of personnel to: long-term, full-time training programs; short-term government and non-government schools, seminars, short courses and symposiums; certified public accounting review courses; certified internal auditor review courses; non-government job-related, off-duty training, and the grades, completion certificate, and budget information related thereto: Includes information on prior academic achievements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8032(b)(1), General duties.

PURPOSE(S):

Provides basis for determining those selected for training programs; record of individuals who applied for the programs; progress reports of those in the programs; and history of the training received by employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Information is given to the Office of Personnel Management through the Air Force Civilian Personnel Management Information System, and, in the case of CPA candidates, to state boards of accountancy.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, and on computer and computer output products.

RETRIEVABILITY:

Filed by name, course name or course number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Auditor General, Air Force Audit Agency (AFAA/AG), Norton Air Force Base, CA 92409.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager and the Director of Resource Management (AFAA/RM), Norton Air Force Base, CA 92409.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from individual, source of training, school, and automated system interface.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AFCC A

SYSTEM NAME:

050 AFCC A USAF Air Traffic Control (ATC) Certification and Withdrawal Documentation

SYSTEM LOCATION:

Headquarters of major commands and at all levels down to and including Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel, and Air Force Reserve and Air National Guard personnel assigned ATC duties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records on individuals by name and Social Security Number (SSN), Air Traffic Control Certificate Numbers (ATCS) military status (active duty, reserve, or air guard), requested action (issue, reissue, or cancellation of certificate), and justification. Contains documentation compiled by requesting unit to justify withdrawal of the ATCS. Includes evaluation by medical authorities; Staff Judge Advocate (legal); Office of Special Investigation results; serious incident reports; and statements by supervisory personnel, co-workers and the individual. Contains copies of officer effectiveness/airman performance (OER/APR) reports and unfavorable information files. Includes headquarters staff evaluation and all files maintained by the system user. Computer reports pertaining to withdrawal of ATCS, Certificates, master roster of ATCS certificate members and Air Traffic Control experience level report.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, as implemented by Air Force Communications Command Regulation (AFCCR) 50-20, USAF Air Traffic Control Certification and Rating.

PURPOSE(S):

Documentation used to evaluate request for withdrawal of ATCS certification. Permits immediate access to name, SSN, certificate number, date of issuance, and category of service. A master alphanumeric roster is maintained at Headquarters AFCC/ATC and the units maintain certificate information in the individual's on-the-job training record.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders note books/ binders and on computer paper printouts and microfiche.

RETRIEVABILITY:

Filed by name or Social Security Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record

system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms. Records are controlled by computer system software.

RETENTION AND DISPOSAL:

Individual withdrawal microfiche case files are kept for 6 years after end of the year in which case closed. Official withdrawal book, long, and computer printouts by name and SSN will be kept for 20 years. Other computer reports are superseded monthly. Files are destroyed by tearing into pieces, shredding, pulping, macerating of burning.

Retained for one year after end of year in which the case was closed, transferred to a staging area for one additional year, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Air Traffic Services, HQ AFCC, Scott Air Force Base, IL 62225 and Air Traffic Operations at unit level.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports, and from medical institutions, trade associations, police and investigating officers, state and local governments, and witnesses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AFCC B

SYSTEM NAME:

050 AFCC B USAF Air Traffic Control (ATC) Training Program

SYSTEM LOCATION:

Air Force installations, Air National Guard activities, and Air Force Reserve units. Addresses are in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel and Air Force Reserve and Air National Guard personnel assigned ATC duties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Air Traffic Controller evaluation record; Air Traffic Control (ATC)/ weather certification and rating record; special task certification and recurring training record; on-the-job training record-continuation sheet.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, as implemented by Air Force Communications Command Regulation (AFCCR) 50-23, USAF Air Traffic Control and Training Program.

PURPOSE(S):

Used to document progression of individuals in the upgrade training program, provide data base for determining program revisions, identify fast/slow progressors, and identify deficient areas in previous technical training which impacted on individual's performance during upgrade training. Record of position certifications and facility ratings and weather certifications, documenting special ATC training, and training problems.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in AF Form 623.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Maintained in work area under surveillance of personnel on duty.

RETENTION AND DISPOSAL:

Given to the individual concerned when no longer valid or the individual is no longer performing ATC duties, or torn into pieces, pulped, burned, shredded or macerated.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff, Air Traffic Services, Scott Air Force Base, IL 62225; Air Traffic operations Officers at all other levels.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can request access to records through the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from witnesses and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AFCC C

SYSTEM NAME:

050 AFCC C Individual Academic Training Record

SYSTEM LOCATION:

AFCC System Evaluation School, 1815 Test and Evaluation Squadron (AFCC), Wright-Patterson Air Force Base, OH 45433; AFCC Radar Evaluation School, Hill Air Force Base, UT 84056.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military, Air Force Reserve, Air National Guard, Army National Guard, and Department of Defense civilian personnel who are electronics engineers, communications engineers, radio relay equipment maintenance specialists, technical control specialists, foreign Air Force students, and others who apply for this training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel index; absentee report; class pre-graduation/graduation roster; attendance record; record of individual training

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To record emergency data and course completion information and report student absences to the school commandant.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and card files.

RETRIEVABILITY:

Filed by student name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Stored in file cabinet.

RETENTION AND DISPOSAL:

Retained for ten years after individual completes or discontinues training course, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant, AFCC Systems Evaluation School, 1815 Test and Evaluation Squadron, Wright-Patterson Air Force Base, OH 45433; Commandant AFCC Radar Evaluation School, Hill Air Force Base, UT 84056.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from instructor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AFCC D

SYSTEM NAME:

050 AFCC D Student Record

SYSTEM LOCATION:

AFCC NCO Professional Military Education Center, Air Force Communications Command (AFCC), Keesler Air Force Base, MS 39534.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active Duty Air Force enlisted personnel and Air National Guard personnel assigned to AFCC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Student record including individual's academic standing; student evaluation; reading laboratory progress record; record of individual counseling ;student roster.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Force Regulation 50-39/AFCC Supplement 1.

PURPOSE(S):

This form is the record of student's attendance at AFCC Academy or NCO Leadership School. Used to record vital information on each student including examination grades, class standing, and completion of or elimination from course. Serves as locator card. Used to provide data for statistical reports submitted to higher headquarters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in files folders.

RETRIEVABILITY:

Filed by student name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

After the end of the year in which the individual completes or discontinues a training course, the record is transferred to a staging area for nine additional years, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Superintenent, Academic Services, AFCC NCO Professional Military Education Center, Keesler Air Force Base, MS 39534.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions and Chief Training and Education Division Directorate of Personnel Programs, Deputy Chief of Staff for Personnel, Headquarters AFCC.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AFOSI A

SYSTEM NAME:

050 AFOSI A United States Air Force Special Investigations Academy Individual Academic Records

SYSTEM LOCATION:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

USAF, US Coast Guard enlisted, Defense Investigative Service and foreign national students.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of individual training and education of each student indicating final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

PURPOSE(S):

Verification of attendance and completion or noncompletion of training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Records are held for 25 years after course is completed and are then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Data is obtained from student testing and performance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AFRES A

SYSTEM NAME:

050 AFRES A Undergraduate Pilot and Navigator Training.

SYSTEM LOCATION:

Headquarters Air Force Reserve (AFRES), Robins Air Force Base GA 31098.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel selected for Officer Training School, undergraduate pilot training, initial navigator training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data contained in standard AF military personnel file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To provide class number, reporting date, class starting date, graduation date and unit of assignment upon completion of training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff Personnel, HQ AFRES, Robins AFB GA 31098.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 ARPC A

SYSTEM NAME:

050 ARPC A Professional Military Education (PME)

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver, CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records concerning school (PME) quotas, school selection boards results selecting a reservist to attend a PME course.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 262, Purpose as implemented by Air Force Manual (AFM) 50-5, USAF Formal Schools Catalog, Vol I (Policy, Responsibilities and General Procedures), Vol II (Course Announcements); Air Force Regulation (AFR) 35-41, Vol II, Reserve Training; and AFR 53-8, USAF Officer Professional Military Education System.

PURPOSE(S):

Used to monitor, manage and comply with the requirements to fulfill the quotas allocated to reservist by the office of primary responsibility at ARPC.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders/note books/ binders.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards and controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, CO between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from master personnel record and individuals application.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 ATC A

SYSTEM NAME:

050 ATC A Officer Training School Resource Management System - Officer Trainees

SYSTEM LOCATION:

Officer Training School (OTS), Lackland AFB, TX 78236.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer Trainees (OTs) while attending OTS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Officer Trainee record showing name, SSN; demographic data such as date of birth, race, sex, marital status, ethnic group; educational data such as college degree, major institution, and year awarded; OTS selection data such as recruiting detachment and AFOQT scores; performance data such as test scores, measurement evaluation, merits and demerits earned, absences from class, involvement in remedial programs; health data to include height, weight aerobic program requirements and performance; injuries that require waivers to training or delay of commissioning; student dispostion indicators showing in-training, eliminated, recycled, heldover or graduated.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 907 - Schools and Camps as implemented by Air Force Regulation 53-27, Officer Training School USAF (OTS) and Air Training Command Regulation 53-3, Administration of the Officer Training School Program.

PURPOSE(S):

To track attrition to the OTS program by cause and type comparing that against demographic and performance data of the individual, and to monitor the progress of an individual toward completion of the program. Records may be grouped by class, squadron, flight, a demographic or performance factor in the accomplishment of evaluations of the program or the individual in relation to cohorts. Studies, analyses, and evaluations that use these records are intended to improve the quality of the training program, and develop a more accurate profile of those individuals who can be expected to accomplish the OTS program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic tape, disk units, and computer printouts.

RETRIEVABILITY:

Data on an individual is retrieved by use of the SSN.

SAFEGUARDS:

Data may only be retrieved by use of a user code for access to the terminal and a password for access to a specific record. Printed output is only distributed to authorized users. Main computer and locked history files container are in a room that has controlled access and is locked when unoccupied. Terminal keyboards have a security mechanism to preclude unauthorized use.

RETENTION AND DISPOSAL:

Officer Trainee records are kept in a history file for two years.

SYSTEM MANAGER(S) AND ADDRESS:

Registrar, Officer Training School, Lackland AFB, TX 78236.

NOTIFICATION PROCEDURE:

Request for information should be addressed to the System Manager, and must contain name and address.

RECORD ACCESS PROCEDURES:

Same as procedures for notification.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations, by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from the individual, flight commanders, OTS instructors, personnel specialists and members of the registrar's office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 ATC B

SYSTEM NAME:

050 ATC B Community College of the Air Force Student Record System

SYSTEM LOCATION:

The system is centrally administered by the Community College of the Air Force (ATC/ED), Maxwell Air Force Base, AL 36112. Computer processing for the system is furnished by the Air University Director of Data Automation (AU/ACD), Maxwell Air Force Base, AL using the computer system at Gunter Air Force Base, AL.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The system may have a record for any person who since 1 January 1968 has completed a formal course of instruction conducted by one of the Air Force schools identified in the current Community College of the Air Force General Catalog. Such courses do not include pre-commissioning courses and courses conducted exclusively for officers or their civilian counterparts. The system includes records reflecting Air Force courses completed before 1968 and other educational accomplishments for persons who as enlisted members of the Air Force registered in programs of study leading to credentials awarded by the college. Both here and where appropriate below, the general term Air Force includes the regular Air Force, the Air Force Reserve, and the Air National Guard.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual academic records and, where necessary to serve airmen registered in study programs leading to credentials awarded by the college, a variety of source or substantiating records such as copies of registration applications and document control records derived from such applications, civilian college transcripts, college level examination program score reports; copies of educational records originated by other Air Force and non-Air Force agencies external to the college (such as the Federal Aviation Agency, the United States Armed Forces Institute, and the Defense Activity for Non-traditional Education Support), copies of a variety of Air Force personnel records (such as documents derived from master records maintained by the Air Force Manpower and Personnel Center and microfiche records of locator data); and records of credentials awarded to graduates. The college also maintains copies and related records of communications from, to, or regarding persons interested in the college, its educational programs, its student record system, and related matters. Copies of and statistical records derived from individual responses to surveys, questionnaires, and similar instruments authorized by HQ USAF may also be maintained as needed for managerial evaluation and planning by officers of the college.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 9315, Community College of the Air Force: associate degree; and Air Force Regulation 53-29, Community College of the Air Force Mission.

PURPOSE(S):

Records originated in the system document, in terms of credit awarded or accepted in transfer by the college, individual educational accomplishments which satisfy curricular requirements of study programs leading to credentials offered by the college. Transcripts of records originated in the college are at the written request of persons concerned furnished to any recipient(s) designated in such requests. Such recipients typically include Air Force Education Services Centers, other offices where Air Force personnel are stationed, educational institutions, and potential or current employers. CCAF transcripts and copies of other records originated in the college are also used to support educational and occupational counselling, planning, and development; admission to other colleges; and related individual affairs. Disclosures of information recorded in the system may be made to employees of civilian contractors engaged by the Air Force to provide services which directly or indirectly support the record system.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Permanent student computer records are maintained on and as necessary reproduced from magnetic media. Paper records are maintained in file folders, card files, and special binders/cabinets designed for computer listings.

RETRIEVABILITY:

Computer records are retrievable by a combination of Social Security Number (SSN) and certain letters of last name. Paper records are retrievable by either SSN or name.

SAFEGUARDS:

Records maintained in the college are normally disclosed only upon written request from the subject of the records or upon written request from an Air Force officer or employee responsible to provide educational or related services to Air Force personnel. Disclosures to non-Air Force agencies not requested by the subject of the records require approval of an officer of the college. Except for disclosures within the college as may be necessary to its operations, requests by telephone and other unwritten means will not be honored unless in the judgment of a responsible member of the college staff the requester is a member or employee of the Air Force acting on behalf of, or is, the person whose record is requested. Special care is exercised to ensure complete identification of the requester, the person whose record is to be disclosed, and intended use. Other systematic safeguards to ensure integrity of records include secure storage of successive generations of computer master files, existence and long-term retention in other Air Force facilities of records needed to rebuild the entire system in the event of catastrophe, and traditional measures to ensure the security of Air Force facilities. All records in the system are attended by responsible Air Force personnel during duty hours and stored in locked facilities under constant or periodic surveillance by Air Force security police during non-duty hours.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Specific rules for retention of permanent microfiche and corresponding magnetic tape records have not yet been determined. It is anticipated that such records may need to be retained for not less than 30 and not more than 50 years beyond the latest entries on each such record. Active master file records on the computer are by their nature evolutionary and will be maintained permanently. Paper records maintained to serve students registered in study programs are retained so long as a registrant remains active in his or her program. Such records are destroyed 1 year after a registrant completes his or her study program or 5 years after the most recent communication from an airman whose program has not been completed. Other records are typically retained only so long as they may serve a useful purpose, which is typically between 30 and 90 days. No rule has yet been defined for retaining records which verify awards of credentials by the college, but it is expected that such records will need to be archival.

SYSTEM MANAGER(S) AND ADDRESS:

Senior official responsible for policies and procedures which govern the system: Deputy Chief of Staff/ Manpower and Personnel, Headquarters United States Air Force. System Manager: President, Community College of the Air Force (CCAF/CC) Maxwell Air Force Base, AL 36112.

NOTIFICATION PROCEDURE:

Persons who have not registered in the college should address inquiries regarding records maintained by the college to Chief, Student Records Branch (CCAF/RRR), Maxwell Air Force Base, AL 36112. Persons who have registered in the college may address inquiries as above or to Chief, Academic Programs Division (CCAF/AY), also at Maxwell Air Force Base. Such inquiries will need to include the full name (and former names if appropriate), SSN, and birthdate of the inquirer, and should include a full return address (including ZIP Code). Visits to the college are welcomed, and visitors seeking information about personal records should first visit the Office of the Registrar.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager and from addresses listed above.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions, automated system interfaces and from source documents submitted to the college by or at the request of individuals concerned, or by other Air Force agencies acting on behalf of individuals concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 ATC C

SYSTEM NAME:

050 ATC C Faculty Board Ledger

SYSTEM LOCATION:

Headquarters Air training Command (ATC) Deputy Chief of Staff for Personnel (DCSP), Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Officers who meet a faculty board for elimination from undergraduate navigator or pilot training programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Composite listing containing board documentation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Training Command Regulation 53-1, Faculty Boards and Administrative Withdrawals and Losses.

PURPOSE(S):

DCS/P uses ledger to monitor case timeliness.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in note books/binders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Stored in locked building.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Headquarters Air Training Command, Deputy Chief of Staff/Manpower and Personnel Randolph Air Force Base, TX, 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 ATC D

SYSTEM NAME:

050 ATC D Individual Academic Records - Survival Training Students

SYSTEM LOCATION:

Fairchild Air Force Base, WA 99011.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer and enlisted aircrew members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Survival training students performance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Force Regulation 50-3, Survival Training.

PURPOSE(S):

Document and evaluate students performance.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for two years after annual cut-off then forwarded to the Washington National Records Center, where records will be held an additional 28 years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff Operations, Headquarters Air Training Command, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the the 3636 CCTW/DOOS, Fairchild Air Force Base, WA 99011. Requests should include name, rank, Social Security Number, course(s) attended and graduation date, if known.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access by contacting 3636 CCTW/DAD, Fairchild Air Force Base, WA 99011 or by contacting the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Survival training supervisors and staff officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 ATC E

SYSTEM NAME:

050 ATC E Maintenance Management Automated Training System (MMATS)

SYSTEM LOCATION:

At all Air Training Command bases that utilize MMATS. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals assigned to organizations involved in the maintenance of aircraft, trainers, and associated equipment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Maintenance training records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Training Command Manual 66-420, Maintenance Management Automated Training System (MMATS).

PURPOSE(S):

Used to establish and maintain data pertaining to a specific individual assigned to a maintenance organization; used by work center supervisors, maintenance training and administrative personnel, and other members of the Deputy Commander for Maintenance or Chief of Maintenance staff to maintain basic data relating to an individual; and to monitor the overall training status of an organization.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer magnetic tapes.

RETRIEVABILITY:

Filed by name and by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and controlled by computer system software.

RETENTION AND DISPOSAL:

Maintained until purpose has been served or for 1 month whichever is sooner. It is then destroyed by tearing into pieces, pulping, burning, shredding, or macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Noncommissioned officer or civilian in charge of the training management section at each unit utilizing MMATS.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from individual training source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 ATC H

SYSTEM NAME:

050 ATC H Student Record of Training

SYSTEM LOCATION:

All Technical Training Centers of Air Training Command (ATC); Field Training Detachments of ATC and the 3785 Field Training Group/TTFDC, Sheppard Air Force Base, TX 76311; Basic Military Training School, Lackland Air Force Base, TX 78236; Officer Training School, Lackland Air Force Base, TX 78236; Community College of the Air Force, Maxwell Air Force Base, AL 36112; United States Air Force Technical Training School, Goodfellow Air Force Base, TX 76908; and the Washington National Records Center, Washington DC 20409. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel and civilian employees, Air Force Reserve and Air National Guard personnel, foreign nationals, and retired Air Force military personnel who have attended a training course conducted by an ATC activity. Employees of Air Force contractors receiving training at USAF schools.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of individual training and education, subjects studied, reading proficiency training, hours, final grades, and graduation data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Training Command Regulation 52-11, Student Training Records and Recognition Program.

PURPOSE(S):

Record individual attendance, achievement and special training progress, and evaluate student's potential for commissioning and need for remedial teaching; Used by FTDs to determine student eligibility to receive certificate of training, and by the Community College of the Air Force to grant college credits for successful completion of the course.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name, SSN, course number, and graduation month and year.

SAFEGUARDS:

Records are accessed by the custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets and rooms.

RETENTION AND DISPOSAL:

Record of individual hours and final grades - retained one year, then destroyed; source, support, and control data basic trainee records and special training records - retained for six months after monthly cutoff, then destroyed; Nelson Denny Reading Test Answer Sheets - retained for the class duration, then destroyed; Officer Training School Student Training Summaries maintained for two years after cutoff, then destroyed: Field Training Student Attendance and Rating Records - retained at Sheppard Air Force Base, TX 76311 for two years then retired to the Washington National Records Center for an additional 28 years, then destroyed; Student Record of Training - retained at the local ATC Center or 3480 Technical Training Wing for two years then retired to the Washington National Records Center for an additional 28 years, then destroyed; Training Progress Reading Proficiency Case Files - destroyed three months after class/course completion. All of the above records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Technical Training, Standards and Evaluation Directorate, Randolph Air Force Base, TX 78150 (for other than classes/courses completed at ATC Field Training Detachments & Officer Training School). The 3750 Technical Training Group/TTS for classes/ courses conducted by ATC Field Training Detachments and the Commander, Officer Training School for OTS student records; and the 3480 Technical Training Group/TTR for classes/courses conducted at Goodfellow Air Force Base, TX 76908. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

NOTIFICATION PROCEDURE:

Contact Training Department at the Air Force base where the training was conducted for ATC technical training center courses; 3785 Field TrainiG group/TTFDC, Sheppard Air Force Base, TX 76311, for classes/courses completed at an ATC Field Training Detachment; Basic Military Training School/CC, Lackland Air Force Base, TX 78236; and Officer Training School/CC, Lackland Air Force Base, TX 78236, for OTS student records and 3480 Technical Training Group/TTR, Goodfellow Air Force Base, TX 76908 for courses taught at that base. Full Name, Social Security Number, Course Number or Title and Dates of Attendance is required. For personal visits, identification card or driver's license is acceptable proof of identity.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager for OTS student records and classes/ courses completed at an ATC Field Training Detachment or from the System Manager in the training department at the Air Force base in ATC where training was conducted.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Training Center Organizational Directory; Enlistment Records; Basic Military Training Records; Score from Nelson Denny Reading Test; Internal Testing and Instructor/Peer Observation; and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 ATC I

SYSTEM NAME:

050 ATC I Defense English Language Management Information System (DELMIS)

SYSTEM LOCATION:

Defense Language Institute English Language Center, Lackland AFB TX 78236.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel assigned to the program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name and SSN; demographic data such as date of birth, sex, marital status, ethnic group; educational data; performance data such as test scores, measurement data, individual training progress and proficiency; class schedule; locator; and academic status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by a specific governing directive.

PURPOSE(S):

To track attrition of the program by cause and type, and to compare that against demographic and performance data of the individual, and to monitor the progress of each individual toward completion of the program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Record from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in computer and computer output products.

RETRIEVABILITY:

By name or Social Security Number.

SAFEGUARDS:

Access to the computer system requires user code and password.

RETENTION AND DISPOSAL:

Output products are retained until no longer needed; computerized records will be retained for ten years after individual completes or discontinues training.

SYSTEM MANAGER(S) AND ADDRESS:

Training Operations Branch (LEAX), Defense Language Institute English Language Center, Lackland AFB TX 79236.

NOTIFICATION PROCEDURE:

Requests from individuals should be sent to the System Manager.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager:

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation (AFR) 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from the individual, source documents, commanders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AU F

SYSTEM NAME:

050 AU F Air University Academic Records

SYSTEM LOCATION:

Air University, Maxwell Air Force Base, AL 36112. Subsystems are located and maintained at the Air Force Institute of Technology/RR, Wright-Patterson Air Force Base, OH 45433; Extension Course Institute/EDOR, Gunter Air Force Station, AL 36118.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Graduates, students currently or previously enrolled in AFIT, AU PME schools or ECI.

CATEGORIES OF RECORDS IN THE SYSTEM:

Education records which includes transcripts; test scores; completion/noncompletion status; training reports; rating of distinguished, outstanding or excellent graduate as appropriate and other documents associated with academic records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; Air Force Regulation 50-12, Extension Course Program; and Air Force Regulation 53-8, USAF Officer Professional Military Education System.

PURPOSE(S):

Individuals seeking academic or certification credit for courses completed may request applicable Registrar to send a record of courses completed to school or activity desired.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders at Air Institute of Technology. Maintained on roll microfilm and on microfiche at Extension Course Institute.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in vaults and locked cabinets or rooms and are controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained for 30 years at ECI except masters transcripts of resident schools which are kept 50 years at AFIT.

SYSTEM MANAGER(S) AND ADDRESS:

Registrar, Air Force Institute of Technology, Wright-Patterson Air Force Base, OH 45433; Registrar, Extension Course Institute, Gunter Air Force Station, AL 36118.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Include full name, SSN and class designation. Individuals may visit Office of the Registrar. Identification is required.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions, source documents such as reports, testing agencies, student, and on-the-job training officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AU G

SYSTEM NAME:

050 AU G Student Record Folder

SYSTEM LOCATION:

Air University, Maxwell Air Force Base, AL 36112 and at each Air University Professional Military School/Course at Maxwell Air Force Base, and Gunter Air Force Base, AL 36118.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian students.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual student folder containing test results, speech and writing critiques, interview/counseling record, faculty rating, and other documents pertaining to student administration.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Force Regulation 53-8, USAF Officer Professional Military Education System.

PURPOSE(S):

Used by faculty and staff of applicable school/course to evaluate and record performance/progress of student, and to determine suitability for future faculty position.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Curriculums. Submanagers: Director of Administration (DA) at each school/course.

NOTIFICATION PROCEDURE:

Requests should be addressed to the Director of Administration at the applicable school. Provide name, SSN. May visit the office of the Director of Administation and present acceptable identification.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from appropriate Director of Administration. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual student, instructor and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 AU J

SYSTEM NAME:

050 AU J Student Questionnaire

SYSTEM LOCATION:

Air University, Maxwell Air Force Base, AL 36112. Subsystems are located at the Air War College (AWC), Air Command and Staff College (ACSC), Squadron Officers School (SOS), Maxwell Air Force Base, AL 36112.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All students attending AWC, ACSC, and SOS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Questionaire including military data such as name, SSN, grade, age, flying data, education data, personal data and locator data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Force Regulation 53-8, USAF Officer Professional Military Education System.

PURPOSE(S):

Primary use is to gather statistical data for analysis by management analysis personnel, subsequent publication of data in AU quarterly program summary. Used by applicable PME school for locator and other administrative purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Class desiginator and filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Management Analysis at HQ USAF Submanager at each applicable school, AWC, ACSC, and SOS.

NOTIFICATION PROCEDURE:

Requests should be addressed to the Director of Administration at the applicable school. Provide name, SSN and class. Individuals may visit the office of the Director of Administration at the applicable school.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual student.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 ESC A

SYSTEM NAME:

050 ESC A 208XX Voice Processor Student History

SYSTEM LOCATION:

Director of Assignments (DPR), Headquarters Electronic Security Command (ESC), San Antonio, TX 78243.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

208XX Language students and assigned personnel in training/performing language duties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by as implemented by Air Force Manual (AFM) 50-5, USAF Formal Schools Catalog, Volume I, Chapter 3, and AFM 30-3, Mechanized Personnel Procedures.

PURPOSE(S):

Used in computation of Air Force Trained Personnel Requirement (TRP) Report for HQ ESC; tracking qualified linguists and their formal language training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer magnetic disk storage.

RETRIEVABILITY:

Filed by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software.

RETENTION AND DISPOSAL:

Retained by computer disk storage until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by removing from disk storage.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Assignments (DPR), Headquarters Electronic Security Command (ESC), San Antonio, TX 78243.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Personnel data system.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 ESC B

SYSTEM NAME:

050 ESC B Training Progress

SYSTEM LOCATION:

Electronic Security Command (ESC) NCO PME Center, Goodfellow Air Force Base, TX 76908.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty enlisted personnel assigned to the ESC NCO PME Center.

CATEGORIES OF RECORDS IN THE SYSTEM:

In-processing forms.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by as implemented by Air Force Regulation (AFR) 50-39, Noncommissioned Officer Professional Military Education and Civilian Initial Supervisory Training.

PURPOSE(S):

Used by military training instructors to evaluate student progress.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records are used to verify past experience.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Destroy 10 years after student completes training by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

ESC NCO PME Center, Goodfellow Air Force Base, TX 76908.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 MAC A

SYSTEM NAME:

050 MAC A Training Instructors (Academic Instructor Improvement/ Evaluation)

SYSTEM LOCATION:

Chief, Academic Training Branch, 1550th Technical Training Squadron, Kirtland Air Force Base, NM 87117.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Academic instructors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Forms for evaluating instructor performance in the classroom.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by

PURPOSE(S):

Basic for instructor improvement.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief Academic Training Branch, 1550th Technical Training Squadron, Kirtland Air Force Base, NM 87117.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 MAC B

SYSTEM NAME:

050 MAC B Training Progress (Permanent Student Record)

SYSTEM LOCATION:

1380th School Squadron (MAC Noncommissioned Officer Academy-West), Norton Air Force Base, CA 92409 and 1381st School Squadron (MAC Noncommissioned Officer Academy-East), McGuire Air Force Base, NJ 08641.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Enlisted personnel who are graduates of the Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, grade, Social Security Number, duty title, security clearance, marital status, organization assigned, education level, photograph, date of birth, Airman Qualification Examination, evaluation of academic progress.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To record student achievement.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in file cabinets.

RETENTION AND DISPOSAL:

Destroy ten years after individual completes or discontinues a training course by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

1380th School Squadron (MAC Noncommissioned Officer Academy-West), Norton Air Force Base, CA 92409 and 1381st School Squadron (MAC Noncommissioned Officer Academy-East), McGuire Air Force Base, NJ 08641.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

From Consolidated Base Personnel Offices and from evaluation of student progress.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 MAC C

SYSTEM NAME:

050 MAC C Training Systems Research and Development Materials

SYSTEM LOCATION:

1550th Aircrew Training and Test Wing, Deputy Commander for Operations, 1550th Technical Training Squadron, Kirtland Air Force Base, NM 87117.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students who have completed training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Training and effectiveness questionaires for supervisors and graduates, flying instructor and academic instructor improvement and evaluation, evaluation coordination sheet.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To evaluate and analyze training effectiveness.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name, rank, Social Security Number and class number.

SAFEGUARDS:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Evaluation and Analysis, 1550th Aircrew Training and Test Wing, Kirtland Air Force Base, NM 87117.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from assigned personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 SAC A

SYSTEM NAME:

050 SAC A ADP Training Management System

SYSTEM LOCATION:

Headquarters Strategic Air Command, Deputy Chief of Staff, Data Systems (HQ SAC/AD), Offutt Air Force Base, NE 68113.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel currently assigned to HQ SAC/AD.

CATEGORIES OF RECORDS IN THE SYSTEM:

Training Summary Files: Records are maintained for each student listing training courses completed and scheduled. Computer Based Training (CBT) Management: For students enrolled in Computer Assisted Instructions (CAI) courses, maintains record of student progress and responses to lesson material.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to validate prerequisites for projected training, track student progress in CAI courses, monitor enrollment processing actions, and generate statistical information on training trends within HQ SAC/AD.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, and on computer and computer output products.

RETRIEVABILITY:

By name, course, date, or organization.

SAFEGUARDS:

Records are accessed by personnel responsible for servicing the record system in performance of official duties. Students have access only to their own file by grant of specific 'permissions.' Hard copies of records are stored in locked rooms and cabinets.

RETENTION AND DISPOSAL:

Retained until reassigned from HQ SAC/AD, then computer files are erased or overwritten and hard copies are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff, Data Systems, Training Branch (ADXRT), Headquarters Strategic Air Command, Offutt Air Force Base, NE 68113.

NOTIFICATION PROCEDURE:

Deputy Chief of Staff, Data Systems (HQ SAC/ADXRT), Offutt Air Force Base, NE 68113. Requests to determine existence of record should include full name, grade and whether currently assigned to HQ SAC/AD.

RECORD ACCESS PROCEDURES:

Access to all records is controlled by HQ SAC/ADXRT, Offutt Air Force Base, NE 68113.

CONTESTING RECORD PROCEDURES:

The Air Force rules for access to records and for contesting and appealing initial determination by the individuals concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from individual and graduation certificates.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 SAC B

SYSTEM NAME:

050 SAC B Instructional Systems Development (ISD) Evaluation

SYSTEM LOCATION:

93 Bombardment Wing (93 BMW) Instructional Systems Development Division (DO5), Castle Air Force Base, CA 95342.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Strategic Air Command (SAC) aircrew members (B-52 G/H pilots, copilots, navigators, radar navigators, electronic warfare officers, aerial defense gunners; KC-135 pilots, copilots, navigators, inflight refueling operators) who are attending, or have attended, a course of instruction conducted by the 93 BMW, Castle Air Force Base, CA after 1 June 81.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computerized information file compiled from questionnaires about training accomplished while attending a course of instruction, the respondee's base of assignment and subjective assessment of the training conducted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force; powers and duties; delegation by; Air Force Regulation (AFR) 50-8, Instructional Systems Development; and AFR 50-38, Field Evaluation of Formal School Graduates.

PURPOSE(S):

Used to tabulate and compare data; and to identify strengths and weaknesses of the training programs. Will also be used to score trainee within-course test performances. Identification of specific respondees in the records will only be used by the custodian to evaluate and assess quality of Air Force Training Programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, and on computer and computer products.

RETRIEVABILITY:

Retrieved by Social Security Number (SSN). Information may also be retrieved by groupings of data from such elements as type airframe, course attended, crew position, or base of assignment.

SAFEGUARDS:

Records are accessed by custodian of the record system and personnel responsible for servicing the record system in performance of their official duties. Records are stored on diskettes kept in a locked room whenever office is not manned. Original questionnaire responses will be maintained in a locked container when the office is not manned.

RETENTION AND DISPOSAL:

Paper records are destroyed by tearing into pieces, shredding, burning, macerating, or pulping, and diskettes will be destroyed by degaussing, when superseded or when the individual is reassigned from SAC.

SYSTEM MANAGER(S) AND ADDRESS:

Education Specialist or ISD System Manager, 93 BMW/DO5 Scientific Advisory Branch (DO5S), Castle Air Force Base, CA 95342.

NOTIFICATION PROCEDURE:

Education Specialist or ISD System Manager, 93 BMW/DO5S, Castle Air Force Base, CA 95342. Requests to determine existence of record should include full name, and grade, SSN and approximate dates individual attended a course of instruction conducted by 93 BMW, Castle Air Force Base, CA subsequent to 1 June 1981.

RECORD ACCESS PROCEDURES:

Access to all records is controlled by 93 BMW/DO5S, Castle Air Force Base, CA 95342.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is obtained from questionnaires completed by 93 BMW students, graduates or SAC Squadron Training Flight Instructors, and current combat crew training instructors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 SAC C

SYSTEM NAME:

050 SAC C SAC Operations Personnel Training Management System

SYSTEM LOCATION:

At Air Force (AF) installations, Deputy Commander for Missile Operations within the Strategic Air Command (SAC) and Deputy Chief of Staff, Director of Missile Operations at SAC Headquarters.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Strategic Air Command military personnel currently assigned to missile operations.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains computerized data and manual files related to training/evaluation accomplishment, crew number, type training/evaluation, discrepancies noted, evaluation scores, name, grade, date of birth, unit assigned, date of separation, date arrived station.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; Strategic Air Command Intercontinental Ballistic Missile Training; and Strategic Air Command Regulation 55-66, Volume II, Intercontinental Ballistic Missile Combat Crew Standardization and Evalatuion.

PURPOSE(S):

To develop a record source of operations personnel, at unit level, in order to determine overall job qualifications, capabilities, and historical data for analysis by unit and Major Air Command personnel responsible for maintaining a training program and to document and certify/decertify an individual's qualification. The files will provide a source of data to help insure weapon system currency and future training requirements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, and on computer and computer output products.

RETRIEVABILITY:

Retrieved by name or unique system identification number.

SAFEGUARDS:

Records are accessed by custodian of unit files and by personnel responsible for servicing the record system in performance of official duties. The computer file is maintained on computer disc/tape by computer operations personnel. This computer file is kept in locked rooms or drawers.

RETENTION AND DISPOSAL:

Computerized and manual files are destroyed when superseded, or on reassignment from missile operations duties or separation of the individual. Destruction of manual files is accomplished by burning, shredding, tearing, pulping or macerating. Computer tapes are destroyed by overwriting within 30 days after member is reassigned, transferred or separated.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff, Director of Missile Operations, Deputy Chief of Staff/Operations, HQ Strategic Air Command, Offutt Air Force Base, NE 68113 and at Strategic Air Command missile bases, the Deputy Commander for Operations.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from Director of Missile Operations, Strategic Air Command, Offutt Air Force Base, NE 68113. Requester should be able to provide sufficient proof of identity such as name, Social Security Number, duty station, place of employment, or other information verifiable in the record itself.

RECORD ACCESS PROCEDURES:

Access to files is controlled and must be authorized by Director of Missile Operations, Deputy Chief of Staff/Operations, HQ SAC, or at organizational level by the Deputy Commander for Operations. Requests from individuals should be addressed to the Missile Wing Deputy Commander for Operations or his representative.

CONTESTING RECORD PROCEDURES:

The Air Force rules for access to records and for contesting and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports and individual's performance during training/evaluation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 SAFPA A

SYSTEM NAME:

050 SAFPA A Graduates of Air Force Short Course in Communication (Oklahoma University)

SYSTEM LOCATION:

Academic Detachment, Secretary of the Air Force Office of Public Affairs (SAF/PAOL), 780 Van Vleet Oval, Room 334, Norman, OK 73069.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are scheduled to attend, are attending, or have attended the Air Force Short Course in Communication at the University of Oklahoma.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, current active duty grade, and Social Security Number; class dates, copies of orders; copy of application to the University of Oklahoma; copies of transcripts from prior education; copies of final grades in the Short Course in Communication.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Provides the Academic Detachment Liaison Non-Commissioned Officer in Charge and the Chief, Office for Plans and Resources, Secretary of the Air Force Office of Public Affairs (SAF/

PAX) with historical background on the conduct of the course; serves as a ready reference for students to verify or resolve questions concerning their attendance at the Short Course.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in safes.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Public Affairs, Office of the Secretary of the Air Force (SAF/PA).

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Academic Detachment Liaison Non-Commissioned Officer (SAF/PAOL), 780 Van Vleet Oval, Room 334, University of Oklahoma, Norman, OK 73069. Telephone: (405) 325-1804.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance from the Academic Detachment Liaison Non-Commissioned Officer or the Chief, Office for Plans and Resources, Secretary of the Air Force Office of Public Affairs (SAF/PAX), Washington DC 20330.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions, especially the Office of Admissions and Records, University of Oklahoma; Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 SAFPA B

SYSTEM NAME:

050 SAFPA B Information Officer Short Course Eligibility File

SYSTEM LOCATION:

Academic Detachment, Secretary of the Air Force Office of Public Affairs (SAF/PAOL), 780 Van Vleet Oval, Room 334, Norman, OK 73069.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Air Force Public Affairs Officers in the grades of 2nd Lieutenant through Colonel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Brief service history (including current grade and duty location), educational background, and information on previous attendance at the Air Force Short Course in Communication.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used by the Public Affairs Career Management Staff Officer, Air Force Manpower and Personnel Center (AFMPC/DPMROS4D), Randolph Air Force Base, TX 78150, and by the Chief, Office for Plans and Resources, Secretary of the Air Force Office of Public Affairs (SAF/PAX), Washington DC 20330, to determine eligibility of Public Affairs Officers to attend future classes in the Air Force Short Course in Communication.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Public Affairs, Office of the Secretary of the Air Force (SAF/PA).

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Academic Detachment Liaison Non-Commissioned Officer (SAF/PAOL), 780 Van Vleet Oval, Room 334, University of OK, Norman, OK 73069. Telephone: (405) 325-1804.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance from the Academic Detachment Liaison Non-Commissioned Officer or from the Chief, Office for Plans and Resources Projects, Secretary of the Air Force Office of Public Affairs, addresses as given.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Data extracted from surveys of all Public Affairs Officers provided by major commands and separate operating agencies on all assigned Public Affairs Officers. Updated annually.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 SPACECM A

SYSTEM NAME:

050 SPACECM A SAC Space Operations Program Management

SYSTEM LOCATION:

Director of Operations at Air Force installations within Space Command; Deputy Commander for Operations at 1st Space Wing and Deputy Chief of Staff for Operations at Space Command Headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Space Command military personnel currently assigned to operational duties with Space, Warning and Surveillance Systems equipment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records related to qualifications, training/evaluation accomplishment, staff/crew alphanumeric identifier, type training/evaluation, scores, name, grade, unit assigned, and dates of training or evaluation conducted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and Space Command Regulations 50-11, Space Command Operations training, Volume I, and 55-142, Space, Warning and Surveillance System Unit Standardization and Evaluation.

PURPOSE(S):

To develop a record source of operations personnel qualifications, capabilities and historical data at unit level to determine individual overall job qualifications; and to develop historical data for analysis by unit and Strategic Air Command Headquarters personnel responsible for maintaining the space operational systems training program. The files will provide a source of data to help insure weapon system currency and adequacy of future training requirements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Retrieved by name.

SAFEGUARDS:

Records are accessed by custodian of unit files and by personnel responsible for servicing the record system in performance of official duties, and by HQ Space Command Inspection/Evaluation Teams. File folders are stored in locked rooms or drawers.

RETENTION AND DISPOSAL:

Manual files are forwarded to gaining unit upon permanent change of station orders to another Space Command unit. If individual transfers to another USAF Major Command (MAJCOM), the file is returned to the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Operations, Chief Standardization Evaluation and Training Division, Headquarters Space Command, Deputy Commader for Operations, Chief Standardization Evaluations Division of Chief Operations Training Division at 1st Space Wing; or Director of Operations at Space Command bases with a Space, Warning or Surveillance mission.

NOTIFICATION PROCEDURE:

Deputy Chief of Staff for Operations, Headquarters Space Command; Deputy Commander for Operations, 1st Space Wing or Director of Operations at Space Command bases. Requests to determine existance of record should include full name, grade and approximate dates individual was assigned to Space Command space, warning and surveillance duties after 1 Sep 1983.

RECORD ACCESS PROCEDURES:

Access to files is controlled by Deputy Chief of Staff for Operations at Headquarters Space Command, Deputy Commander for Operations at 1st Space with and by the Director of Operations at each Space Command organization with a space, warning or surveillance mission.

CONTESTING RECORD PROCEDURES:

The Air Force rules for access to records and for contesting and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information will be obtained from the individual and from instructors or Standardization Evaluators.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 TAC A

SYSTEM NAME:

050 TAC A Student Record File

SYSTEM LOCATION:

Headquarters Tactical Air Command (TAC) Non-Commissioned Officer (NCO) Academy West, Bergstrom Air Force Base, TX 78743.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active duty enlisted military personnel assigned to the academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual student evaluation record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to monitor the academic progress of academy students and as a history file.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Filed by class and by name.

SAFEGUARDS:

Records are stored in security file containers/cabinets.

RETENTION AND DISPOSAL:

Retained in office files for 10 years, then destroyed by tearing into pieces, shredding, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Education, TAC NCO Academy West, Bergstrom AFB TX 78743.

NOTIFICATION PROCEDURE:

Contact Commandant, TAC NCO Academy West, Bergstrom AFB TX 78743 for assistance.

RECORD ACCESS PROCEDURES:

Contact Commandant, TAC NCO Academy West, Bergstrom AFB TX 78743 for assistance.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces and from student performance evaluations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F050 TAC B

SYSTEM NAME:

050 TAC B Mobility Automated Training System (MATS)

SYSTEM LOCATION:

Tactical Air Command (TAC) bases.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Air Force members assigned to TAC who have mobility training requirements.

CATEGORIES OF RECORDS IN THE SYSTEM:

Listings contain the name, rank, SSN, nonavailability code, duty phone and unit of individuals; used to track mobility training required and/or completed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 8012, Secretary of the Air Force: powers and duties: delegation by, as implemented by TAC Manual 171-582, Volume I, Automated Data Processing Systems and Procedures, Mobility Automated Training System MATS A64/AM and TAC Manual 50-582, Mobility Automated Training System.

PURPOSE(S):

To manage the base/wing mobility training programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic tape and ADP punch cards.

RETRIEVABILITY:

Retrieved by name or SSN.

SAFEGUARDS:

Access is authorized to persons responsible for records in performance of their duties. Tapes are maintained in libraries which are limited access, controlled areas.

RETENTION AND DISPOSAL:

Printouts are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating or burning. Tapes are erased or degaussed.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent, Mobility Data Automation Section, HQ TAC/LGXSM, Langley AFB, VA 23665.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from the Superintendent, Mobility Data Automation Section, HQ TAC/LGSXM, Langley AFB, VA 23665, telephone (804) 764-3331.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access to records in the system from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

All records will originate from the Personnel Data System (PDS) (F030 AF MP A).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

F051 ATC A

SYSTEM NAME:

050 ATC A Flying Training Records

SYSTEM LOCATION:

Deputy For Flight Operations, Officer Training School USAF Lackland Air Force Base, TX 78236.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All students entered in T41 training at Lackland Air Force Base, TX 78236.

CATEGORIES OF RECORDS IN THE SYSTEM:

Flying training grades continuity summary analysis.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Training Command Regulation 53-3, Administration of the Officer Training School (OTS) Program.

PURPOSE(S):

Determine flying training potential.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and wall charts.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy for Flight Operations Officer Training School.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Internally generated.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F051 ATC B

SYSTEM NAME:

051 ATC B Flying Training Records - Nonstudent

SYSTEM LOCATION:

Columbus Air Force Base, MS 39701; Lackland Air Force Base, TX 78236; Laughlin Air Force Base, TX 78840; Mather Air Force Base, CA 95655; Randolph Air Force Base, TX 78150; Reese Air Force Base, TX 79489;

Sheppard Air Force Base, TX 79720; and Williams Air Force Base, AZ 85244.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Aircrew personnel of Air Training Command, academic instructors in flying training courses and Trainer Instructors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record and document aircrew training, evaluations, performance, accomplishments and taped radio transmissions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Training Command Regulation 51-27, Instructor Qualification and Training.

PURPOSE(S):

Document the training, performance, and qualifications of aircrew and synthetic trainer personnel. Taped radio communications are used to investigate aircraft accidents.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, computer printouts, and on magnetic tape.

RETRIEVABILITY:

Filed by name or Social Security Number.

SAFEGUARDS:

Access by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened.

RETENTION AND DISPOSAL:

Aircrew evaluation documents, training and qualification records on synthetic training instructors and academic instructors are maintained for the duration of an individual's assignment in Air Training Command. Out-of-date material is returned to the individual. Radio tapes are retained on file for one week unless circumstances dictate otherwise; initial training records are maintained for one year following completion of the training and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff Operations, Air Training Command, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from source documents prepared by personnel administering training or evaluating performance; voice radio communications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F051 ATC C

SYSTEM NAME:

051 ATC C Flying Training Records - Student

SYSTEM LOCATION:

Headquarters Air Training Command, Randolph Air Force Base, TX; Washington National Records Center, Washington DC 20409; ATC Pilot and Navigator Training Wings; Official mailing addresses are in Department of Defense directory in the appendix to the USAF systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students entered into Undergraduate Pilot and Navigator training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Complete record of training including class number, flying and academic course completed, flying hours, whether graduated or eliminated and date, reasons for elimination, Faculty Board Proceedings, student's performance in each category of training, including grades, evaluations and performance documentation; background information including name, grade, Social Security Number (SSN), source of commission, college, subject matter, etc; past training unit of assignment; class standing prior to 31 Dec 74; progress records on minority students.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; Air Training Command Manual 51-4, Primary Flying, Jet; and Air Training Command Regulation 51-8, Flying Training Student Accounting.

PURPOSE(S):

Document and record student performance; provide background information; report to Air National Guard/Air Force Reserve and other Air Force training units on qualifications of graduates; analyze student performance in following training for the purpose of evaluating training and revising course content; also used to monitor student performance by source of entry, education level, and minority status; record and document Faculty Board proceedings.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/binders, card files and on computer and computer products.

RETRIEVABILITY:

Filed by name or SSN.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Student grade books are destroyed three months after completion of training; Summary Training Records are retained in office files for two years, then retired to Washington National Records Center, Washington, DC, for eight years; other records are retained in office files until superseded, obsolete, no longer needed for reference or on inactivation. Faculty Board Records are retained for one year. Destruction is by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff Operations, Air Training Command, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information comes from source documents such as grade sheets, written examinations, and flight examinations; from reports by instructors and students, and from the individual, automated system interfaces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F051 MAC A

SYSTEM NAME:

051 MAC A Air Crew Instruction Records

SYSTEM LOCATION:

1550th Aircrew Training and Test Wing, Kirtland Air Force Base, NM 87117; 34th Technical Training Squadron, Student Administration Branch (TTB), Little Rock Air Force Base, AR 72076.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students and instructors undergoing training; students who completed academic training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Academic completion records, flying training records, training aids usage records and simulator student training records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To report student performance and completion of academic training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and date of completion of training.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Training summaries are destroyed after one year. Training aids activity case files are destroyed when purpose has been served or after three years, whichever is sooner. Training system research and development material is destroyed when superseded, obsolete, or no longer needed, whichever is sooner. Training aids usage documents are destroyed three months after completion of training phase, provided required flying time is posted on individual flight records. Destruction is by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Commander for Operations, 1550th Aircrew Training and Test Wing, Kirtland Air Force Base, NM 87117; School Register, 34th Technical Training Squadron, Little Rock Air Force Base, AR 72076.

NOTIFICATION PROCEDURE:

Requests from individuals should be directed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from the individuals, from instructors, instructor supervisors, and personnel involved in the evaluation and analysis of training effectiveness, and from special orders and messages.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F053 AFA A

SYSTEM NAME:

053 AFA A Educational Research Data Base

SYSTEM LOCATION:

United States Air Force Academy, USAF Academy, CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former USAF Academy cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

High school, college and USAF career information including military performance, academic performance, certain medical, disciplinary and personal facts, test data from interest/personality profiles.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 9331, Establishment; Superintendent; faculty.

PURPOSE(S):

Used by USAF Academy faculty and staff in conducting studies and analysis relating to retention, graduate professional performance, career pattern, etc.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be furnished to congressional nominating source for the purpose of enhancing the nomination selection process. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in paper files, on computer and computer output products and in microform.

RETRIEVABILITY:

By name and social security number.

SAFEGUARDS:

Records are accessed by custodian of the record system, and by authorized personnel who are properly screened

and cleared for need-to-know. Records are stored in locked cabinets or rooms and in computer data storage devices protected by computer system software.

RETENTION AND DISPOSAL:

Destroy when superseded, obsolete, no longer needed for reference, or on inactivation.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Information Systems (RRD), United States Air Force Academy, CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions, medical institutions, automated system interfaces, Association of Graduates, and source documents (such as reports).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F053 AFA B

SYSTEM NAME:

053 AFA B Preparatory School Records

SYSTEM LOCATION:

United States Air Force Academy, CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Preparatory School Students.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system contains Social Security Number, admissions data including college board test scores and uniform size, academic performance, counseling, disenrollment, and physical fitness information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Data is used to measure student performance, progress and potential, for counseling purposes and for possible disciplinary or disenrollment action. Information contained on the record card consisting of grade, performance, and personal information pertaining to the student is used to provide transcripts when requested, and used by Preparatory School administrative personnel for management purposes such as emergency data, i.e. blood type, etc. Physical fitness test scores are furnished to the Registrar's Office for use in verification when considering student for nomination to the USAF Academy. Disenrollment data is used for compiling attrition statistics and for research in predicting students' success at USAF Academy as a result of their Preparatory School experience.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in paper form, and on computer and computer output products.

RETRIEVABILITY:

Filed by name, year of enrollment and Social Security Number.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Stored in locked cabinets or rooms and computer storage devices are protected by computer system software.

RETENTION AND DISPOSAL:

Forms and other records for administration of the Preparatory School such as Student Enrollment Questionnaires, Military Training Worksheets, Instructor's Comments, Instructor Grade Sheets, Physical Fitness Program, Report of Offense, Medical Status Reports, Flight Evaluations, Sign In/Out Registers are destroyed at the end of the academic year or when purpose has been served, whichever is sooner. Correspondence and forms in the student folder documenting academic history and related activities are destroyed 1 year after graduation or when student would have graduated. The Student Records Card is retained at the USAF Academy for 30 years and then destroyed. Disenrollment data is retained until no longer needed for reference.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Preparatory School, USAF Academy, CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information from the academic and military departments within Preparatory School, based on performance of students, Preparatory School Commander, from tests administered to students, from student.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F053 AFA C

SYSTEM NAME:

053 AFA C Admissions and Registrar Records

SYSTEM LOCATION:

At United States Air Force Academy, CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Academy applicants, nominees, appointees, cadets, and Air Force Reserve Officers not on active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1)All data used in the candidate selection process for the USAF Academy. Includes high school records, admissions test scores, physical aptitude examination scores, high school extra curricular activities, medical qualification status, personal data records, letters of recommendation, address, phone number, Social Security Number, race, height, weight, citizenship, statement of reasons for attending Academy, nomination, and preparatory school or college record if applicable. (2) Minority Affairs retention counseling record. (3) Service academies precandidate questionnaries,

computerized report by congressional districts. (4) Pertinent information on assigned Liaison Officers, reports of individual Liaison Officer activity and copies of general correspondence. (5) Grade and quality point averages, course grade distributions, general and academic orders of merit, military dependents on merit lists, squadron assignments. (6) USAFA Preparatory School computer listings, selection data on new classes, medical qualification at entry, cadet high school rank and class size, fourth class squadron assignments, special rosters with all scores (acceptees, declinations, minorities, recruited athletes, and preparatory school), rosters from biographical data sheets (Protestant, Catholic, Jewish, and other religions, military parents, USAFA Preparatory School graduates, other preparatory school graduates, Civil Air Patrol, former ROTC members, Boy Scouts, Girl Scouts, Camp Fire Girls, cadets whose fathers are general officers, former Boys State, Girls State, and Boys Nation delegates and cadets with private pilot licenses), computer listings of high school activities and general information, admissions computer listings (all candidates, qualified candidates, selectees, athletes, minorities, ex-cadets and state status reports), and related data. (7) Combined information from above to Air Force Reserve Officer Training Corps. (8) Candidate Evaluation Records, Liaison Officer Evaluations, letters of evaluation from high school or colleges, and drug abuse certificates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 903, United States Air Force Academy.

PURPOSE(S):

(1) Used by Admissions Office, selection panels, Academy Board, Athletic Department and Preparatory School personnel for selection of cadets to attend the Preparatory School and USAF Academy, to evaluate candidates for recommendation for civilian preparatory school scholarships, and to form the nucleus of the cadet record for candidates selected to attend the Academy. (2) Used by Minority Affairs Office for counseling and improving the retention of minority candidates. (3) Used by Admissions Office to prepare evaluations of candidate's potential for submission to members of Congress and to schedule for medical examinations. (4) Used to monitor training of Liaison Officers. (5) Used to evaluate cadet academic and military achievement and to coordinate statistics relating to cadet strength and attrition. (6) Used to evaluate selection procedures of AF Academy cadets, to assure that criteria for entering cadets are met and to procure various biographical information on incoming cadets for press releases. (7) Used by Air Force Reserve Officer Training Corps (AFROTC) for possible AFROTC scholarship participation. (8) Same as (1) above.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Information from the system may be disclosed to members of Congress in connection with nominations and appointments. Names, addresses and telephone numbers of Liaison Officers may be disclosed to individuals interested in the Academy. Biographical information on incoming cadets may be used for press releases.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, computer and computer output products, microform and notebooks/binders.

RETRIEVABILITY:

By name and/or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, safes or vaults and on computer storage devices protected by computer system software.

RETENTION AND DISPOSAL:

(1) Records on candidates who are appointed are forwarded to Cadet Exams and Records to be included in the Master Cadet Personnel Records. Records on candidates who are not appointed are destroyed after one year. (2) Destroyed one year after graduation. (3) Same as (1) above. (4) Destroyed upon separation or reassignment. (5) Destroyed when no longer needed. (6) Same as (1) and (5) above. (7) Destroyed after one year. (8) Same as (1) and (2) above.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Information Systems (RRD), USAF Academy, CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions from automated system interfaces, from the individual on forms filled out as a candidate, College Entrance Examination Board and American College Testing scores, Air Force Medical examinations, individual letters of recommendation, from individual and personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a(k)(5). For additional information, contact the System Manager.

F053 MP A

SYSTEM NAME:

053 MP A Air Force Academy Appointment and Separation Records

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Nominees for Air Force Academy appointment and cadets in training at the Air Force Academy for each Member of Congress, the Vice President, Governors of Territories, and all other nominating sources.

CATEGORIES OF RECORDS IN THE SYSTEM:

DD Form 1870 - 'Nomination for Appointment to the United States Air Force Academy, Military Academy, Naval Academy' containing nominee's name, address, date of birth, Social Security number, telephone number, temporary address (if any), type of nomination (principal or competitive), numbered vacancy, and date submitted, name and signature of Member of Congress or other authorized nominating source submitting the nomination; AFHQ Form 0-339 - 'Air Force Academy Nominee Record' containing the names of the nominees of each Member of

Congress, the Vice President, and other authorized nominating sources. (Each Member may nominate a total of ten for each vacancy available.) The card also indicates whether a nominee withdraws from consideration for Academy appointment or is medically disqualified and the nominating system used by the nominating authority; 'Chargeable and Nonchargeable Air Force Academy Appointment Record' listing the names of the cadets entering each year for each Member of Congress and other nominating sources showing charged or not charged to their quota (5 allowed at any one time - 10 USC 9342, year of scheduled graduation or separation date and reason, and reapportionment actions; each year after the class eneters, a 'Congressional Report of Candidate Status U.S. Air Force Academy' is sent to each Member of Congress advising status of each nominee, charged, non-charged, appointed through other sources, qualified-no vacancy and those nominees in complete or disqualified - 'Report of Separation from the United States Air Force Academy' showing name, cadet number, scheduled graduation date, reason for separation, name of congressional sponsor and whether the separation action provides an additional vacancy for the Congressional sponsor; 'Report of United States Air Force Academy' containing spaces to insert names of cadets in training who are charged to the quota of a Member of Congress.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 903, United States Air Force Academy; and Senate Resolution 154, 10 June 1963.

PURPOSE(S):

When a cadet separates from the Academy, the Cadet Branch Personnel uses the system to determine who nominated the cadet so that notification of the separation can be made to the Congressional sponsor. Also used in making reply to any Member of Congress who requests information concerning who nominated a cadet for Academy entrance (10 USC 9342(h)). A form is maintained annually on each Member of Congress, the Vice President, and other authorized nominating sources. Upon receipt of nominations from Members of Congress, only the name of the nominee is entered on the Form and the nominating system used by the member. The form is used to show withdrawal of a nominee or medical disqualification in order to determine the number of active candidates at any given time (10 allowed per vacancy (10 USC 9342)). Cadet Branch uses the system to answer inquiries from nominating sources. AFHQ Form 0-851 (card) is maintained on each Member of Congress, the Vice President, and other authorized nominating sources. Upon entrance of each new class to the Air Force Academy, the names of the cadets entering for each Member of Congress, etc. is posted to the individual Congressional sponsor's card. This record card is used by Cadet Branch to determine the number of vacancies available to all authorized nominating sources so that notification of vacancy information can be furnished to Members of Congress annually. Upon separation of an Academy cadet, the name is crossed out and a notation made of the date of graduation/separation and reason for separation. Another form is used as an attachment to a letter of notification to the Congressional sponsor when a cadet is separated. Upon special request from Member of Congress, another form is used to provide the names of charge cadets (principals) to their authorized quota and the year of scheduled graduation. Also used to notify new Members of Congress of the chargeable cadets upon entering Congress. Cadet Separation Case Files - A cadet separation case file is maintained on every cadet separated for the period of time his class is in training and for one year after class graduates from the Air Force Academy. The case files are maintained since this office is the responsible staff office for implementing the Secretary of the Air Force instrument of separation/discharge action. The case files are further used to reply to Congressional inquiries concerning separation actions. The data contained in the separation case file are: copy of cadet's resignation/separation action; copy of Academy Superintendent's letter to Secretary of the Air Force containing recommendation on type of separation action; copy of Secretary of the Air Force Memorandum directing type of separation; copy of 'Report of Separation from United States Air Force Academy'; copy AF/MPPA notification letter to Congressional sponsor concerning separation; copy of AF/MPPA notification letter to United States Air Force Academy Commandant of Cadets effecting the decision of the Secretary of the Air Force; copy of, 'Disenrollment From Officer Candidate-Type Training.' (Prepared by Commandant, Air Force Academy); copy of, 'Certificate of Release or Discharge From Active Duty.' (Prepared by Commandant, Air Force Academy); copy of Special Orders effecting separation/discharge action.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Information in the record/records system is provided Members of Congress, the Vice President, DC Delegate to the U.S. Congree, Governors of Territories and countries sponsoring foreign cadets and the Philippines on candidate nominations, cadet vacancies, appointments, and separations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Upon entry of the class each year, forms are destroyed on unsuccessful candidates by tearing into pieces, shredding, pulping, macerating, or burning. The forms on appointed cadets are maintained permanently. Records on separated or discharged cadets are maintained for one year after class graduates.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained

from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Members of Congress, the Vice President and other nominating sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F060 AF A

SYSTEM NAME:

060 AF A Air Force Operations Resource Management Systems (AFORMS)

SYSTEM LOCATION:

Headquarters United States Air Force and major command headquarters. Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409. Host, tenant and squadron Operations System Management offices at Air Force installations. Official mailing address are contained in the Air Force Address Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel, Air Force civilian employees, Air Force Reserve and Air National Guard personnel, Army, Navy and Marine Corps active duty military personnel and those foreign military personnel who are assigned to aviation duties by competent authority and attached to the USAF for flying support or who have been suspended from flying duties for a period of not more than 5 years.

CATEGORIES OF RECORDS IN THE SYSTEM:

The base-level AFORMS data base contains a master file of flying records for each individual in categories listed above, a month-to-date transaction file and a twelve month history file. A centralized file of selected information from each individual's master record is also maintained at HQ USAF, and flying history information is maintained at Norton Air Force Base, CA. In addition to automated data files, this system uses manual files for maintaining historical data and important source documents. An Individual Flight Record Folder (FFR) is established for each category of fliers listed above and is the prime repository for a computer listing which itemizes each individual's flight accomplishments as well as various source documents which serve to validate information entered into the computer data base for the system. Each Host Operations System Management office maintains a file of Aeronautical Orders and Military Pay Orders to provide source documentation of flying pay actions initiated by the flight manager. Information which is maintained in the automated files is derived directly from the AFORMS master file or from subsequent processing of information entered into the master file. Categories of information maintained in the master file are: IDENTIFICATION DATA - provides individual identifiers and other information directly related to each individual in the file. DUTY ASSIGNMENT DATA - Includes information such as the major command of assignment for the individual, the Air Force Specialty Code indicating professional duties, the unit, the responsible Operations System Manager, base of assignment, etc. AIRCREW TRAINING AND QUALIFICATION DATA - includes information such as flight and ground professional flying training accomplishments, aircrew qualification status, physical status for flight duties, types of aircraft assigned, etc. UTILIZATION MANAGEMENT DATA - Includes flying experience information, professional qualifications, aviation duties assigned, etc. FLYING PAY ENTITLEMENT DATA - Includes information needed to administer the payment of flying incentive pay for each individual. LOCAL USE DATA - contains information used by major or local command to supplement general system information as needed to meet unique unit requirements within the categories of information listed herein. SYSTEM CONTROL DATA - Contains computer data used to automatically control internal system functions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 USC 301a, Incentive pay: Public Law 92-204 (Appropriations Act for 1973), Section 715; Public Law 93-570 (Appropriations Act for 1974); Public Law 93-294 (Aviation Career Incentive Act of 1974; DOD Directive 7730.57 (Aviation Career Incentive Act and Required Annual Report); Air Force Regulation 60-1, Flight Management; and Air Force Regulation 60-190, Air Force Operations Resource Management System (AFORMS).

PURPOSE(S):

The AFORMS provides information and automated data processing capabilities used to manage and administer Air Force operations such as aircrew training and evaluation, flight scheduling functions, flying safety and related functions needed to attain and maintain combat or mission readiness. All information is entered into the system at the airbase level. This information is then processed for use by flying resource managers at all levels through periodic computer product reports or automated systems interfaces. The specific uses of information and user categories for this system are: BASE LEVEL ACTIVITIES - (1) to establish each member's flying pay entitlement status and to monitor continuing entitlement in accordance with existing directions; (2) to record each individual's flying activities, both hours and specific events, and provide indications of successful attainment of standards or deficiencies; (3) to establish each individual's Aviation Service code for use in indicating type of flying activity or reason for inactive status if applicable; (4) to determine each rated member's eligibility to perform operational flying in accordance with existing USAF directives; (5) to provide an indication of each rated member's total operational flying time in terms of total aviation career duties as required by the Aviation Career Incentive Act of 1974; (6) to establish 'suspense lists' for use in scheduling flying personnel for flights, schools, tests and similar events directly related to their duties as professional airmen; (7) to provide each applicable individual and manager with all aviation career profile information needed to monitor flying career development, professional qualifications and training deficiencies; (8) to provide information requested by Operations, or other base functions, which relates to the flying duties and accomplishments of all personnel in the file; (9) to provide statistical data for management analysis and review of all aspects of each base's flying programs, including flying safety data involving AFORMS flying hour/individual information stored in the Norton Air Force Base, flying safety data bank maintained by the USAF Inspection and Safety Center. OTHER BASE USERS: CONSOLIDATED BASE PERSONNEL OFFICE - uses information provided by this system, through an automated data interface, to report the flying status of all individuals in the files; provides flying career background information used for assignment actions. ACCOUNTING AND FINANCE OFFICE - uses Military Pay Orders, prepared by flight management offices, to start and stop flying incentive pay in accordance with each individual's flying status and eligibility as reflected by the information in the system; uses the files to perform payment audits to identify individuals being paid improperly. BASE SUPPLY - uses flying status information to

determine which individuals are qualified to draw all authorized flying equipment. BASE MEDICAL FACILITY - uses system data to determine projected workloads associated with scheduled flight physical examinations. MAJOR COMMANDS - use all system data to measure the effectiveness of subordinate unit training programs and to check command-wide flying effectiveness. AIR FORCE MANPOWER AND PERSONNEL CENTER - uses AFORMS information to establish assignment objectives and career development programs for USAF military personnel in the system. USAF INSPECTION AND SAFETY CENTER - uses flying hour data for each individual to establish historical files for reconstruction of lost or damaged records and to augment the Flying Safety statistical data bank. HQ USAF - uses various identification and flying data to establish statistical data needed to verify the effectiveness of standard procedures, determine the need for policy modification, provide a timely and accurate census of various types of flyers and provide a centralized point for collection and collation of data used by all levels of management. Air Force Accounting and Finance Center - uses AFORMS information to validate all flying payments in the JUMPS system.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, on computer magnetic tapes and on magnetic disks.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties and individuals in files. Access is specifically controlled by the Host Operations System Management office. Records are stored in locked cabinets or rooms. Computer terminals are locked when not in use or kept under surveillance.

RETENTION AND DISPOSAL:

Magnetic tape and hardcopy records are maintained in files for five years following removal of an individual from flying status. The magnetic tape records are then destroyed by degaussing or overwriting and the hardcopy files turned over to the individual. Personnel leaving military service are provided their hardcopy files and all disk and tape records are routinely erased except for historical records files maintained by AFISC. For deceased personnel, disk and tape records are routinely erased and hardcopy folders are provided to the survivors as part of the individual's personal effects.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Plans and Operations, Headquarters United States Air Force, Washington, DC.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Operations System Manager. Include name and SSN. Make base level inquiries to base flight manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the Operations System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from individuals, aircrew managers, automated system interfaces and from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F060 ANG A

SYSTEM NAME:

060 ANG A Progress Report, Undergraduate Pilot Training

SYSTEM LOCATION:

Office of Director, Air National Guard, Washington, DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air National Guard Undergraduate Pilot Trainees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Evaluation of pilot training progress.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 275, Personnel records.

PURPOSE(S):

Used at National Guard Bureau level to determine individual capability to perform safely in home unit weapons systems.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are stored in safes.

RETENTION AND DISPOSAL:

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Air National Guard, Headquarters United States Air Force, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from UPT Flying Training DCO.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F066 AF A

SYSTEM NAME:

066 AF A Maintenance Management Information and Control System MMICS

SYSTEM LOCATION:

At all Air Force bases that utilize MMICS. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals assigned to organizations involved in the maintenance of aircraft missiles, communications electronics and associated equipment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Maintenance personnel records and on-the-job training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and Air Force Regulation 66-1, Maintenance Management Policy and 66-5, Production Oriented Maintenance Organization.

PURPOSE(S):

Used to establish and maintain data and on-the-job training records pertaining to a specific individual assigned to a maintenance organization. Used by work center supervisors maintenance training and administrative personnel and other members of the chief of maintenance staff to maintain basic data relating to an individual and to monitor the overall manning status of an organization.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on disks or tapes.

RETRIEVABILITY:

Filed by name or Social Security Number.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software.

RETENTION AND DISPOSAL:

Maintained until purpose has been served or for 1 month whichever is sooner. Then destroyed by tearing into pieces, pulping, burning, shredding, or macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Non-commissioned officer in charge of the maintenance documentation or files maintenance section at each unit utilizing MMICS.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F066 SAC A

SYSTEM NAME:

066 SAC A ICBM Maintenance Standardization and Evaluation Program

SYSTEM LOCATION:

Headquarters Strategic Air Command (SAC), Headquarters Eighth and Fifteenth Air Force; all SAC missile wings/divisions; 3901 Strategic Missile Evaluation Squadron. Official mailing addresses are in the Department of Defense directory in the Appendix to the Air Force's systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Intercontinental Ballistics Missile (ICBM) maintenance personnel assigned to Missile Maintenance, Munitions, and Communications on SAC bases who have been designated by local maintenance managers as being in the evaluation program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Evaluation records on technical proficiency, including manual summaries of task performance. Administrative records of Evaluation Review Panels, including comments on substandard task performance, required corrective action or training, and follow-up actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and Strategic Air Command Regulation 66-12, Volume V, Quality Control and the Maintenance Standardization and Evaluation Program.

PURPOSE(S):

To record individuals maintenance task performance results. This information is used by SAC to determine, rate, and evaluate individual maintenance performance as it contributes to the unit maintenance effort.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in paper files.

RETRIEVABILITY:

Retrieved by name, team number, team type, date.

SAFEGUARDS:

Records are accessed by person(s) in performance of official duties. Records are stored in locked rooms or cabinets.

RETENTION AND DISPOSAL:

Retained on file until superseded, obsolete, or no longer needed for reference. Destroyed when individual permanently leaves duties assigned in evaluation program. Current records may be forwarded to gaining unit if assigned to another SAC unit. Destroyed by tearing into pieces, shredding, pulping, burning or macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Missile Maintenance, Headquarters Strategic Air Command, Offutt Air Force Base, Nebraska 68113. Functional Area Managers in addition to Director of Missile Maintenance are: Director of Munitions and Director of Communications-Electronics. Field evaluation and statistical analysis of evaluation results are performed by 3901 Strategic Missile Evaluation Squadron, Vandenberg Air Force Base, California 93437. System Managers at installation level are: Chief of Maintenance in Missile Maintenance, Communications, and Munitions Squadrons on SAC bases.

NOTIFICATION PROCEDURE:

Requests for individuals should be addressed to the system manager of unit to which assigned. Request information by name, grade, and unit of assignment.

RECORD ACCESS PROCEDURES:

Individual can obtain access from the System Manager of unit to which assigned.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents (such as forms and reports) prepared by or on behalf of the Air Force by boards, committees, panels, auditors, instructors, inspectors, evaluators, and so forth.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F067 AF A

SYSTEM NAME:

067 AF A Government Furnishings Issue Record

SYSTEM LOCATION:

Housing Supply Offices at all Air Force installation which issue furnishings. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military and DOD civilians to whom government furnishings are issued.

CATEGORIES OF RECORDS IN THE SYSTEM:

PCS orders, rental agreement, receipt for furnishings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 9832, Property accountability: regulations.

PURPOSE(S):

To maintain authority for issue and accountability of Government furnishings.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records stored in vertical file folders, and computer and computer output products.

RETRIEVABILITY:

Filed by name in manual file systems. Filed by SSN in computer storage.

SAFEGUARDS:

Stored in file cabinets in locked rooms. Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in file until furnishings are returned and then destroyed or returned to the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Logistics, headquarters of each major command which issues furnishing or Chief of Housing Supply Office at issuing base.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determination may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

F067 AF LE A

SYSTEM NAME:

067 AF LE A Personal Clothing and Equipment Record

SYSTEM LOCATION:

Equipmnent Management Offices at Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and reserve military and civilian personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Expendable and non-expendable individual personal clothing and equipment records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 9832, Property Accountability Regulations.

PURPOSE(S):

Accounting for authorized clothing and equipment issued to members and employees. Periodically reviewed by supply personnel and certified by the individual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained as paper records and stored in vertical file folders.

RETRIEVABILITY:

Filed by last name, first initial and last four digits of Social Security Number.

SAFEGUARDS:

Stored in file cabinets in locked rooms. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. When individual is reassigned, original records are transferred to the new installation. The copy retained at the previous station is destroyed after six months. When the individual is discharged, the signed copy of the record is forwarded to the Consolidated Base Personnel Office for disposition. The originals are retained by Equipment Management function and destroyed after the turn-in of all equipment by the individual. Records are then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Logistics and Engineering, Headquarters United States Air Force, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F067 AFSC A

SYSTEM NAME:

067 AFSC A Equipment Maintenance Management Program (EMMP)

SYSTEM LOCATION:

Aeronautical Systems Division, Computer Center, Wright-Patterson Air Force Base, OH.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel in Aeronautical Systems Division, Air Force Avionics Laboratory, Air Force Flight Dynamics Laboratory, Air Force Aero Propulsion Laboratory, Air Force Materials Laboratory, Air Force Human Resources Laboratory and Aerospace Medical Research Laboratory at Wright-Patterson Air Force Base, having custody of high value precision measurement equipment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Equipment maintenance management data on equipment signed out to individuals by equipment item number, model number, date checked out, office symbol, calibration due date, user Social Security Number and name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Maintain maintenance and management control of high value equipment including issuance, security and storage, and recalibration.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products.

RETRIEVABILITY:

Records may be retrieved by custodian name and Social Security Number or by equipment ID number and manufacturer.

SAFEGUARDS:

Computer records are maintained under systems software with password control. Printouts are kept in locked cabinets and desks. Offices and buildings are locked after duty hours.

RETENTION AND DISPOSAL:

Printouts are kept up to a two weeks maximum and then destroyed by tearing into pieces.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Wright Aeronautical Laboratory, Logistics Office, Assistant for Operations, Wright-Patterson Air Force Base, OH 45433.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the system manager. Requesting individuals will be required to supply full name and office symbol or name of immediate supervisor for telephone requests; full name, driver's license or base ID card for personal visits.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager, telephone area code (513) 255-4522.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals and automated systems interface.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F070 AF AFO A

SYSTEM NAME:

070 AF AFO A Accounts Payable Records

SYSTEM LOCATION:

At Accounting and Finance Offices at Air Force bases, Air National Guard activities, Air Force Reserve units, and Air Force components listed in the Department of Defense Directory in the appendix to the Air Force systems notices; some records are stored at the Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have monies owing to them by the Air Force or who have performed an official function resulting in a valid debt payable by the Air Force to a third party. Such individuals include contractors, military and civilian personnel and their dependents, assignees, trustees, guardians, survivors, claimants having tort or compensation claims against the Air Force for personal injuries or property damage.

CATEGORIES OF RECORDS IN THE SYSTEM:

Include, but are not limited to, contracts; purchase orders; temporary duty and permanent change of station orders; transportation requests; government bills of lading; tort claims; compensation claims; correspondence with creditors; dependents of military personnel and civilian employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 USC 66c, Receipts, retention and disbursement of public funds; 82e, Travel and transportation allowances: dependents: baggage and household effects; 492, Disbursing officers; 37 USC 404, Travel and transportation allowances: general; 406, Disbursing officers.

PURPOSE(S):

Records are used to support payments to creditors who may include military personnel and civilian employees, their dependents, survivors, guardians and trustees, contractors, vendors, claimants in tort and compensation claims and assignees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. When authorized, records may be disclosed to creditors, dependents, claimants, Internal Revenue Service (for tax purposes, including assessments, levy action, employer/employee Social Security taxes), Social Security Administration and Veterans Administration (for verification of claims and eligibility for benefits

administered by such agencies), and state and local authorities (for matters pertaining to taxation, welfare, and criminal and civil litigation within the jurisdiction of such authorities).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, visible file binders/cabinets, card files, computer and computer output products, magnetic cards, and microform.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, locked cabinets or rooms, protected by guards and controlled by personnel screening and by visitor registers.

RETENTION AND DISPOSAL:

Retention periods of various types of documents vary from one month to permanent. Some records are destroyed by the Base Accounting and Finance Offices at base level by tearing, shredding, pulping, macerating, or burning; others are retired to the Denver Federal Archives and Record Center and destroyed after varying retention periods by sale to salvage paper companies for shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Director Accounting and Finance United States Air Force (USAF). Accounting and Finance Officers at Air Force installations.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from documentation managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from documentation managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Sources include, but are not limited to, information obtained from automated system interfaces, corporations and from source documents such as reports, contractors, vendors, claimants, trustees, assignees, Air Force and other Department of Defense components, carriers, General Accounting Office, Comptroller General, and Veterans Administration.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F075 AA A

SYSTEM NAME:

075 AA A Office, Secretary of Air Force Travel Files

SYSTEM LOCATION:

Office of the Secretary of the Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military, civilian, statutory, Congressional and others sponsored by Secretaries of Air Force and/or Defense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Travel orders and transportation authorizations, paying agent orders, passport information, and travel vouchers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To provide reference in response to individual and/or offices requests for actual purposes of travel, costs and records used for future planning. Copies of orders on file in Director of Administration, Headquarters U. S. Air Force, Washington DC 20330, for record of authentication. Copies of paying agent orders on file Director of Administration, Headquarters U.S. Air Force Washington DC 20330 for record of payments. Travel on file at US Air Force Accounting and Finance Center, Denver CO record of Air Force expenses.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders/note books/binders/card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms. Access controlled by assistant manager and restricted to authorized personnel.

RETENTION AND DISPOSAL:

Records on currently assigned personnel are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. Transportation authorization and Invitational orders are retained in office files for one year after annual cut-off then destroyed. Paying agent orders are retained in office files for two years after annual cut-off, then destoyed. Records contained in this system are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Administrative Assistant to the Secretary of the Air Force, the Pentagon, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Air Force channels from agencies and individuals requesting Air Force travel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F075 AF LE A

SYSTEM NAME:

075 AF LE A Household Goods Nontemporary Storage System (NOTEMPS)

SYSTEM LOCATION:

At all Air Force bases having personal property responsibility. Official mailing addresses are contained in the Air Force Address Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired military personnel or their dependents, and civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for storage, travel orders, substantiating documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 133, Secretary of Defense: powers and duties; delegation by.

PURPOSE(S):

Used by base level traffic management offices (TMO), finance offices (AFO) and local commercial contractors in managing, controlling and payment of contractors for services rendered for storage services. Information used by TMO to maintain, identify lots, determine excess cost and perform payment actions for storage accounts. AFO will use information to process invoices for payment. Contractors will use data to verify and certify invoices for payment for services rendered against individual storage lots.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, card files, or computer and computer output products.

RETRIEVABILITY:

Filed by name and/or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and controlled by personnel screening.

RETENTION AND DISPOSAL:

Files are retained for 6 months to 3 years, depending on type, and destroyed by tearing, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff, Logistics and Engineering, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Individual requests should be addressed to the System Manager. Base traffic management offices have individual record. Visits must provide name, grade, SSN and identification card.

RECORD ACCESS PROCEDURES:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information from individuals, applications for storage of household goods, travel orders, and substantiating documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F075 AF LE B

SYSTEM NAME:

075 AF LE B Personal Property Movement Records

SYSTEM LOCATION:

Traffic Management Office or Air Force controlled Joint Personal Property Shipping Offices at Air Force Activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who shipped personal property through an Air Force controlled activity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application, orders, inventory, Government Bill of Lading, shipping documents, Certificates of Approval or Disapproval, Power of Attorney, carrier and/or contractor documentation, Inspection Report, and Counseling Checklist.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Traffic Management Officer uses these record to determine shipment eligibility and lawful entitlements, and as a basis for expenditure of public funds and contracts with commercial carriers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are stored in locked cabinets or rooms and are accessed by person(s) responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files for three years after annual cutoff; transferred to Regional Federal Records Center for indefinite retention.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff, Logistics and Engineering, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Request from individual should be addressed to the System Manager. Include Individual's name, service, Social Security Number, type of shipment, origin, destination, and the date of application. Any means of positive identification is acceptable.

RECORD ACCESS PROCEDURES:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Government Inspector's Quality Control Report. Information also obtained from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F075 USAFE A

SYSTEM NAME:

075 USAFE A Customs Control Records

SYSTEM LOCATION:

Customs Control Office of the Transportation Branch, 7206 Air Base Group/LGTTC, APO NY 09223. Selected sub-elements are at the Investigation Section of the Security Police Division, 7206 ABG/SPI, APO NY 09223, and the Judge Advocate Office, 7206 ABG/JA, APO NY 09223.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel assigned to duty in Greece qualifying for tax-free privileges under Article I of the North Atlantic Treaty Organization Status of Forces Agreement.

CATEGORIES OF RECORDS IN THE SYSTEM:

Certificates of understanding and accountability; purchase records; importation documents; vehicle registration and duty-free customs certificates; customs control card roster; Greek customs tax receipts; copies of military orders; certificates of dependency; currency conversion records; military and Greek police reports concerning theft, loss or destruction of personal property; records of imports and exports via postal systems; personal property inventories for incoming and outgoing shipments of household goods; and reports of investigation concerning possible or actual customs violations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

North Atlantic Treaty Organization Status of Forces Agreement and 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

This system of records is used to control the tax-free acquisition of personal property by U.S. Forces entered into Greece in tax and duty exempt status under the provisions of the NATO Status of Forces Agreement. This agreement, and others which supplement it, require the U.S. to limit the tax-free import and use of items required by the U.S. Forces to only those members with bona fide entitlements and to assist the Greek government in collecting evidence and securing payment of any applicable taxes. Users of the information in the customs control system include U.S. Air Force, Navy, Army, and State Department transportation and customs activities who compile and maintain the records; military security, investigative, and law enforcement activities who screen records to collect evidence where possible wrongdoing is indicated; military justice officials who review evidence and advise commanders on possible legal actions; and Air Force Accounting and Finance Offices to control legal conversion of U.S. and host nation currency and to report excess profit from legal sales of property to Internal Revenue Service where appropriate. The system is used to document property imported tax-free into Greece and any purchases made by individuals in the military tax-free sales outlets. The information is used to prove compliance by the U.S. Forces with U.S. treaty obligations and to identify and correct black-marketeering or other unauthorized activities which evade Greek customs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system of records may be disclosed for any of the blanket rotuine uses published by the Air Force. Information may be disclosed to Greek authorities as required by treaty.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in file folders.

RETRIEVABILITY:

Files are maintained in numerical sequence using a locally established individual customs control number given upon application to each member entitled to tax-free privileges in Greece. The customs control number is cross-referenced to the member's name, Social Security Number, permanent reassignment date, and employer. Dependents of entitled members are listed under their sponsor's customs control number and record file. An electronic data processing card file is used in the U.S. Air Force Customs Control Office to correlate customs control number, name, unit of assignment, and expiration date of privileges.

SAFEGUARDS:

Records are safeguarded in locked file cabinets, locked rooms, and locked buildings. Records may be reviewed only by the person to whom they apply or competent investigative authority based on a verified need to know.

RETENTION AND DISPOSAL:

Records are maintained in active use until the members clear their accounts in preparation for departure from Greece. The records are then removed to an inactive file within the U.S. Air Force Customs Control Office for one additional year and then transferred to a records staging area for two more years. Three years after closeout, files are destroyed by shredding, burning, pulping, or macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Transportation, 7206 Air Base Group, APO NY 09223.

NOTIFICATION PROCEDURE:

Individuals may request information from the Systems Manager concerning their personal customs account at any time. Requesters must apply either personally or in writing providing their full name (and name of sponsor if in dependent status when the record was created), unit of assignment while in Greece, and period of stay in Greece. Requesters may visit the Customs Control Office of the Chief of Transportation, 7206 Air Base Group, Hellenikon Air Base, Greece, to review their personal customs records or seek information. Requesters must present identification cards issued by U.S.

Forces in Greece to gain access to their personal records.

RECORD ACCESS PROCEDURES:

Access to personal records or data concerning an individual covered under the system can be obtained only from the Systems Manager or the customs liaison clerks in the Customs Control Section of the Office of Chief of Transportation, 7206 ABG/LGT, APO NY 09223.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Individually prepared applications for duty-free entry of private property and automobiles; individually prepared applications for customs control cards; certificates of understanding and liability; bills of sale; Army and Air Force Exchange Service purchase records; Air Force Commissary Service purchase records; Air Force Accounting and Finance Office records of individual currency conversions; US Postal Service parcel receipt records; international mail parcel receipt information; USAF Security Police investigation reports concerning loss, theft, damage or property or alleged unauthorized disposition (black-marketeering); Defense Logistic Agency Property Disposal Office turn-in records; household goods carriers' inventories of personal property imported and re-exported to and from Greece by each member subject to the system; employer's certification of eligibility to tax-free privileges; official assignment orders; letters of eligibility from non-appropriated fund employers and USAF Procurement Office for eligible contractor personal, determinations of eligibility rendered by the Staff Judge Advocate's office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

F076 MAC A

SYSTEM NAME:

076 MAC A Passenger Reservation and Movement System

SYSTEM LOCATION:

Headquarters Military Airlift Command (MAC), Scott AFB, Illinois; Aerial Ports of Embarkation and Debarkation, military airfields or installations (all Services), certificated air carriers at civil (commercial) airports, and any activity or agency responsible for initiating or receiving a request for the movement of personnel and their baggage; manifesting, tracing and billing actions; and statistical data collection. Official mailing addresses are in the Department of Defense directory or the current United States Government manual. Commercial air carrier addresses are listed in the Official Airlines Guide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military, civilian, statutory, congressional and others sponsored by the Secretary of Defense or Military Service Secretaries. The Executive Office, Executive departments, independent agencies, Legislative Branch and the Judicial Branch.

CATEGORIES OF RECORDS IN THE SYSTEM:

Travel order, transportation authorizations, and passenger name records. Categories of information in the passenger name record include but are not limited to: name, grade, seats required; reservation identification code (RIC) which is assigned by a requesting activity or individual passengers and is the social security number or other unique identifier; origin, destination, requested travel dates, routing indicator (identifies the activity/installation requesting the reservation), cancellation and type standby codes (identifies the reason the passenger did not depart as scheduled); flight number, departure date and reporting time, and other administrative codings as determined by a Service activity or MAC to facilitate the completion of travel to include baggage tracer and billing actions. The passenger name record is a complete listing of all transportation related administrative actions related to individual passengers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Passenger name records are used to prepare aircraft manifests for passenger identification processing and movement on military aircraft, commercial contract (charter) aircraft, and on seats reserved (blocked) on regularly scheduled commercial aircraft at military and civilian airports. Records in this system are also used to: (a) develop billing data to the user Military Services or other organizations; (b) determine passenger movement trends; (c) forecast future travel requirements; and (d) identify, research, and resolve transportation related problems. In addition, records may also be used as the basis of disciplinary action initiated by the requesting activity; and the conduct of official investigations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from the system are routinely disclosed to other Federal agencies and offices provided transportation, and to civilian airlines and airports for transportation services.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, notebooks/binders, card files, computer paper printouts, computer magnetic tapes, disks, microfiche or rolled microfilm.

RETRIEVABILITY:

Records on this system may be retrieved by any of the following means: by name - RIC (SSN) channel, flight number, movement channel, type transaction, type travel, special passenger category, type standby code, passenger cancellation reason code.

SAFEGUARDS:

Records are stored in locked cabinets, rooms or buildings. Records are accessed by the custodian and person(s) responsible for servicing the record system in performance of their official duties. Access controlled by the manager and restricted to authorized personnel and executive software sign-on procedures control access to the computer data base.

RETENTION AND DISPOSAL:

Transportation authorizations and orders are retained in office files for two years after the annual cut-off, then destroyed. Other records in the system are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. These records are destroyed by one of the following means: by tearing into pieces, shredding, pulping, macerating, burning, or degaussing in the case of magnetic computer media.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Terminal Operations, Deputy Chief of Staff, Air Transportation, Headquarters Military Airlift Command, Scott AFB, Illinois 62225.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Full name, reservation identification code, and movement channel are required for inquiries.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from military transportation and personnel activities, individuals requesting air travel or from other agencies designated to arrange air passenger reservations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F077 AF LE A

SYSTEM NAME:

077 AF LE A Motor Vehicle Operators' Records

SYSTEM LOCATION:

Air Force Base Drivers Training and Qualification Section, Air Force Reserve units and Air National Guard activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian personnel issued a United States Government Motor Vehicle Operator's Identification Card.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application, test results, medical evaluation, accident history, traffic citations and driver awards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 133, Secretary of Defense; appointment; powers and duties; delegation by.

PURPOSE(S):

Determination of operator eligibility by Vehicle Operations Officer. Used as basis for issue of a Government motor vehicle operator's identification card. Releasable to Safety and Law Enforcement authorities for investigation and possible criminal prosecution or civil court action.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, and on computer and computer output products.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are stored in locked cabinets or rooms and accessed by person(s) responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files until discharge, separation, or reassignment of the individual, then returned to servicing consolidated base personnel office for destruction.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff, Logistics and Engineering, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Request should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions, police and investigating officers, motor vehicles bureaus, state or local governments, witnesses, Department of Transportation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F080 AFA A

SYSTEM NAME:

080 AFA A Minnesota Multiphase Personality Inventory

SYSTEM LOCATION:

United States Air Force Academy, USAF Academy Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Academy and Preparatory School cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personality tests results, group data analyses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 903, United States Air Force Academy.

PURPOSE(S):

Used in research analyses concerning relationships, personality and performance to evaluate personality variables on cadet performance.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products.

RETRIEVABILITY:

Cadet Number.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference.

SYSTEM MANAGER(S) AND ADDRESS:

Dean of Faculty, United States Air Force Academy, Co 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

The individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F080 AFSC A

SYSTEM NAME:

080 AFSC A Aeromedical Research Data

SYSTEM LOCATION:

Aerospace Medical Division (AMD,) Brooks Air Force Base, TX 78235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel receiving medical evaluation from Department of Defense medical facilities. Participants in epidemiologic studies sponsored by agencies of the Department of Defense, Federal Aviation Administration, Veterans Administration, The National Institutes of Health, National Research Council, and Occupational Safety and Health Administration.

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical evaluations, demographic and mortality data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 55, Medical and Dental Care.

PURPOSE(S):

Data is used for aeromedical research, fitness for duty determination and medical care.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Individually identifiable records are used by medical authorities and consultants of the Department of Defense and Federal Aviation Administration to determine that individual's fitness for duty. Data on foreign personnel are used by the corresponding authority in that individual's country to determine their fitness for duty. An individual's record is used by medical personnel to deliver medical care to that patient. Aeromedical research data are used by scientists working with agencies of the Department of Defense, Federal Aviation Administration, Veterans Administration, The National Institutes of Health, National Research Council, and Occupational Safety and Health Administration to determine medical criteria for duty and to develop methods to prevent disease and disability.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in microfilm jackets and microfilm rolls, in paper files, and on computer.

RETRIEVABILITY:

Filed by name, or Social Security Number (SSN).

SAFEGUARDS:

Computerized patient records retrievable from remote terminals are protected from unauthorized access or alteration by a data management system which requires a password for access to an authorized subset of data. When appropriate for research purposes, the data base management system permits scientists to examine patient records without revealing the unique patient identifiers. All of the data is accessed only by the custodian of the record system, and released only to medical personnel and scientists who are properly screened for need to know.

RETENTION AND DISPOSAL:

Destroy paper and microfilm files when no longer needed or after 25 years by tearing, shredding, pulping, mascerating or magnetically stored data is destroyed by erasure.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Aerospace Medical Division, Brooks Air Force Base, TX 78235.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from military personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F090 AF A

SYSTEM NAME:

090 AF A Visiting Officer Quarters-Transient Airman Quarters Reservation.

SYSTEM LOCATION:

Air Force installations. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel registering to obtain a room for the duration of visit.

CATEGORIES OF RECORDS IN THE SYSTEM:

Registration of transient personnel into quarters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To register occupants of base transient quarters and charge for billeting.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by Name.

SAFEGUARDS:

Records are accessed by custodian of the record system and are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force, Washington DC. 22030.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Full name and Social Security Number required for inquiries.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

From individual registering.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F090 SAC A

SYSTEM NAME:

090 SAC A Unaccompanied Personnel Quarters Assignment/Termination

SYSTEM LOCATION:

All Strategic Air Command bases. Located in the Base Billeting Operations Office and in the respective Squadron Orderly Room. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Unaccompanied military personnel who: (1) apply for or who are entitled to occupy unaccompanied quarters, (2) accept or decline unaccompanied on-base quarters, (3) reside off-base at their own expense, (4) accept inadequate quarters, and/or (5) are identified as authorized to reside off-base with prescribed quarters allowance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records related to application, assignment, acceptance, declination, or termination of unaccompanied quarters; authorization for unaccompanied personnel to reside off-base at their own expense; voluntary acceptance of inadequate quarters; and/or authorization to reside off-base with prescribed quarters allowance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: power and duties; delegation by.

PURPOSE(S):

To effectively manage unaccompanied personnel quarters; establish and maintain a record of application for unaccompanied personnel quarters assignment; terminate assignment to unaccompanied quarters; and grant authorization to reside off-base with or without specified quarters allowance.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Retrieved by name.

SAFEGUARDS:

Records are accessed by custodian of unit files and by personnel responsible for servicing the record system in performance of official duties. File folders are stored in locked rooms and drawers.

RETENTION AND DISPOSAL:

Records are destroyed by tearing into pieces, shredding, burning, macerating, or pulping when superseded or when individual is reassigned.

SYSTEM MANAGER(S) AND ADDRESS:

Base Billeting Manager and Commanders of Strategic Air Command Squadron on SAC bases.

NOTIFICATION PROCEDURE:

Individuals may contact the Base Billeting Manager or Commanders of Strategic Command Squadrons on SAC bases. Requests to determine existence of record should include full name and grade and approximate dates individual was assigned to or serviced by the Billeting Operation function on Strategic Air Command bases, subsequent to 1 July 1981.

RECORD ACCESS PROCEDURES:

Access is controlled by Base Billeting Manager at base level or by Squadron Commanders at squadron level.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information is obtained from individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

F100 AFCC A

SYSTEM NAME:

100 AFCC A Military Affiliate Radio System (MARS) Member Records

SYSTEM LOCATION:

At Headquarters Air Force Communications Command (AFCC). Subordinate headquarters, and Air Force installations. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Force systems notice. At MARS member stations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Amateur Radio Operators licensed by United States Air Force (USAF) MARS.

CATEGORIES OF RECORDS IN THE SYSTEM:

MARS Personnel Action Notification and Registration; MARS Station Questionnaire; Application for Membership in Military Affiliate Radio System. Information includes individuals name, MARS call sign, amateur call sign, mailing address, Federal Communications Commission (FCC) license class, MARS assignment, communications capability, MARS position, military status, and telephone number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of Air Force, powers and duties; delegation by; as implemented by Air Force Regulation (AFR) 100-15, Military Affiliate Radio System.

PURPOSE(S):

To identify MARS members, to describe and update information concerning members, station capability, MARS assignment and position status, to assign call signs and designators, to specify operational parameters and constraints, mailing address, amateur license, telephone number, and responsibilities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and/or apperture cards.

RETRIEVABILITY:

Filed by name, by call sign or designator and geographic location.

SAFEGUARDS:

By authorized personnel in the course of their duties who are properly screened and cleared for need-to-know. Stored in file cabinets.

RETENTION AND DISPOSAL:

At HQ AFCC, retained until termination of membership or alteration of information and then destroyed by tearing to pieces, shredding, pulping, macerating or burning. At MARS stations, retained in office files until reassignment or termination of membership and then destroyed by tearing to pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Operations, Plans and Readiness, HQ AFCC, Scott Air Force Base, IL 62225 and Director of Operations at all other levels.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Systems Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual members and MARS officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F110 AF JA A

SYSTEM NAME:

110 AF JA A Legal Assistance Administration

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330. Headquarters of major commands and at all levels down to and including Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired military personnel, and their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personal letters and documents furnished by person seeking advice and legal assistance record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

l0 USC 8072, Judge Advocate General: appointment and duties.

PURPOSE(S):

Records kept to render proper advice for continuing assistance. Used by attorney and client with attorney-client relationship to assist in personal legal problems.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

All Legal Assistance Officers.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information furnished by client.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F110 AF JA B

SYSTEM NAME:

110 AF JA B Litigation Records (Except Patents)

SYSTEM LOCATION:

At Headquarters United States Air Force, Washington, DC 20330. At Headquarters of Major Commands and all levels down to and including Air Force installations worldwide. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have brought suit against, or been involved in litigation with, the United States or its officers or employees concerning matters related to the Department of the Air Force; or persons against whom litigation has been filed under 28 USC 134b, 31 USC 71, 951-3, 42 USC 2651-3, 46 USC 741-52, 4781-90.

CATEGORIES OF RECORDS IN THE SYSTEM:

Pleadings, motions, interrogatories, orders, letters, messages, forms, reports, surveys, contracts, bids, photographs, legal opinions, answers, complaints, memoranda; personnel, finance, medical, business records; audits, summons, English translations of foreign documents, other evidentiary material, court orders and rulings; other documents including but not limited to: Environmental Impact Statements, contract determinations, witness statements, law enforcement agency investigative reports, administrative reports, engineering and technical reports and surveys; some records may be security classified.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used by USAF personnel tasked with supervisory and reporting

responsibilities in connection with civil litigation; to enable the United States and its officers, employees, members, and parties to the litigation upon which suits at law can be prosecuted or defended in civil domestic or foreign litigation. Used to obtain from the Surgeon General and the military and civilian medical consultants thereto medical opinions upon which litigation decisions can be made by The Judge Advocate General and the Department of Justice. Used by the Air Force Audit Agency in conducting audits; used by the Board for the Correct of Military Records; used by the Air Force Accounting and Finance Center and its officers and employees for the adjudication of claims; when the Department of Defense or a military department is involved, civil litigation files are provided to any agency of the Department of Defense having a need for such files; provide litigation files to the legal staffs of the armed forces for the purpose of training of legal, paralegal and administrative personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used to provide information to the Court of Claims on legislative referral of private relief bills. To provide Used to provide information upon which a reply to Congressional inquiries can be made; used by the Veteran's Administration and its officers and employees to adjudicate claims. Used by Department of Justice and its officers and employees in the actual litigation of cases involving matters concerning the Department of the Air Force and in some instances the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name of litigant and year of litigation.

SAFEGUARDS:

Records are accessed by authorized personnel in the course of their duties. Records are stored in locked containers or rooms and controlled by personnel screening.

RETENTION AND DISPOSAL:

Files at the Office of the Judge Advocate General, HQ USAF, are retired permanently at Washington National Records Center, Washington, DC 20409, other levels destroy after two years upon completion of agency action; destroy after two years if files under 42 USC 2651-3. Destroy by tearing into pieces, shredding, macerating, pulping, or burning. Other records are retained in office files for two years after annual cut-off, then retired to Washington National Records Center, Washington, DC 20409, for permanent retention.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters United States Air Force, Washington, DC 20330. Subsystems Managers are the Staff Judge Advocate at concerned subordinate command or installation for foreign civil litigation records.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager or Subsystems Managers as appropriate.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager or Subsystems Managers as appropriate.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Court records, correspondence initiated by parties to litigation, reports prepared by or on behalf of the Air Force, reports of Federal, state, local or foreign government agencies and information obtained from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F110 AFAFC H

SYSTEM NAME:

110 AFAFC H Legal Administration Records of the Staff Judge Advocate

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver CO 80279.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty and retired military personnel, present and former Air Force civilian employees, Air Force Reserve and Air National Guard personnel, dependents of military personnel, Air Force Academy Cadets and former active duty personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Legal opinions and supporting documents including, but not limited to, reports of survey on loss or damage of Air Force equipment; garnishment of wages of Air Force military and civilian personnel for child support and alimony; division of military members' retired pay due to child support or community property obligations of such retired members; inquiries by Congressmen on behalf of constituents who are military members or their dependents, or others; and correspondence relating to the above subjects with other Air Force and Department of Defense components, United States attorneys, attorneys, Air Force officers and members (and dependents thereof), former spouses of Air Force officers and members, and federal, state and local agencies, including, but not limited to, the Federal Bureau of Investigation (FBI), Internal Revenue Service, Social Security Administration, and state and local welfare agencies state and local welfare or child support agencies seeking wage and location data regarding Air Force military and civilian personnel should contact HQ AFAFC/DADI, Denver CO 80279.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 2775, Disposition of unclaimed property; 9832, Property accountability: regulations; 9835, Report of survey; and 37 USC 1007(e), Deductions from pay; 10 USC 1408, Division of retired pay; 42 USC 659, 661-62, and 15 USC 1673, (garnishment of wages for child support and alimony); 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to review and make recommendations in cases including but not limited to cases involving division of retired pay, reports of survey, garnishment of pay, and Congressional inquiries of behalf of constituents.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be disclosed to any of the following non-DOD agencies and individuals: Individual Air Force members and and their dependents, former spouses of Air Force members and their attorneys, United States Attorneys, Internal Revenue Service, Social Security

Administration, and state and local agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, visible file binders/cabinets and in card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards, and controlled by personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Records are maintained at office of Staff Judge Advocate, Air Force Accounting and Finance Center (AFAFC/JA) for two years, or whenever their purpose has been served, whichever is later, and then destroyed by tearing or shredding. Significant cases involving legal opinions establishing precedent are periodically transferred to subject files after two years and retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

The Staff Judge Advocate, United States Air Force; Staff Judge Advocate, Air Force Accounting and Finance Center.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DADI, Denver CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, duty station or place of employment, or other information verifiable in the record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DADI, Denver CO 80279 telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status or place of employment, or other information verifiable in the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, financial institutions, educational institutions, police and investigating officers, state or local governments, witnesses, source documents such as reports. Information from other DOD components; information from other federal agencies, including, but not limited to, the FBI, Internal Revenue Service, Social Security Administration, Veterans Administration; applications by and correspondence with active duty, reserve and retired Air Force personnel and their dependents, former spouses, and guardians, applications by and correspondence with Air Force current and former civilian employees, their dependents, spouses, and guardians; correspondence with attorneys, records of courts-martial, interfaces with other record systems maintained at AFAFC, and correspondence with United States Attorneys.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F110 AFRES A

SYSTEM NAME:

110 AFRES A Reserve Judge Advocate Training Report

SYSTEM LOCATION:

Headquarters, Air Force Reserve (AFRES), Robins Air Force Base, GA 31098.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve Judge Advocates (JAGs).

CATEGORIES OF RECORDS IN THE SYSTEM:

Information pertaining to individual training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To provide Air Force Reserve Staff Judge Advocate Training File on all Reserve JAGs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Judge Advocate, Air Force Reserve, Robins Air Force Base, GA 31098.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions, from State Bar Association and from individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F110 JA A

SYSTEM NAME:

110 JA A Freedom of Information Act Appeals

SYSTEM LOCATION:

Office of The Judge Advocate General, General Litigation Division, Headquarters United States Air Force (HQ USAF/JACL), Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All those who have appealed to the Secretary of the Air Force from denials of Freedom of Information Act, 5 USC 552, requests for information or records

and those to whom the requested information or records apply.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters, memoranda, legal opinions, reports, messages, forms, miscellaneous documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 552, Freedom of Information Act.

PURPOSE(S):

Information is collected to evaluate appeals to the Secretary of the Air Force from denials of requests for records or information sought pursuant to the Freedom of Information Act; used by General Litigation Division members in preparing legal opinions and recommendations for the Secretary of the Air Force concerning the determination of appeals brought under the Freedom of Information Act; used by the Air Force Audit Agency to conduct audits; used by Air Force agencies to provide guidelines and precedents.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be disclosed to the Department of Justice for litigation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Retired records are accessed through the General Litigation Division by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files for two years, then transferred to the General Services Administration where they will be destroyed after three additional years by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Requesters must submit the following information: Name, Grade (if applicable); requester may visit the Office of The Judge Advocate General, General Litigation Division, Room 5E425, The Pentagon, Washington, DC. Requester must present valid identification card or driver's license.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from police and investigating officers, medical institutions, international organizations, witnesses, and from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F110 JA B

SYSTEM NAME:

110 JA B Invention, Patent Application, Application Security, and Patent Files

SYSTEM LOCATION:

At Headquarters United States Air Force, AF/JACP, Washington, DC 20324. At HQ USAF/JACPD Wright-Patterson Air Force Base, OH 45433; at HQ USAF/JACPB, 424 Trapelo Road, Waltham, MA 02154.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian government inventors who have submitted an invention to the Air Force Patent Processing for or for a determination of government rights; all applicants for U.S. Patents; all Air Force contractor inventors; all non-government inventors who have submitted an invention to the Air Force for an evaluation toward patent processing at Air Force expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence, invention disclosures, search reports, drawings, technical literature, patents, technical reports, photographs, patent applications, patented files and the papers relating thereto including licenses, assignments, declarations, power of attorneys, amendments, patent office actions, notices of appeal, appeal briefs, examiner's answers, declaration of interferences, interference motions, among others; determination of rights, forms, secrecy orders, notices of recision, memorandums, legal opinions; security reviews, petitions to modify secrecy orders, petitions for foreign filing, petitions for rescinding secrecy orders, modifications of secrecy orders, foreign patent applications and related papers, permits, forms, rescinding orders.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

35 USC 181-185, Secrecy of Certain Inventions and Filing Applications in Foreign Countries; P.L. 96-517, December 12, 1980; Executive Orders 10096 and 10930; 5 USC 4502, General provisions; 10 USC 1124, Cash awards for suggestions, inventions, or scientific achievements; Department of Defense Directive 5535.2, October 16, 1980; Mutual Security Act of 1954; NATO Intellectual Property Group Agreement, February 1980; 12 UST 43; TIAS 4672; 394 UNTS 3.

PURPOSE(S):

Used to support the filing and prosecution by the Air Force of Patent Applications on inventions disclosed by military and civilian personnel as well as subject inventions reported by contractors under Air Force research and development contracts for obtaining government patent protection; to permit the determination of the government rights and employee rights in employee inventions; to document and record the patent rights of the government obtained as a result of the Air Force contracting and patent prosecution effort; to enable the Air Force to administer Patent Secrecy Act; used by by the Air Force to evaluate inventions and patent inventions most important to the Air Force mission; by the Air Force to recommend government employee invention and patent awards to their local incentive award boards; by the Air Force to document and record government patent rights.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Records from this system may be disclosed to the Commissioner of Patents and Trademarks for use in the determination of government and employee rights in employee inventions and for use in the administration of the Patent Secrecy Act; may be disclosed to the Armed Service Patent Advisory Board for use in the administration of the Patent Secrecy Act.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Retrievable by name of inventor, title of invention, invention number, serial number of U.S. patent application.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and safes, and controlled by personnel screening.

RETENTION AND DISPOSAL:

Invention disclosures retained in office files for five years after evaluation completed, then retired to Washington National Records Center, Washington, DC. 20409, for retention up to 15 years thereafter, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Patent application and patented files retained in office files for three years after cases abandoned or after issued into a patent, then retired to Washington National Records Center, Washington, DC 20409, for retention up to 17 years thereafter, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Licenses and assignments retained in office files for 20 years after executed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Security records on patent applications are retained in office files for three years after secrecy orders rescinded, then retired to Washington National Records Center, Washington, DC 20409, for retention up to 9 years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Chief Patents Division, Office of The Judge Advocate General, JACP; individual requesting information from records should supply full name, title of invention, Air Force invention number, if known, and serial number of U.S. Patent Application; requesting individual may visit Patents Division, Office of The Judge Advocate General, 1900 Half Street, SW, Washington, DC 20324 to obtain information about this records system; upon visit individual must present verification of identity as inventor of the invention, or invention covered by the patent application, about which information is requested, including full name, driver's license or other photo identity card.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from Chief, Patents Division, Office of The Judge Advocate General, JACP, Washington, DC 20324.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from inventors; Air Force and government technical personnel; other government departments and agencies; Air Force contractors; U.S. Patent and Trademark Office; the work product of Air Force Patents Division, JACP, JACPD, JACPB; security reviews conducted by Department of Air Force personnel having military classification authority; owners of patent applications; foreign governments; Armed Services Patent Advisory Board; and Air Force Foreign Intelligence Personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F110 JA C

SYSTEM NAME:

110 JA C Judge Advocate Personnel Records

SYSTEM LOCATION:

At Office of The Judge Advocate General At Headquarters United States Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Air Force active duty judge advocates, Air Force Reserve mobilization augmentees attached to Headquarters USAF, Office of The Judge Advocate General, Air Force civilian attorneys employed in classification series GS-905 and GS-1222, active duty Air Force applicants for Funded Legal Education Program and Excess Leave Program, and civilian/military applicants for direct appointment program and other accession programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Educational background, certificate of admission to the bar, career management questionnaire, career objective statement, active duty and reassignment orders, correspondence relating to the individual, Military Personnel Center computer data, classification/on-the-job training actions, Judge Advocate General Reserve Personnel Questionnaire, Headquarters USAF active duty and attachment orders, training reports, authorizations for inactive duty training, civilian personal qualifications statement, notification of personnel actions, statement of good standing before the bar, transcript of law school record, statement of availability for Air Force civilian attorney vacancies, actions by Ad Hoc Selection Committee and Air Force Civilian Attorney Qualifying Committee, Judge Advocate interview, letter of acceptance from an American Bar Association accredited law school, application and agreement, LSDAS report, transcript of all undergraduate and graduate education, letters of recommendation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 3301, Civil service; generally; 10 USC 261, Reserve Components named; 806, Judge advocates and legal officers; 2004, Detail of commissioned officers of the military departments as students at law schools; 8072, Judge Advocate General: appointment and duties; 62 Stat. 1014; Executive Order 10577.

PURPOSE(S):

Records are used by The Judge Advocate General, Deputy Judge Advocate General, Executive, and Career Management Personnel in evaluating and selecting judge advocates for specific assignments, training, and advanced education; mobilization augmentee records are also used by the Reserve Advisor to The Judge Advocate General, Division Chiefs, Office of The Judge Advocate General in monitoring and evaluating reservists training assignments and in preparing performance evaluations; civilian records are used by the Executive Secretary and members of Ad Hoc and Air Force Civilian Attorney Qualifying Committees in evaluating and selecting civilian attorneys for

appointment to Air Force position vacancies and promotions; Funded Legal Education and Excess Leave Program records are used by The Judge Advocate General, Deputy Judge Advocate General, Career Management personnel, and selection board members in monitoring, evaluating and selecting the best qualified applicants for the programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Judge Advocate Officer Personnel records and Funded Legal Education and Excess Leave Program records are retained in office files for three years after the individual terminates military service, or until no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Other records: Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Full name and SSN must be furnished. Visits may be made to HQ USAF/JAEC, Pentagon, Washington, DC 20330. Valid identification card, driver's license or equivalent must be presented.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, educational institutions, automated system interfaces, state or local governments, source documents, and from Air Reserve Personnel Center.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F110 JA D

SYSTEM NAME:

110 JA D Patent Infringement and Litigation Records

SYSTEM LOCATION:

Headquarters United States Air Force, AF/JACPI, Washington DC 20324; Office of The Judge Advocate General Patents Division JACP, Washington DC 20324; AF/JACPI, Wright-Patterson Air Force Base, Dayton, OH 45433.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All claimants or petitioners who have alleged unlicensed use of their patents by the Air Force or who have brought suit against the United States concerning patent, trademark or copyright matters related to the Department of the Air Force.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters; messages; forms; reports; contracts; bids; photographs; legal opinions; petitions; answers; discovery documents; memoranda; infringement studies; validity studies; procurement information; license agreements; other documents including but not limited to: contract determinations, witness statements, and engineering and technical reports. Some records are under military classification.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 2386, Copyrights, patents, designs; 22 USC 2356, Foreign Assistance, acquisition; 28 USC 1498, Patent and copyright cases; 35 USC 183, Right to compensation.

PURPOSE(S):

Purpose of the collection of information is to enable the United States and its officers and employees to investigate claims and/or defend the legal interests of the United States because of claims for compensation and litigation involving patent, trademark and copyright matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used by other government departments and agencies to resolve claims for compensation involving patent, trade mark or copyright matters. Used by the Department of Justice and its officers and employees in the litigation of cases involving patent or copyright matters concerning the Department of the Air Force and in some instances the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Retrievable by name of claimant or litigant.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/ cabinets/ safes and controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files for three years after end of year in which the case was closed, then retired to Washington National Records Center, Washington, D.C. 20409, for retention up to twelve years thereafter, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information received from the individual, contractors, other government agencies, individual corporations (non-contractors) and from source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F111 AF JA A

SYSTEM NAME:

111 AF JA A Automated Military Justice Analysis and Management System (AMJAMS)

SYSTEM LOCATION:

Headquarters, of the United States Air Force, major commands and major subordinate commands.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons subject to the Uniform Code of Military Justice (UCMJ) (10 USC 802) who receive Article 15 punishment or against whom court-martial charges are preferred.

CATEGORIES OF RECORDS IN THE SYSTEM:

Article 15 records included personnel background information, nature of offenses involved, punishment imposed and results of appeals filed and subsequent actions taken affecting the punishment. Court-martial records include personnel background information, offenses charged, pretrial proceedings, results of trial or other disposition of case, sentence, action of convening authority and results of appellate review.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8072, Judge Advocate General: Appointment; Duties; and Articles 6(a), Judge Advocates and Legal Officers, and 67(g), Review by the Court of Miltiary Appeals; Uniform Code of Military Justice, 10 USC 806(a), 867(g).

PURPOSE(S):

Records are maintained in order to preserve an accurate statistical accounting of courts-martial and Article 15 activities for use in assisting The Judge Advocate General and Field Staff Judge Advocates in the management and administration of military justice, and for conducting statistical studies which measure disciplinary rates and trends and evaluate military justice involvement as it affects the quality of the force and the ability of the Air Force to carry out its mission.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer magnetic tapes and on computer paper printouts.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in vaults or locked cabinets or rooms and controlled by personnel screening.

RETENTION AND DISPOSAL:

Records are retained in active office files at HQ USAF and major air command levels for three years. Records at major air commands are then purged and destroyed by degaussing and those at HQ USAF are retired as permanent history at HQ Command/ACD, Bolling AFB, Washington DC 20332.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters United States Air Force. Major Command Staff Judge Advocates.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Information required will be full name SSN unit of assignment and date of trial or imposition of Article 15 punishment. Requester may visit the Military Justice Division, Office of The Judge Advocate General, 1900 Half St., SW, Washington, DC 20324, and must present valid identification card or driver's license.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces, and from records of trial by court-martial and Article 15 punishment actions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F111 AF JA B

SYSTEM NAME:

111 AF JA B Court-Martial and Article 15 Records

SYSTEM LOCATION:

At Headquarters United States Air Force, Washington DC 20330. At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. At National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. At Washington National Records Center, Washington DC 20409. At headquarters of the United States Air Force, major commands and major subordinate commands. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons subject to the Uniform Code of Military Justice (UCMJ) (10 USC 802) who are tried by court-martial or upon whom Article 15 punishment is imposed.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of trial by court-martial and records of Article 15 punishment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 815(g), Commanding officer's non-judicial punishment; 854, Record of Trial; 865, Disposition of records after review by the convening authority.

PURPOSE(S):

Records of trial by court-martial are used for review by the appellate and other authorities. Portions of the record in every case are used in evaluating the individual's overall performance and inclusion in their military master personnel record; if conviction results, a record thereof can be introduced at a subsequent court-martial trial involving the same individual; also used as source

documents for collection of statistical information. Article 15 records are used for review of legal sufficiency and action on appeals or applications for correction of military records filed before appropriate Air Force authorities; used to formulate responses to inquiries concerning individual cases made by the Congress, the President, the Department of Defense, the individual involved or other persons or agencies with a legitimate interest in the Article 15 action; used by Air Force personnel authorities in evaluating the individual's overall performance and inclusion in the individual's military master personnel record; may be used for introduction at a subsequent court-martial trial involving the same individual; used as source documents for collection of statistical information by The Judge Advocate General.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records of trial by courts-martial are used for review at all levels within DOD, military appelate courts, corrections and probation authorities, and the President. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Individual records may be transferred to other components within the Department of Defense, the Department of Justice, the Veteran's Administration, or state and federal courts for determination of rights and entitlements of individuals concerned or the government. The records may also be released to a governmental board or agency or health care professional society or organization if such record or document is needed to perform licensing or professional standards monitoring related to credentialed health care practitioners or licensed non-credentialed health care personnel who are or were members of the United States Air Force, and to medical institutions or organizations wherein such member has applied for or been granted authority or employment to provide health care services if such record or document is needed to assess the professional qualifications of such member.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN), Military Service Number, or by other identification number or system identifier.

SAFEGUARDS:

Records are accessed by custodian of the record system and person(s) who are properly screened and cleared for need-to-know. Records are stored in vaults and locked cabinets or rooms. Records are protected by guards, and controlled by personnel screening and by visitor registers.

RETENTION AND DISPOSAL:

Court-Martial records are retained in office files for two years following date of final action and then retired as permanent. All general and special court-martial records are retired to the Washington National Records Center, Washington DC 20409. Article 15 records are retained in office files for one year or until no longer needed, whichever is sooner, and then retired as permanent. Summary courts-martial and Article 15 records are forwarded to the Air Force Military Personnel Center, Randolph AFB, TX 78148 and filed in the individual's master personnel record.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters United States Air Force. Staff Judge Advocate at all levels of command and the Military Personnel Records Division, Directorate of Personnel Data Systems, Air Force Military Personnel Center (AFMPC/DPMDR)

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. Information required will be full name, SSN, service number if different than SSN, unit of assignment, date of trial and type of court, if known, or date punishment imposed in the case of Article 15 action. Requester may visit the Office of The Judge Advocate General, Forrestal Bldg Washington, DC and must present valid identification card or driver's license.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from almost any source can be included if it is relevant and material to the Article 15 or court-martial proceedings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F112 AF JA A

SYSTEM NAME:

112 AF JA A Claims Administrative Management Program (CAMP)

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330. Headquarters of major commands and at all levels down to and including Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel and civilians filing administrative claims against the Air Force or against whom the Air Force has filed an administrative claim.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual claim record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of Air Force: powers and duties; delegation by.

PURPOSE(S):

Used by The Judge Advocate General (JAG) for claims budgeting, management of claims processing to insure worldwide consistency, and establishment of manpower authorization based on claims workload. Used by the JAG and Department of Justice for verification that administrative action has been attempted before litigation action is initiated.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be referred to the Department of Justice for litigation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, on computer and computer output products, and microform.

RETRIEVABILITY:

Filed by name or claim number.

SAFEGUARDS:

Records are accessed by custodian of the record system by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets and in vaults.

RETENTION AND DISPOSAL:

At HQ USAF retained in office files for 10 years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. At other than HQ USAF, retained in office files for five years, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager, HQ USAF/JACC, 1900 Half Street, SW, Washington, DC 20324.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from claimants and government agencies involved.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F112 AF JA B

SYSTEM NAME:

112 AF JA B Claims Records

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330. Headquarters of major commands and at all levels down to and including Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel and civilians filing administrative claims against the Air Force or against whom the Air Force has filed an administrative claim.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual claim record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To provide a legal basis for administrative payment, collection, or non-collection of claims for and against the government, by Judge Advocates and the Secretary of the Air Force; and when required, with the concurrence of the Justice Department; to provide evidence upon which suits at law can be defended or prosecuted by the Justice Department; to provide information upon which to reply to Congress or Congressional inquiries or to make reports to the General Accounting Office and Congress on legislative payment of claims; to effect management and collection of claims arising out of movement of household goods and effects, records are provided Air Force transportation officers, Air Force Finance officers, the General Accounting Office, the Interstate Commerce Commission and the individual carrier, warehouseman, or packer involved; to obtain medical opinions from the Office of The Surgeon General, USAF, upon which claims and litigation decisions can be made by Judge Advocates and the Justice Department; on request medical records are furnished to military personnel, dependants, retired personnel, or other individuals whose records are included in the claim file; Finance officers are also provided pertinent portions of any claim file forwarded for payment; a copy of the adjudicated claim is furnished upon request by the claimant for the purpose of submitting a tax return for a casualty loss or in support of a private relief bill; to provide evidence before the Court of Claims on legislative referral of private bill claims; when the Department of Defense is involved, claim files are provided to any agency of that department involved; claim files are submitted to foreign governments for adjudication under applicable status of forces agreements; documentary evidence may be furnished to foreign courts in connection with litigation involving the United States or its personnel; referral of claim files may be made to the Armed Forces Institute of Pathology or the Office of Special Investigations when appropriate; when required claim files may be referred to the Department of Labor with regard to employment and duty status; and to provide claim files to the legal staffs of the Armed Forces for the purpose of training of legal, paralegal and administrative personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be disclosed to any of the non-DOD agencies listed above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets.

RETENTION AND DISPOSAL:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Held one or two years depending upon claim then destroyed after four additional years at staging area; after agency action completed others are held one, three or five years then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Judge Advocate General, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

HQ USAF/JACC, 1900 Half Street, SW, Washington D.C. 20324. Requests from individuals should be addressed to the System Manager. Full name, date of incident, date of claim, type of claim, claim number, location of incident; HQ USAF/JACC, 1900 Half Street, SW, Washington, D.C. 20324; drivers license, military ID, birth certificate or equivalent must be presented for personal visit.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. HQ USAF/JACC, 1900 Half Street, SW, Washington D.C. 20324.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions, police and investigating officers, the public media, bureaus of motor vehicles, state or local governments, witnesses, and source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F120 AF IG A

SYSTEM NAME:

120 A IG A Inspector General Records - Freedom of Information Act

SYSTEM LOCATION:

Office of the Inspectors General and Base Inspectors.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All those who have requested information from the Inspectors General or Base Inspectors under the Freedom of Information Act on matters related to the Department of the Air Force.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports, forms, letters, messages, witness statements and miscellaneous documents. Some records are classified.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 552, Public information; agency rules, opinions, orders, records, and proceedings.

PURPOSE(S):

Information is collected to insure just, thorough, and timely resolution and response to complaints or queries, and a means of improving morale, welfare, and efficiency of organizations, units, and personnel by providing an outlet for redress. Used by the Inspectors General and Base Inspector in the resolution of complaints and response to queries involving the Department of the Air Force and in some instances the Department of Defense. Used by the correction board for the correction of records. Used by commanders and their staffs to resolve issues, take action and provide information where applicable. Used by the General Accounting Office and its officers and employees to conduct audits and other statutory functions. Used by those who request information releasable as a summary, statement of facts, or reply to query considered not exempt. In these cases, requester should apply to office where complaint was filed.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be dsisclosed to any of the non-DOD agencies listed above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN) and year and office where complaint was filed.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes and locked cabinets or rooms and are controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in files for five years then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Inspector General, Headquarters United States Air Force, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Request from individuals should be addressed to the office where the complaint or query was filed or to the Base Inspector.

RECORD ACCESS PROCEDURES:

Individual can obtain access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Records are obtained from the individual requester, witnesses, complainants, Department of the Air Force organizations, and agencies of Federal, state, or local governments, as applicable or appropriate, for processing the case.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F120 AF IG B

SYSTEM NAME:

120 AF IG B Inspector General Records

SYSTEM LOCATION:

Office of the Inspectors General, Headquarters United States Air Force, Washington DC 20330. Official mailing addresses are contained in the Department of Defense directory in the appendix to the Air Force systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All those who have registered a complaint or query with the Inspector General or Base Inspector on matters related to the Department of the Air Force.

CATEGORIES OF RECORDS IN THE SYSTEM:

Forms, letters, messages, reports, surveys, photographs, medical, finance, personnel, administrative and technical reports, and witness statements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to insure just, thorough, and timely resolution and response to complaints or queries, and a means of improving morale, welfare, and efficiency of organizations, units, and personnel by providing an outlet for redress. Used by the Inspectors General and Base Inspectors in the resolution of complaints and responding to queries involving matters concerning the Department of the Air Force and in some instances the Department of Defense.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) and year and office where complaint was filed.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes and in locked cabinets or rooms, controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files for two years after annual cut-off, then destoyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Inspector General, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

See Exemption.

RECORD ACCESS PROCEDURES:

See Exemption.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

See Exemption.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a(k)(2). For additional information, contact the System Manager.

F120 AF MP A

SYSTEM NAME:

120 AF MP A Investigation/Complaint Files

SYSTEM LOCATION:

At Headquarters United States Air Force and at headquarters of major commands and all levels down to and including Air Force Installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual specified in a formal complaint action.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records maintained provide circumstances of a Service member's allegation of discriminatory treatment and the results of any inquiry/investigation related to the allegation. Such complaints may originate as Congressional/White House inquiries, Inspector General complaints, letters to the Air Force or Office of the Secretary of Defense (OSD) authorities, or complaints presented through equal opportunity channels. Records are manual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Regulation 30-2, Social Actions Program, 22 June 1981.

PURPOSE(S):

To provide information to commanders on complaints in the resolution of complainant's grievances. Principal purpose of the information is to document the circumstances and resolution of a particular allegation handled by Equal Opportunity personnel. Portions of the information in the files, which pertain to specific individuals, may be disclosed to them upon request.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by code designator.

SAFEGUARDS:

Records are accessed by custodian of the record system and person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes, locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Equal Opportunity and Treatment/Human Relations Education Branch, Human Resources Development Division, Directorate of Personnel Plans, HQ USAF; and Director of Social Actions at major command headquarters down to and including Chiefs of Social Actions on Air Force installations.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Systems Manager at the appropriate level. Individuals should identify full name, military status, dates of service, unit of last or present assignment, Social Security Number (SSN), and type of record involved. For personal visits, the requester may present proof of identity to include full name from driver's license or military identification card.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Requests for information regarding individual persons should identify full name, military status, dates of service, unit of last or present assignment, Social Security Number (SSN), and type of record involved. For personal visits, the requester may present proof of identity to include full name from driver's license or military identification card.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Records are manually compiled from complaints filed, Congressional correspondence, OSD correspondence and chief of Staff, United States Air Force correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F123 AFISC A

SYSTEM NAME:

123 AFISC A United States Air Force (USAF) Inspection Scheduling System

SYSTEM LOCATION:

Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

USAF Inspection and Safety Center (AFISC) personnel/augmentors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank, SSN, security clearance, speciality code, duty and travel restrictions, inspection dates/types/locations, date of birth, office symbol, rotation date, title, address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force; powers and duties; delegation by.

PURPOSE(S):

Used to monitor and schedule AFISC inspection teams and efforts; publish official travel orders for safety and inspection personnel, and count AFISC mandays. This is trusted agent information; access is extremely limited and controlled when inspections are no-notice type. Portions are used to publish periodic rosters of all personnel assigned to AFISC.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products, and and on microfiche.

RETRIEVABILITY:

Filed by Name or by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes, locked cabinets or rooms, and controlled by personnel screening and controlled by computer system software.

RETENTION AND DISPOSAL:

Retained for three years and then destroyed by tearing into pieces or erasing tapes/discs.

SYSTEM MANAGER(S) AND ADDRESS:

Office of Scheduling, Air Force Inspection and Safety Center, Norton AFB, CA 92409.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F124 AF A

SYSTEM NAME:

124 AF A Counterintelligence Operations and Collection Records

SYSTEM LOCATION:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332. Headquarters of major commands and at all levels down to and including Air Force installations. Air Force Office of Special Investigations (AFOSI) field units. Washington National Records Center, Washington, DC 20409. Mailing addresses are in the Department of Defense directory which follows the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty, retired or former military personnel. Current, retired and former Air Force civilian employees. Applicants for enlistment or appointment. Air Force Academy Cadets, applicants and nominees. Dependents of military personnel. Current and former Armed Forces Exchange employees, union or association personnel, civilian contracting officers and their representatives, employees of the Peace Corp, State Department and the American Red Cross and other Department of Defense employees and contractors. Foreign Nationals residing in the US and abroad.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigation, collection reports, statements of individuals, affidavits, correspondence, and other documentation pertaining to investigative effort spent in identifying and countering foreign intelligence and terrorist threat to the United States and the US military. This includes activities and suspected activities intended to convince US military and others to illegally engage in such activities. Also includes indicators of foreign military and political actions directed against the United States, its installations, personnel, and allies.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

PURPOSE(S):

Compiled for use in determining the hostile threat against the United States, its allies, their military and government. Used by USAF, other military commanders, and other responsible authorities in taking actions to counter these threats. Used by USAF Commanders to initiate other investigative, judicial, or administrative actions when appropriate. Used by HQ USAF activities in promotion, reassignment, and similar personnel actions. Provided to the USAF Board for the Correction of Military Records for use in correcting individual military records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used representatives of the US Department of State, the Central Intelligence Agency (CIA), the staff of the National Security Council, and the Executive Branch. Used by civilian authorities in assessing the threat against the US, its installations, and personnel as well as its allies. Furnished to the CIA, FBI, and other intelligence/counterintelligence agencies for use in matters pertaining to hostile intelligence and terrorist activities directed against the US or its allies, their installations, or personnel. Used in immigration and naturalization inquiries conducted by the US Immigration and Naturalization Service. Used by appropriate Medical and Forensic Laboratory personnel to assist in making laboratory tests and medical examinations in support of the investigative, judicial, and administrative process. Furnished to Defense and Trial Counsels for use in judicial and administrative actions. Provided to the US Secret Service for use in conjunction with protecting the President, Vice President, and other high ranking officials. Used in conjunction

with Joint Counterintelligence Operations conducted by AFOSI and other intelligence/counterintelligence services. Information concerning hijacking or suspected hijacking of aircraft is furnished to the Federal Aviation Agency.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and card files, and on microfilm aperture cards.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes, vaults and in locked cabinets or rooms. Records are protected by security alarm systems.

RETENTION AND DISPOSAL:

At AFOSI field units, counterintelligence (CI) and counterespionage operations reports are retained for one year after AFOSI is notified of command actions; collection reports are destroyed after one year. At HQ AFOSI, files pertaining to CI or counterespionage investigations are retained permanently. Files pertaining to defectors or refugees are retained for 25 years. Files pertaining to CI briefings are retained for 15 years. Record paper copies of CI collection reports are placed on microfilm aperature cards and the paper copy destroyed when aperature cards are determined adequate substitute. Microfilm aperature cards are destroyed after six years, or 25 years if they pertain to counterintelligence activities. CI investigations conducted for other agencies are retained for one year. Destruction is by pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Plans, Programs and Resources (XP), HQ AIr Force Office of Special Investigations, Bolling AFB, DC 20332.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigation, Bolling Air Force Base, DC 20332.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

See Exemption.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j)(2). For additional information, contact the System Manager.

F124 AF B

SYSTEM NAME:

124 AF B Security and Related Investigative Records

SYSTEM LOCATION:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332; Headquarters of major commands and at all levels down to and including Air Force installations; and at Air Force Office of Special Investigations (AFOSI) field units. Washington National Records Center, Washington, DC 20409. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty, retired or former military personnel. Current, retired and former Air Force civilian employees. Applicants for enlistment or appointment. Air Force Academy Cadets, applicants and nominees. Dependents of military personnel. Current and former Armed Forces Exchange employees, union or association personnel, civilian contracting officers and their representatives, employees of the Peace Corps, State Department and the American Red Cross and other Department of Defense employees and contractors. Foreign Nationals residing in the US and abroad.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigation, statements of individuals affidavits, correspondence, and other documentation pertaining to granting, continuing, or denying individual access to classified information or to US military installations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, security requirements for government employment, and 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

PURPOSE(S):

Compiled for the use of military security access granting authorities to grant, deny, or continue individual access to classified material. Also compiled for military commanders to use in granting access to military installations and to use in granting or denying enlistment, appointment, or employment. Since October 1972 and the establishment of the Defense Investigative Service (DIS), AFOSI has not conducted routine background investigations except in certain overseas areas in support of DIS. AFOSI conducts special security investigations on personnel requiring regular access to US military installations, on the prospective alien spouses of military personnel overseas and on USAF military and civilian employees as a result of complaints or referrals from other agencies. While these complaints may be short of actual criminality, they are of security interest to the USAF and they raise questions as to the suitability and risks of permitting continued access to classified material. Furnished to USAF and other military commanders for use in granting, denying, or continuing access to classified material. Also used by commanders in related administrative and judicial actions. Provided to the USAF Board for the Correction of Military Records for use in correcting military records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Furnished to Office of Personnel Management, Federal Bureau of Investigation (FBI), Central Intelligence Agency (CIA), and other federal agencies for inclusion in background investigations for use in granting access to classified material and determining suitability for employment. Used in immigration and naturalization inquiries conducted by the US Immigration and Naturalization Service. Furnished to the US Secret Service in conjunction with

the protection of the President and Vice President, and other high ranking officials. Provided to the Veterans Administration for verification and settlement of individual claims. Furnished to the CIA, FBI, and other US intelligence/counterintelligence agencies in matters pertaining to hostile intelligence and terrorist activities directed against the US, its installations, or personnel. Used in conjunction with joint law enforcement investigations conducted by AFOSI and foreign law enforcement agencies. Investigations regarding aliens overseas are furnished to the US Department of State and US embassies and consulates for use in immigration and employment actions. Furnished to defense and trial counsels for use in judicial and administrative actions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and card files.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes and vaults. Records are controlled by personnel screening and protected by Security Alarms Systems.

RETENTION AND DISPOSAL:

At AFOSI field units, all files are retained for 90 days. At HQ AFOSI files pertaining to Security Violations are retained permanently. Files containing Personnel Security Investigations conducted for DIS and other Federal agencies are retained for 90 days. Protective Service (PS) investigations including PS data provided to other agencies are retained for five years or when no longer needed, whichever occurs first. Files pertaining to terrorist activities are retained for 15 years. Premarital investigations which are unfavorable and the marriage takes place are retained for five years; premarital investigations which are unfavorable and the marriage does not take place are retained one year. All other premarital investigations are retained for one year. Destruction is by pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

See Exemption

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (k)(5). For additional information, contact the System Manager.

F124 AF C

SYSTEM NAME:

124 AF C Criminal Records

SYSTEM LOCATION:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332. Headquarters of major commands and at all levels down to and including Air Force installations. Air Force Office of Special Investigations (AFOSI) districts. AFOSI detachments. Washington National Records Center, Washington, DC 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty, retired or former military personnel. Current, retired and former Air Force civilian employees. Applicants for enlistment or appointment. Air Force Academy Cadets, applicants and nominees. Dependents of military personnel. Current and former Armed Forces Exchange employees, union or association personnel, civilian contracting officers and their representatives, employees of the Peace Corp, State Department and the American Red Cross. Foreign Nationals residing in the US and abroad. Other Department of Defense employees and contractors, both current and former.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigation, statements of individuals, correspondence, and other informational material pertaining to specific investigations of alleged violations of laws, regulations or directives.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 47, Uniform Code of Military Justice and 8012, Secretary of the Air Force: powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

PURPOSE(S):

Compiled for use by USAF and other military commanders and the US Department of Justice in taking judicial and administrative actions involving suspected criminal activity concerning DOD personnel, property, and procurement/disposal activities. Used by USAF and other military commanders to determine if legal or administrative action is warranted. Used by HQ USAF activities in promotion, reassignment, and similar personnel actions for Air Force personnel only.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used in conjunction with joint law enforcement investigations conducted by AFOSI and foreign law enforcement agencies. Provided to the Central Intelligence Agency (CIA), the Federal Bureau of Investigation (FBI), and other counterintelligence/intelligence agencies in matters pertaining to hostile intelligence and terrorist activities directed against the US, its installations, or personnel. Used in immigration and naturalization inquiries conducted by the US Immigration and Naturalization Service. Furnished to appropriate medical and forensic laboratory personnel to assist in making laboratory tests and medical examinations conducted in support of the investigative judicial, and administrative process. Furnished to defense and trial counsels for use in judicial and administrative actions. Provided to the US Secret Service in conjunction with the protection of the President, Vice President, and other designated high ranking officials. Provided to the

Veterans Administration for verification and settlement of individual claims. Criminal information affecting US diplomatic relations with foreign nations is provided to the Department of State and US embassies overseas.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes, vaults and locked cabinets or rooms. Records are controlled by personnel screening and protected by security alarm system.

RETENTION AND DISPOSAL:

Record copy at HQ AFOSI is retained for 15 years and for 90 days at AFOSI field units. Destruction is by pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

NOTIFICATION PROCEDURE:

See Exemption.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

See Exemption.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j)(2). For additional information, contact the System Manager.

F124 AF D

SYSTEM NAME:

124 AF D Investigative Support Records

SYSTEM LOCATION:

Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332. Headquarters of major commands and at all levels down to and including Air Force installations. Air Force Office of Special Investigations (AFOSI) Field Units. Washington National Records Center, Washington, DC 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty, retired or former military personnel. Current, retired and former Air Force civilian employees. Applicants for enlistment or appointment. Air Force Academy Cadets, applicants and nominees. Dependents of military personnel. Current and former Armed Forces Exchange employees, union or association personnel, civilian contracting officers and their representatives, employees of the Peace Corps, State Department and the American Red Cross and other Department of Defense employees and contractors. Foreign Nationals residing in the US and abroad.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigation, collection reports, statements of individuals, affidavits, correspondence, and other documentation pertaining to criminal collection activities investigative surveys, technical, forensic, and other investigative support to criminal and counterintelligence investigations to include source control documentation and district indices.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 47, Uniform Code of Military Justice and 8012, Secretary of the Air Force: powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

PURPOSE(S):

Compiled for use by AFOSI and other military commanders in directing and supporting their criminal investigative, law enforcement, counterintelligence, and distinguished visitor protection programs. Used to assist in managing the AFOSI criminal and counterintelligence investigative program at the various USAF and US military installations worldwide. Furnished to USAF and other military commanders to assist in identifying areas of possible criminality and to assist in developing and managing the installation law enforcement program. Used to assist in managing the AFOSI source program. Used by USAF and other military commanders in managing installation crime prevention programs. Used by AFOSI to determine if, in fact, possible criminal activity requiring further specialized investigation is occurring in a specific area. Used as a basis for USAF and other authorized individuals to request AFOSI investigations. Used by USAF and other military commanders as well as Department of Justice officials to determine if judicial or administrative action is warranted. Used in joint investigations by AFOSI and foreign law enforcement agencies. Used to develop and manage the AFOSI Distinguished Visitor Protection Program. Used to develop and manage the AFOSI Investigative Survey Program for both appropriated and non-appropriated fund activities. Used to record technical investigative support provided to other investigative activities. Used to report forensic and polygraph support to other investigative activities. Used by HQ USAF activities in promotion, reassignment, and similar personnel actions for Air Force personnel only.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used in immigration and naturalization investigations conducted by the US Immigration and Naturalization Service. Furnished to medical and forensic laboratory personnel to assist in making laboratory tests and medical examinations in support of the investigative, judicial, and administrative process. Provided to the Central Intelligence Agency (CIA), FBI, and other counterintelligence/intelligence agencies in matters pertaining to hostile intelligence activities and terrorism directed against the us, its installations, personnel, and allies. Provided to the Veterans Administration for verification and settlement of individual claims. Criminal information affecting US diplomatic relations with foreign nations is provided to the Department of State and US embassies overseas. Furnished to the US Secret Service in conjunction with protection of the President, Vice President, and other high ranking officials.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, video and audio tape.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN), or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes and vaults. Records are protected by security alarm system and controlled by personnel screening.

RETENTION AND DISPOSAL:

Record paper copies at HQ AFOSI are retained under the same criteria assigned to the substantive case supported (criminal - 15 years; counterintelligence - permanent). At AFOSI field units, documentation is destroyed after 90 days for criminal or one year for counterintelligence cases, after command action is reported to HQ AFOSI or when no longer needed, whichever is sooner. Source control documentation at HQ AFOSI is destroyed after 15 years. At AFOSI field units, source documentation is destroyed one year after termination of source use. Copies furnished USAF Commanders are destroyed when all actions are completed and reported to AFOSI or when no longer needed. At HQ AFOSI, copies of reciprocal investigations conducted on request of a local, state or federal investigative agency in the US, or host country investigative agencies overseas, are destroyed after one year. Copies retained by AFOSI field units are destroyed after 90 days.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Washington, DC 20332.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

See Exemption.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j)(2). For additional information, contact the System Manager.

F124 AFOSI A

SYSTEM NAME:

124 AFOSI A Badge and Credentials

SYSTEM LOCATION:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332 and at Air Force Office of Special Investigations (AFOSI) District Offices. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All accredited AFOSI special agents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters of authorization to issue badge and credentials, badge and credential receipts, badge listings, badge and credential inspection reports, punch card used to prepare badge listings and badge and credential number assigned to each AFOSI Special Agent.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

18 USC 499, Military naval or official passes; 506, Seals of departments or agencies; 701, Official badges, identification cards, other insignia, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

PURPOSE(S):

To issue and control the badge and credential assigned each AFOSI special agent. Used only by AFOSI to identify specifically to which special agent each badge and credentials is assigned, to provide for orderly five year update of credentials and to insure turn in of badge and credentials whenever accreditation is terminated.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Receipts are maintained at district level only during assignment of accredited special agent. When badge and credentials are turned in, records are then destroyed. At HQ AFOSI the receipts are retained for the entire period badge and credentials are issued to a specific special agent and destroyed when badge and credentials are returned to that unit. Badge listings and punch cards are destroyed when superseded.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is obtained from personnel records and issued badge.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F124 AFOSI B

SYSTEM NAME:

124 AFOSI B Investigative Applicant Processing Records

SYSTEM LOCATION:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332 and Air Force Office of Special Investigations (AFOSI) District Offices, Detachment Offices, and Resident Agencies. Mailing addresses are in the Department of Defense directory in the appendix to the Air Forces systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All AFOSI personnel, allocations and applicants for AFOSI duty

CATEGORIES OF RECORDS IN THE SYSTEM:

Application documentation, School and College Ability Test results, results of the AFOSI applicant inquiry, and the personnel security investigation concerning the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

PURPOSE(S):

Compiled to assist in the selection and retention of AFOSI personnel. Used by the AFOSI Applicant Review Board and the Director of Personnel Management to select AFOSI investigative trainees and support personnel. Used by the Commander, AFOSI to reassign or retain AFOSI personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN), or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and are protected by security alarm systems.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Files on nonselected personnel are destroyed six months after selection process is terminated. Destruction is by pulping, macerating, or burning. Files at AFOSI field units are destroyed 90 days after completed action is forwarded to HQ AFOSI. Destruction is by pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Speciail Investigations, Bolling Air Force Base, DC 20332.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Information Rrelease Division (XPU), HQ Air Force Office of Special Investigation, Bolling Air Force Base, DC 20332.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, financial institutions, educational institutions, medical institutions, police and investigating officers, the bureau of motor vehicles, a state or local government, an international organization, a corporation, witnesses, or source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Data is extracted from individual military or civilian personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (k)(5). For additional information, contact the System Manager.

F125 AF SP A

SYSTEM NAME:

125 AF SP A Air Force Policy Statement - Firearms Safety and Use of Force

SYSTEM LOCATION:

Kept by Commanders at each Air Force or military installation where Air Force personnel (including civilians) are or may be armed in performance of their duties. Some portions of this system may be kept in individual training records, employment records, firearm issue points, or by the individuals authorized to bear arms. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Air Force active duty military personnel. Air Force civilian employees. Air Force Reserve personnel. Air National Guard personnel. Who are authorized to bear firearms in performance of duties and personnel who store firearms in Air Force armories.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation of authority for Air Force military personnel, civilian employees, contract security police and foreign nationals to bear firearms on an Air Force installation and contains personal identification data and documentation of authorization to bear firearms. Also includes a record of understanding and certification of same by individual regarding the constraints on the application of deadly force and the weapons safety requirements that must be adhered to by all personnel who bear firearms in the performance of duties.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Purpose is to provide certification of an individual's understanding of the

constraints regarding the application of deadly force and the weapons safety requirements that must be adhered to by anyone who bears firearms in the performance of duties. Used by commanders as evidence that the individual has certified his knowledge of constraint on the application of deadly force and necessary firearms safety requirements. Purpose of the system is to identify civilian employees who can legally bear firearms on Air Force installations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders. Posted on bulletin boards to be seen by personnel issuing firearms.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

May be retained in office files for two years after annual cutoff, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police. At decentralized locations, commanders of the appropriate installation.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Civilian Personnel Manager at any Air Force installation. When requesting information, the requester should include full name, and some proof of identity such as date of birth. During a visit, identity must be proven by means of a valid drivers license or identification card.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports or from military and civilian Personnel Records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F125 AF SP B

SYSTEM NAME:

125 AF SP B Complaint/Incident Reports

SYSTEM LOCATION:

Kept by the Chief of Security Police at the installation where an individual becomes involved in an incident or complaint, and by the Chief of Security Police at the installation where an individual is assigned if the incident occurs at a different location. Information copies of a report are kept at the individual's organization and other organizations which have an interest in a particular incident. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who become involved in complaints or incidents on Air Force installations or Air Force active duty personnel who become involved in incidents regardless of the location.

CATEGORIES OF RECORDS IN THE SYSTEM:

Includes the incident or complaint report, statements by the subject or witness, information on seized or acquired property, if applicable, copies of forms referring cases to other agencies for final disposition, and other forms or reports required to complete basic report. Also includes an individual incident reference record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to record information on individual involvement in incidents or criminal activity. Reports are used to provide information to the appropriate individual within an organization who insures corrective action is taken.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Individual incident records are retained in the office of the Chief of Security Police and destroyed three years after close of year in which last entry was made. Destroyed by tearing into pieces. Incident and complaint reports and parts thereto are retained in office files for one year after annual cutoff, transferred to a staging area for two years, and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Information copies at interested agencies are destroyed one year after annual cutoff by tearing into pieces.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. Installation Chief of Security Police.

NOTIFICATION PROCEDURE:

The appropriate installation Chief of Security Police should be contacted for information. When requesting information in writing, individual should include full name, Social Security Number, military status, home address, and the letter must be notarized. For a personal visit, individual must have a military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems

notices. Contact the Chief of Security Police at the appropriate installation.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from police and investigating officers, witnesses and from persons registering complaints or who become victims of a crime.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F125 AF SP C

SYSTEM NAME:

125 AF SP C Correction Records

SYSTEM LOCATION:

Headquarters Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. Air Force Accounting and Finance Center, Denver, CO 80279. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. Washington National Records Center, Washington DC 20409. Maintained by the Chief of Security Police and Staff Judge Advocate at the installation where the individual was last assigned, Commander 3320th Retraining Group, Lowry Air Force Base, CO, Commandant United States Disciplinary Barracks (USDB), Leavenworth, KS and the Office of the Secretary of the Air Force Personnel Council, Pentagon, Washington, DC.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records are maintained on any individual who was placed in confinement at an installation, assigned to the 3320th Retraining Group or the USDB for purposes of retraining or confinement, placed in a federal prison system as the result of criminal conviction, or spent time in the correctional custody program at any Air Force installation.

CATEGORIES OF RECORDS IN THE SYSTEM:

System includes prisoner personnel records consisting of confinement orders, release orders, personal history records, medical examiners report, request and receipt for health and comfort supplies, recommendations for disciplinary action, inspection records, requests for interview and evaluation reports; corrections officers records including personal deposit fund records and related documents, disciplinary books, correction facility blotters and visitor registers; prisoner records consisting of daily strength records, and reports of escaped and returned from escaped prisoners; prisoner classification summaries; retrainee test records and correctional custody case files consisting of disciplinary punishment letters, evaluation of individual and personal history, and records pertaining to any clemency/parole actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Purpose of these records is to maintain a life file on the individual as a prisoner or correctional custodee on an installation, or as a retrainee at the 3320th Retraining Group or when an Air Force prisoner serving a sentence in a federal prison. Routine uses of the records are to establish background for either disciplinary or good conduct action as well as general administration uses of the records concerning health and welfare of the individual, as well as clemency and parole actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Any individual record or part thereof can be transferred to any component of the Department of Justice, as well as civilian agencies such as law enforcement agencies, or law firms as a basis for consideration of civil action either against or on behalf of the individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, in note books/binders, in card files, on computer paper printouts, on roll microfilm and on microfiche and as photographs.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) and fingerprint classification.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and controlled by visitor registers.

RETENTION AND DISPOSAL:

Depending on the type of record within the system, it is either destroyed after release of the prisoner/custodee/retrainee, maintained for one year after the release of the individual, or retained in the files at the facility in which the individual was confined for two years, after which time the record is either destroyed or transferred to a staging area for two additional years, then either retired to the Washington National Records Center, Washington DC 20409, for permanent retention or destroyed by tearing into pieces, shredding pulping, macerating, or burning. Records pertaining to clemency/parole actions are retained for 5 years after final action, then destroyed by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. The Judge Advocate General, Headquarters United States Air Force. Unit commander at the individual's last assignment; the commander of the 3320th Retraining Group, Lowry Air Force Base, CO; Installation Chief of Security Police, Commandant USDB, Chairman Air Force Clemency and Parole Board.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Installation Chief of Security Police, Installation Staff Judge Advocate Commander of unit to which individual was last assigned, or the Commander, 3320th Retraining Group. Records of clemency and parole actions are maintained by the Office of the Secretary of the Air Force Personnel Council and the Commandant USDB. Requesters should provide full name and proof of identity. When visiting, requester will be required to provide proof of identity.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from financial institutions, medical institutions, police and investigating officers, state or local governments, witnesses or source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F125 AF SP D

SYSTEM NAME:

125 AF SP D Field Interview Card

SYSTEM LOCATION:

Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel and civilian employees, Air Force Reserve personnel, dependents of military personnel, and civilians not affiliated with DOD.

CATEGORIES OF RECORDS IN THE SYSTEM:

Field interview card which contains name, address, telephone number, physical description, age, date of birth, description of clothing worn, if an automobile is involved, the make, year, decal number license and style and color.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Purpose of system is to obtain and record information on the presence of individuals in a given location at specific time and date. Information is used by the Chief of Security Police and Security Police investigators at base level as an investigative tool in the identification of crime suspects and witnesses.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, and locked cabinets or rooms and are controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117 and Chief of Security Police at base concerned.

NOTIFICATION PROCEDURE:

Requests should be addressed to Chief of Security Police at base concerned required information from individual will be name and address. Requester may visit the office of the Chief of Security Police at base concerned and must provide a current military identification card, or civilian identification card or driver's license.

RECORD ACCESS PROCEDURES:

Individuals can be notified by contacting the Chief of Security Police at the base concerned.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Source of information is individual interviewed, witnesses and interviewing security policemen.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F125 AF SP E

SYSTEM NAME:

125 AF SP E Incident Investigation Files

SYSTEM LOCATION:

Chief of Security Police at an installation where a criminal act or incident occurs which requires investigation by the Security Police. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who become involved in criminal acts or incidents on an Air Force installation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Includes a chronology of the investigation being conducted, data on sources of information, information on investigation techniques, and records concerning seized property.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used by a Security Police investigator to assist in the investigation of a criminal act or incident.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and locked cabinets or rooms.

RETENTION AND DISPOSAL:

Incident and complaint investigation reports are retained in office files for one year after annual cutoff, transferred to a staging area for two years, and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. Installation Chief of Security Police.

NOTIFICATION PROCEDURE:

See Exemption.

RECORD ACCESS PROCEDURES:

See Exemption

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

See Exemption

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a (j)(2). For additional information, contact the System Manager.

F125 AF SP F

SYSTEM NAME:

125 AF SP F Notification Letters to Persons Barred From Entry to Air Force Installations

SYSTEM LOCATION:

Chief of Security Police at the installation where an individual is barred entry. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Forces' systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons prohibited from entering US military installations for cause.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of the letters the individuals barring them from entry to a particular installation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Record provides a list of personnel who have been barred from entry to the installation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/ binders and in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and protected by guards.

RETENTION AND DISPOSAL:

Retained for three years after removal from barred list; then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. Installation Chief of Security Police.

NOTIFICATION PROCEDURE:

Contact the installation Chief of Security Police for information. Individual should include full name, Social Security Number, and home address. During a personal visit individual must provide a valid driver's license or other appropriate proof of identity.

RECORD ACCESS PROCEDURES:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. Contact the Chief of Security Police at the appropriate installation.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from police and investigating officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F125 AF SP G

SYSTEM NAME:

125 AF SP G Pickup or Restriction Order

SYSTEM LOCATION:

Chief of Security Police at those installations where the order was issued. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Air Force member whose actions result in the unit commander issuing a pickup or restriction order. Some examples of actions that warrant an order being issued include AWOL, suspicion of an offense, etc.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record provides a complete physical description of the individual as well as his name, rank, Social Security Number, organization and date of birth. It also includes the reason for the order being issued.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

The purpose of the record is to document the identity of a member of the Armed Forces whose actions justify the picking up or restriction of the member by his unit commander. The record is used as a notification bulletin for the pickup or restriction by Security Police until disposition is made by the member's unit commander.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be provided to other law enforcement agencies to assist in pickup of individuals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/ binders, visible file binders/cabinets and card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and protected by guards.

RETENTION AND DISPOSAL:

Record is retained until member is picked up or until the order is cancelled by the issuing authority, at which time all copies are destroyed by tearing into pieces, shredding, pulping or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. The Installation Chief of Security Police

NOTIFICATION PROCEDURE:

Requests should be addressed to the Chief of Security Police at the installation where the order was issued or to the member's unit commander at that installation. Visitors requesting information must provide proof of identity (e.g., identification card, or drivers license).

RECORD ACCESS PROCEDURES:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from police and investigating officers, from witnesses and from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F125 AF SP H

SYSTEM NAME:

125 AF SP H Provisional Pass

SYSTEM LOCATION:

Chief of Security Police at those installations where the pass was issued to the individual, as well as the unit commander at the members final destination. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This form is issued to any enlisted member of the Armed Forces when delays might result in failure to report to proper station within the time limit specified in orders or pass; or when a pass has expired or the individual does not have a pass or leave orders.

CATEGORIES OF RECORDS IN THE SYSTEM:

A written pass provided to the member to enable him or her to travel legally without any restriction; contains name, rank, SSN of member and unit.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Purpose of the record is to document the travel of a member who is without a regular pass or orders are not available. Use of the record by Security Police to notify the member's commander that he or she is travelling to a specific destination; may be used for follow-up on individuals travelling without regular passes or leave orders if the member does not arrive at the final destination within specified time limit. The original copy is given to the individual, the second copy is forwarded to the individual's unit commander, and the third copy is maintained at the issuing Chief of Security Police's office.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/binders, visible file binders/cabinets and in card files.

RETRIEVABILITY:

Filed by name and SSN.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

The original and duplicate copies are retained for 90 days after date of issue and then destroyed by tearing into pieces, shredding, macerating, pulping, or burning. The member's copy is destroyed when the member reports to final destination.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. The Chief of Security at the issuing installation or the unit commander at the member's final destination.

NOTIFICATION PROCEDURE:

Individual requests should be addressed to the Chief of Security Police at the issuing installation or the unit commander at the member's final destination. Visitors making requests must provide proof of identity (e.g., identification card, or drivers license).

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from police and investigating officers, witnesses and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F125 AF SP I

SYSTEM NAME:

125 AF SP I Registration Records (Excluding Private Vehicle Records)

SYSTEM LOCATION:

Chief of Security Police at the installation where an individual registers personal property. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who register firearms, pets, certain types of personal property, bicycles, etc.

CATEGORIES OF RECORDS IN THE SYSTEM:

Registration forms for each particular item registered with the Security Police activity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to record information on make, model, type, kind, etc., of property. Information is used to identify lost or stolen property and to insure proper control of privately owned firearms maintained on an Air Force installation. The firearm registration form is also used to maintain accountability (logging weapons in/out) of privately owned firearms stored in government firearm storage facilities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/ cabinets and locked cabinets or rooms.

RETENTION AND DISPOSAL:

Records are kept in the Office of the Chief of Security Police for one year after departure of owner and then destroyed by tearing into pieces.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. Installation Chief of Security Police.

NOTIFICATION PROCEDURE:

Contact the installation Chief of Security Police for information. When requesting information in writing, individual should include full name, Social Security Number, military status, and home address. During a personal visit, individuals will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. Contact the Chief of Security Police at the appropriate installation.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F125 AF SP J

SYSTEM NAME:

125 AF SP J Serious Incident Reports

SYSTEM LOCATION:

Chief of Security Police at an installation where a crime or serious incident occurred or where an Air Force member, employee or dependents became involved in a crime or serious incident regardless of location. Reports are forwarded through the different levels of command to the appropriate Major Command Headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Forces' system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who become involved in crimes or serious incidents on Air Force installations or Air Force personnel and dependents who become involved in these incidents regardless of the location.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information on the particular incident, and identification of persons involved to include information on final disposition of the crime or incident.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and Chapter 47 - Uniform Code of Military Justice.

PURPOSE(S):

Used to report crimes or incidents which may evoke command or congressional interest or may result in unfavorable publicity to the Air Force. Also used to develop statistics, rates, and trends of certain crimes which occur on Air Force installations. May be used to evaluate command discipline rates, personnel quality control, and to monitor various drug and alcohol abuse programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/ cabinets and in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, transferred to staging area for two additional years, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. Major Command Chief of Security Police and Installation Chief of Security Police.

NOTIFICATION PROCEDURE:

Contact the appropriate installation or Major Command Chief of Security Police. When requesting information in writing, individual should include full name, Social Security Number, military status, and home address. During a personal visit, individual will be required to produce military ID, if applicable, a valid driver's license or other appropriate proof of identity.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. Contact the Chief of Security Police at the appropriate installation or Major Command Headquarters.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions. Information obtained from police and investigating officers. Information obtained from the public media. Information obtained from a state or local government. Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F125 AF SP K

SYSTEM NAME:

125 AF SP K Vehicle Administration Records

SYSTEM LOCATION:

Chief of Security Police at the installation where an individual registers or frequently operates a vehicle. Information copies of some portions of this system may be kept at an individual's assigned unit. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who frequently drive or register vehicles on an Air Force installation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Vehicle registration records, driver records, letters of suspension or revocation as applicable, and forms or letters which are necessary in the vehicle administration program for driver improvement actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties: delegation by.

PURPOSE(S):

Used to record an individual's statement of understanding on financial responsibilities with regard to operation of a vehicle on an Air Force installation. Driver records are maintained to record information about motor vehicle accidents and moving traffic violations that are used to provide for traffic point assessment, suspension, or revocation, or other driver improvement actions affecting driving privileges on Air Force installations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be disclosed to state or local law enforcement agencies or to motor vehicle bureaus.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, card files and and on computer and computer output products.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and maintained on computer and computer output products. Manual records are stored in locked cabinets or rooms. Automated records are controlled by computer system software.

RETENTION AND DISPOSAL:

Private vehicle registration documentation is destroyed after departure of the registrant to a new duty station, upon termination of an individual vehicle registration, or at the end of the particular registration period. Driver records on employees are transferred to gaining installations when an individual is reassigned or transferred. These are destroyed on permanent separation from active service, termination of employment, or upon deletion of all entries. Destruction of these forms is done by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117.

NOTIFICATION PROCEDURE:

Contact the installation Chief of Security Police for information. When requesting information in writing, individual should include full name, Social Security Number, military status, home address, and the letter must be notarized. During a personal visit, individual will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Contact the Chief of Security Police at the appropriate installation. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from police and investigating officers and from the bureau of motor vehicles.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F125 AF SP L

SYSTEM NAME:

125 AF SP L Traffic Accident and Violation Reports

SYSTEM LOCATION:

Chief of Security Police at the installation where an individual becomes involved in a traffic violation or accident. Information copies of traffic accident reports are kept at the Ground Safety, Staff Judge Advocate, and Transportation offices (when a government vehicle is involved). Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who become involved in traffic violations or accidents on an Air Force installation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Traffic accident investigation report, statement of witnesses, alcohol influence reports, and reports of traffic violations to include notices or summons.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and DODI 1000.19, Mishap Investigation, Reporting and Recordkeeping; DODI 6055.4, Department of Defense Traffic Safety Program and AFRs 125-3, Security Police Handbook and 125-14, Motor Vehicle Traffic Supervision.

PURPOSE(S):

Used to record information on traffic accidents and violations. Reports are forwarded to the appropriate individual within an organization who insures corrective action is taken, or to US Magistrate as applicable.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system opf records may be disclosed to law enforcement or investigatory authorities for

investigation and possible criminal prosecution, civil court action, or statistical use. Additionally, accident reports may be provided to private attorneys, representatives of insurance companies and private citizens.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, card files and on computers and computer output products, magnetic media and printouts.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and maintained on computer and computer output products. Manual records are stored in locked cabinets or rooms. Automated records are controlled by computer system software.

RETENTION AND DISPOSAL:

Retain in the office of record. Destroy after two years by tearing into pieces, shredding, pulping, macerating, or burning. DD Form 1805, Violation Notice, will be destroyed according to instructions of the US District Court.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. Installation Chief of Security Police

NOTIFICATION PROCEDURE:

Contact the installation Chief of Security Police for information. When requesting information in writing, individual should include full name, Social Security Number, military status, home address, and the letter will be notarized. During a personal visit, individual will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Contact the Chief of Security Police at the appropriate installation. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from police and investigating officers and from witnesses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F125 ATC A

SYSTEM NAME:

125 ATC A Behavioral Automated Research System (BARS)

SYSTEM LOCATION:

3320 Retraining Group/RGP, Lowry Air Force Base, CO 80230.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force prisoners who serve sentences to confinement at 3320 Retraining Group and 3415 special training squadron students.

CATEGORIES OF RECORDS IN THE SYSTEM:

Intelligence quotient achievement scores, significant dates, psychological tests, military history, discipline involvement, military justice data, performance rating, type of discharge.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Air Force Regulation 125-18, Operation of Air Force Correction and Detention Facilities.

PURPOSE(S):

Retraining Group staff and approved researchers for statistical analysis, improve program, screen potential offenders.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer magnetic tapes.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained for 20 years and destroyed by tearing, macerating, pulping, shredding, burning or degaussing.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, 3320 Retraining Group/RGP, Lowry Air Force Base, CO 80230.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Name and SSN required for visits to the 3320th Retraining Group (RGP).

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

FBI and military records, supervisors, commanders, lawyers, doctors, chaplains, other USAF officials, American Red Cross.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F127 AFISC A

SYSTEM NAME:

127 AFISC A Safety Education File

SYSTEM LOCATION:

Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

United States Air Force (USAF) personnel who have received formal safety training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank, SSN, command of assignment, address, safety course name, class number. Individual training records, letters, memoranda, messages and other material pertaining to training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to identify and provide a record of USAF personnel who have received formal safety training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and on computer and computer output products.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening, stored in locked cabinets or rooms and controlled by visitor registers.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning or by erasing computer tapes.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Aerospace Safety, Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F160 AF SG A

SYSTEM NAME:

160 AF SG A USAF Hearing Conservation Record System

SYSTEM LOCATION:

Air Force hospitals, medical centers and clinics; USAF Occupational and Environmental Health Laboratory (OEHL), Brooks Air Force Base, TX 78235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Air Force military or civilian employees who are entered in the Hearing Conservation Program due to working in noise hazard areas.

CATEGORIES OF RECORDS IN THE SYSTEM:

DD Forms 2215 and 2216 which documents name; Social Security Number; military grade or rank, or Civil Service grade; date of birth; sex; USAF specialty or job code; the organization to which the individual is assigned complete with address and duty phone number; whether military or civilian; time, day of week, date of audiometric test; hours since last noise exposure; whether hearing protection was used during last noise exposures, whether ear problem existed at time of test, type of audiometer used, i.e., manual or automatic, date of last audiometer calibration, hearing threshold levels for 500, 1000, 2000, 3000, 4000 and 6000Hz frequencies in each ear including results of current audiometric examination, his reference or initial examination and any shift between these two examinations in each ear; whether or not earplugs were issued at time of audiometric examination or have been previously issued; type of earplug and size for each ear; if noise ear muff issued; if individual wears glasses; any pertinent remarks relative to the individual, noise exposure, hearing, etc.; and the audiometric examiner's name, Air Force Specialty Code, Social Security Number, and office symbol. File also contains information on AF Form 1621, Evaluation of Individual Noise Exposure, which is used to document data and observations relating to an individual's exposure to occupational noise and an AF Form 1672, Hearing Conservation Diagnostic Center Referral, which contains follow-up audiometric examination data similar to that in DD Forms 2215 and 2216.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 CFR, Part 1910.95, Occupational Safety and Health Standards. Public Law 91-596, The Occupational Safety and Health Act; Executive Order 12196, the Occupational Safety and Health Program for Federal Employees, as implemented by Air Force Regulation (AFR) 161-35, Hazardous Noise Exposure.

PURPOSE(S):

Used by USAF Occupational and Environmental Health Laboratory (OEHL) to provide continuing review of the Air Force Hearing Conservation Program by updating damage-risk criteria, modifying monitoring audiometry program procedures, validating personnel disposition procedures relating to occupationally induced hearing losses, evaluating hearing protective devices and procedures, at the specific request of a USAF Medical Facility to provide an historical record of the results of an individual's monitoring audiometric test results. Also used by USAF School of Aerospace Medicine for Research Associated with noise induced hearing losses. Used by base Medical Personnel to monitor employees health status for occupational health programs, to use in formulating recommendations to supervisors on requirements to remove individual from further exposure, to determine need for investigation of workplace environment for abnormal exposure conditions. Used by supervisors to determine whether employee can continue to work in the exposure situation, to determine relative risk of various work tasks, to improve safety of noise exposure procedures.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used by Bureau of Employees Compensation for Information relating to individuals' claims relating to occupationally induced hearing losses.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and on computer magnetic tapes.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN), date of birth, and Air Force Specialty Code/Job Code.

SAFEGUARDS:

Records are accessed by commanders of medical centers and hospitals, by custodian of the record system, and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by computer system software.

RETENTION AND DISPOSAL:

At Occupational and Environmental Health Laboratory (OEHL), retained in computer until no longer needed; at bases, retained as part of medical record for fifty years after date of latest document, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Medical Service Center, Aerospace Medical Consultants Division, Directorate of Professional Services (HQ AFMSC/SGPA, Brooks Air Force Base, TX 78235).

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F160 AF SG B

SYSTEM NAME:

160 AF SG B Medical Professional Staffing Records

SYSTEM LOCATION:

At Air Force medical centers, hospitals, and clinics; all health facilities where graduate health education programs are conducted; reserve NAFs/Surgeon's Office; reserve tactical hospitals/clinics, reserve MSES, and reserve AAG medical elements.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Practitioners, who are, or have been, members of the USAF Medical Service or Civil Service Employees (including civilian consultants who engage in direct patient care) and who are assigned to, employed by, or practice in the Air Force medical facility for the purpose of providing health services for eligible beneficiaries; United States Air Force Medical Service personnel pursuing graduate health education programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Credential review files: Contains curriculum vitae, list of approved privileges, copies of diplomas and certificates, records of continuing health education training, letters of evaluation, summaries of special activities or other information, including malpractice claims reports, furnished or solicited in order to fully evaluate the professional qualifications of individuals, and the records of any actions taken on the individual's credentials. (2) Health education records: applications for training, training reports, Faculty Board reports, photograph or negative, and personnel documents related to training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 55, Medical and Dental Care; 8067(f) Designation: officers to perform certain professional functions; 8207, Regular Air Force: Commissioned officers on active duty; medical specialists, as implemented by Air Force Regulation (AFR) 168-13, Quality Assurance in the Air Force Medical Service.

PURPOSE(S):

The information contained in credential review files is used to award inpatient and ambulatory clinical privileges to all categories of health practitioners. Health education records are used to permit evaluations of individuals in training, by program directors, in managing the individual in training; by the record maintenance personnel, to document changes to the individual's pesonnel record maintained by the servicing Consolidated Base Personnel Office (CBPO).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. The information may also be released to a governmental board or agency or health care professional society or organization if such record of document is needed to perform licensing or professional standards monitoring related to health care practitioners who are or were formerly members or employees of the Armed Forces, and to medical institutions or organizations wherein such member or employee has applied for or been granted authority or employment to provide health care services if such record or document is needed to assess the professional qualifications of such member or employee.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties; by commanders of USAF medical centers hospitals and clinics (credential review files); by program directors, trainees and personnel managers with the need to know (health education records).

RETENTION AND DISPOSAL:

(1) credential review files are retained in the office files of the medical facility the practitioner is assigned or employed. Following separation, resignation, or retirement, the files are retained at the location of the last duty assignment for a period of 3 years and then are destroyed. (2) Health education files are retained by the director of health education until training is completed, files are then kept by the health facility for 30 years and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; if facility is deactivated, the records are retired to the Washington National Records Center, Washington, DC 20409 to be retained until the 30-year period has expired at which time they will be destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters, United States Air Force; Commanders of medical centers, hospitals, clinics. For health education records, individuals should give full name, military status, Social Security Number, when they

entered training and completed training, and what corps within the medical service they are a member. Individuals may visit either the health facility maintaining the records or the Office of the Surgeon, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX to learn if the record system contains their records. When visiting either of these locations, the individual must provide a valid drivers license or equivalent identification containing a photograph to establish identity.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

For credential review files, individual may obtain assistance in gaining access from the System Manager. For health education records, individual may obtain assistance by writing or presenting themselves in person to the health facility where the records are maintained. Official mailing addresses are in the Department of the Air Force Directory in the appendix to the Department of the Air Force system notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Credential review files: Basic information submitted by the practitioner. Additional information may be solicited from other sources in order to permit the credentials committee to best judge the capabilities of the practitioner. Health education records: Previous employer, educational institutions, master personnel record, information provided by the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F160 AF SG C

SYSTEM NAME:

160 AF SG C Medical Treatment Facility Tumor Registry

SYSTEM LOCATION:

Air Force medical centers, hospitals, and clinics.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who were diagnosed as having or were treated for cancer in an armed forces medical treatment facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain summaries of treatment provided cancer patients, to include tumor board evaluations, comprehensive chronological summaries of care rendered, a locator system, suspense files for required follow-up treatment and/or evaluation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 55, Medical and Dental Care.

PURPOSE(S):

Used by the military departments for clinical and statistical analysis of designated medical and dental cases, their treatment and results. The files serve as the repository of clinical information relating to individuals evaluated and/or treated in Air Force medical facilities. It is used to conduct statistical analysis and to provide clinical information to other federal medical services, scientific institutions and qualified members of the medical and dental professions (information identifiable by name is released only with permission of the patient). Information is used by the medical facilities to promote education programs and to develop statistics designed to be used as a basis for developing improved diagnostic and therapeutic standards. Used by the individual physician or scientist to develop and write professional papers, and is used by hospital tumor registries to update their case records as to status and quality of survival of individual patients.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be provided to other hospital tumor registries, physicians, scientific institutions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, card files, on computer and computer paper printouts, roll microfilm or microfiche.

RETRIEVABILITY:

Filed by name or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and controlled by computer system software.

RETENTION AND DISPOSAL:

Records located at medical facilities are retained in the office files until inactivation of the tumor board or the facility, then forwarded to facility assuming patient responsibility.

SYSTEM MANAGER(S) AND ADDRESS:

Commanders of armed forces medical facilities.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Requests must include full name, Social Security Number of sponsor, accession number.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions and from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F160 AF SG D

SYSTEM NAME:

160 AF SG D Drug Abuse Rehabilitation Report System

SYSTEM LOCATION:

Headquarters United States Air Force and major command headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any active duty military personnel who are confirmed as drug abusers as a result of drug abuse urinalysis testing. These individuals are not patients as defined in 42 USC 300s-3(6).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Drug Abuse Rehabilitation Reports in Electrical Message Form in which demographic data, urine testing results and abuser disposition are detailed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 91-513 as applied to Federal agencies by Section 2b of Executive Order 11599, 17 June 1971, Comprehensive Drug Abuse Prevention and Control Act of 1970.

PURPOSE(S):

At HQ USAF to provide statistical data for required reports to Department of Defense (DOD) and to the Special Action Office on Drug Abuse Prevention, White House; to perform epidemiologic and statistical studies for use in evaluating the effectiveness of Air Force urinalysis testing programs; to provide information for answering congressional inquiries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and card files.

RETRIEVABILITY:

Filed by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and are controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files for fifteen years after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F160 AFA A

SYSTEM NAME:

160 AFA A Cadet Hospital/Clinic Records

SYSTEM LOCATION:

USAF Academy Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

AF Academy Cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

Daily roster of cadets hospitalized and report of cadet visits to the cadet clinic.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 9331, Establishment; Superintendent; faculty.

PURPOSE(S):

(1) Information collected to notify concerned individuals of status of hospitalized cadets. Used to provide Superintendent, Hospital Commander and staff, Commandant and staff a daily report of number and status of caets hospitalized; concerned personnel can note trends in hospitalization in terms of numbers of cadets hospitalized, length of stay, and nature of medical problems being treated. (2) Report of visits to cadet clinics; record the time a cadet enters the clinic, nature of complaint and explanation of excusals and time of departure from the clinic. Information is distributed to Cadet Wing Airmanship Division, Athletics and individual. Cadet Wing Airmanship Division uses it to monitor cadet activity for ground safety program. Athletics uses it to monitor excusals from physical education and to evaluate injury rates. Individual uses it to justify time away from classes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

(1) Records are accessed by the custodian, by person(s) responsible for servicing the record system, and authorized personnel who are properly screened and have a need-to-know. Records are stored in locked cabinets or rooms. (2) Clinic copy is under the direct control of Non-Commissioned Office in Charge (NCOIC) of Administrative Services. Distribution is made only to authorized representatives of Cadet Wing Airmanship Division and Athletics.

RETENTION AND DISPOSAL:

(1) Retained in office files for one year after annual cut-off then destroyed. (2) Retained in office files for three months or until purpose has been served, whichever is sooner; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, USAF Academy Hospital, USAF Academy, Colorado Springs CO 80840.

NOTIFICATION PROCEDURE:

Requests should be addressed to the Registrar, USAF Academy Hospital Cadet Liaison, and should include full name, and date of hospital admission.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions, the individual, a physician and/or medical technicians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F160 ARPC A

SYSTEM NAME:

160 ARPC A Physical Examination Reports Suspense File

SYSTEM LOCATION:

Air Reserve Personnel Center, Denver, CO 80280.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incomplete reports of physical examinations, correspondence to and from reservists/individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 275, Personnel Records as implemented by Air Force Regulation (AFR) 60-43, Medical Examination and Medical Standards and Air Reserve Personnel Center Regulation 45-7, Annual Survey.

PURPOSE(S):

Information in files is used to provide control of reservists/individual medical status.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties and by commanders of medical centers and hospitals. Records are protected by guards.

RETENTION AND DISPOSAL:

Retained in suspense file until completed, then filed in the individual health record.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, Colorado between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information from examining facilities, physicians (military and civilian, and summary of physician's evaluation).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F160 DODMERB A

SYSTEM NAME:

160 DODMERB A Department of Defense Medical Examination Review Board Medical Examination Files

SYSTEM LOCATION:

Department of Defense Medical Examination Review Board (DODMERB) US Air Force Academy CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants to the five service academies, the Four Year Reserve Officer Training Corps (ROTC) Scholarship Program, Uniform University of Health Sciences (USUHS), Airman Scholarship Commissioning Program (ASCP), College Scholarship program (CSP), and the Primary Officer Corps (POC) Program of the Air Force ROTC.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record system is maintained in three forms: The original hard copy report of medical examination, report of medical history, narrative summary and any associated civilian forms or tests that may have been accomplished; may also contain personal correspondence between the DODMERB and the applicant and/or parental/guardian consultation concerning applicant's medical history or status; the second portion is microform copy of the hard copy file; the third portion is in computer storage.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 133, Executive department.

PURPOSE(S):

The paper copy is used to determine medical acceptability for one or more of the service academies or the ROTC, USUHS, ASCR, CSP, and/or POC Program for Air Force ROTC. The microform portion is used for historical retrieval of previous actions. The computer form is used to advise the program managers of initial medical status any update actions on an applicant. Statistical summaries are extracted from the computer bank.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Consultations concerning medical conditions may be necessary with parent/guardian to clarify/explain applicant's medical status. Examinations may be accomplished by military medical facilities personnel, civilian contract agents of the government and/or private physicians. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in file folders, microfilm jackets and on computer disks or tapes.

RETRIEVABILITY:

Filed by Name andby Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and controlled by computer system software.

RETENTION AND DISPOSAL:

Paper copies from successful applicants to attend one of the five service academies, the ROTC Scholarship Program, and USUHS are forwarded to the Academy, ROTC, or USUHS Program to which the applicant has been accepted; paper copies of unsuccessful applicants to one of the five service academies, the ROTC

Scholarship Program and USUHS, are destroyed at end of current year cycle; paper copy from applicants for ASCP, CSP, and the POC Program for Air Force ROTC are returned immediately after processing to the appropriate detachment for file; microfilm copy is kept five years and computer storage file is kept for two years following end of cycle.

SYSTEM MANAGER(S) AND ADDRESS:

Department of Defense Medical Examination Review Board, US Air Force Academy CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F160 MPC A

SYSTEM NAME:

160 MPC A Medical Assignment Limitation Record System

SYSTEM LOCATION:

HQ AFMPC/SG, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Air Force members whose cases have been presented to a Medical Evaluation Board and were returned to duty by Medical Evaluation Board or Physical Evaluation Board action and have been assigned an Assignment limitation Code 'C.'

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical Evaluation Board, Report of Medical Examination, Report of Medical History, Narrative Summary, Clinical Record Consultation Sheet, Electrocardiographic Record, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and implemented by Air Force Regulation 35-4, Physical Evaluation for Retention, Retirement and Separation; 36-20, Officer Assignments, and 39-11, Airmen Assignments.

PURPOSE(S):

To determine if previous action has been taken by the System Manager, and what the previous disposition was.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files for two years or no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

AFMPC Surgeon, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F160 SG A

SYSTEM NAME:

160 SG A Aircrew Standards Case File

SYSTEM LOCATION:

HQ AFMSC/SGPA, Brooks Air Force Base, TX 78235.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This record system is maintained on all Air Force members who have been considered for medical waiver for flying duty due to conditions defined as serious illness or for waiver for flying training.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record system contains members' Report of Medical Examination, Report of Medical History, Narrative Summary, Aeromedical Evaluation, Electrocardiographic Record, Clinical Record Consultation Sheet, and USAF School of Aerospace Medicine Evaluation Report (if accomplished).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, as implemented by Air Force Regulation (AFR) 160-43, Medical Examination and Medical Standards.

PURPOSE(S):

Used to determine if a previous action has been taken, if a precedent exists for granting a waiver for a specific medical condition, and to provide a scientific basis to justify and improve waiver policies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in microform and on computer.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

HQ AFMSC/SGPA, Brooks Air Force Base, TX 78235.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F161 AF SG A

SYSTEM NAME:

161 AF SG A Air Force Aerospace Physiology Training Programs

SYSTEM LOCATION:

Chamber Flight Records located at USAF School of Aerospace Medicine, Data Sciences Branch (USAFSAM/BRR), Brooks Air Force Bse TX 78235. Physiological Training Monthly Report at each AF Physiological Training Unit (PTU), HQ USAFSAM/EDB, Brooks Air Force Base, TX 78235; Physiological Training Records at AF PTUs; Individual Physiological Training Records for aircrews, Individual Physiological Training Records for non-aircrew personnel at consolidated flight record custodians at Air Force installations and National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Aircrew and non-aircrew personnel required to fly on Air Force aircraft.

CATEGORIES OF RECORDS IN THE SYSTEM:

Used for records accounting and research. Contains data on attendance at formal training, type of course received, quality performance, training flight profiles, location of training, age, height, weight and sex of trainees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, as implemented by Air Force Regulation (AFR) 50-27, Air Force Aerospace Physiological Training Program and AFR 160-40, Administration of the Aerospace Physiological Training Program.

PURPOSE(S):

Authenticate type of training, location and trainees performance during course. Flight profiles (altitude chamber) and any reactions occurring during flight are maintained by each PTU for future authentication of training. Additional authentication is provided flight managers and scheduling officers and copies of flight profiles and reaction data are provided USAFSAM for research. A compilation of select data is forwarded to appropriate Command Coordinator for Physiological Training for management purposes, USAFSAM/EDB and the Data Sciences Division (USAFSAM/BRR) for analysis and research, and to the Air Force Medical Service Center, HQ AFMSC/SGPA, Brooks Air Force Base, Texas 78235 for management and research. Data for specific reactors to low pressure are handled as medical records with additional distribution to appropriate MAJCOM Surgeon/SGP for information and possible corrective action, to USAFSAM/EDB/VNT for research and analysis, and to HQ AFMSC/SGPA for policy/management/statistical/research analysis.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Record of training, records of individuals in a given class, altitude flight profiles, combined data of all individuals trained each month, and data on technicians providing the training are maintained in file folders, and in visible file cabinets.

RETRIEVABILITY:

Data relative to reactors to low pressure, management analysis procedures filed by SSN. Authentication of training filed by name.

SAFEGUARDS:

Records are accessed by commanders of medical centers and hospitals and by custodian of the record system.

RETENTION AND DISPOSAL:

Chamber Flight Record at USAFSAM retained until entered into computer files, until superseded, obsolete, no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Physiological Training Monthly Report (original) at HQ Air Force Medical Service Center retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Copies at other than HQ AFMSC retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Physiological Training Record after 6 years; Individual Physiological Training Records for non-flying personnel retained as a part of individual medical record until member separates from active or Reserve duty. For flying personnel, record is retained in flight records and turned over to individual after discharge, separation, retirement.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Air Force Medical Service Center.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Attention Chief Aerospace Physiology HQ AFMSC/SGPA, Brooks Air Force Base, Texas 78235. Students should provide full name, military status, approximate date and last location of training; officers and technicians assigned AF Aerospace Physiology Programs provide full name and location of last training. Requesters may visit Air Force Medical Service Center. Proof of identity is by government ID Card for active/retired, driver's license for others.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Physiological Training Unit (PTU).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F161 AF SG B

SYSTEM NAME:

161 AF SG B USAF Compression Chamber Operation

SYSTEM LOCATION:

Treatment Records (original) retained in individual health records at Air Force hospitals, medical centers and clinics as part of health record or National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118. First copy retained at USAF School of Aerospace Medicine, Hyperbaric Medicine Division (USAFSAM/HM), Brooks Air Force Base, TX 78235. Other copies at Air Force Medical Service Center, major command headquarters, and individual Physiological Training Unit (PTU) having Compression Therapy capability. Compression Chamber Operations Record is retained at PTUs having Compression Therapy capability; Compression Chamber Reactor Case Report (original) at Air Force hospitals, medical centers and clinics as part of health record or National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118. First copy retained at USAFSAM/HM. Other copies Headquarters Air Force Medical Service Center, major command headquarters, and individual PTUs having Compression Therapy capabilities, Oxygen Sensitivity Tolerance/Pressure Test National Personnel Records Center, at Air Force hospitals, medical centers and clinics as part of health record or Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers/technicians performing treatments (normally medical doctors, aerospace physiologists/physiological training technicians); patients who are Active duty military personnel, retired Air Force military personnel, dependents of military personnel, dependents of retired military and civilians treated on an emergency basis.

CATEGORIES OF RECORDS IN THE SYSTEM:

Treatment records of patient and records of personnel conducting treatment. Records of exposure to high pressure profiles are maintained for patient and personnel conducting treatment. Records of training dives are maintained on officers and technicians performing treatment dives as well as their physical capability/tolerance to perform in subsequent treatment dives/procedures.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; and Chapter 55, Medical and Dental Care, as implemented by Air Force Regulation (AFR) 161-21, Use of Hyperbaric (Compression) Chambers for Therapy and AFR 161-27, Hyperbaric Chamber Operations.

PURPOSE(S):

Provide an exact record for a patient treated by compression therapy and documents reactions of the patient's response to high pressure. Protects the patient by insuring that overexposure to high pressure does not occur. Records are maintained on persons performing treatments because they are exposed to the same treatment profiles as their patients and to insure their capability of performing treatment and to determine in advance that they are not physiologically susceptible to potential hazards of treatment. Category of user: Physicians, aerospace physiologists and technicians. Records are also provided to USAF Compression Therapy Center, USAFSAM/HM, Brooks Air Force Base, TX and the Air Force Medical Service Center, HQ AFMSC/SGPA, Brooks Air Force Base, Texas for research and statistical analysis, and management effectiveness. Records maintained on technicians/officers conducting procedures are maintained at treatment site to insure overexposure to high pressure does not occur and to determine professional adequacy to participate in treatment dives. Records involving officers/technicians performing treatment are provided MAJCOM/SGP, USAF School of Aerospace Medicine, Hyperbaric Medicine Center (USAFSAM/HMDB) and HQ AFMSC/SGPA for statistical analysis, research and management effectiveness considerations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and visible file binders/cabinets.

RETRIEVABILITY:

Patients records filed chronologically by subject.

SAFEGUARDS:

Records are accessed by commanders of medical centers and hospitals and by custodian of the record system.

RETENTION AND DISPOSAL:

Treatment Records (original) retained in individual health record for fifty years after date of latest document and then destroyed. First copy and other copies at USAFSAM, HQ AFMSC and MAJCOMs retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. Other copies at PTUs destroyed after 3 years; Compression Chamber Operation Record at PTUs Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. Compression Chamber Reactor Case Report (original) retained in individual health record for fifty years after date of latest document, then destroyed. First copy at USAFSAM and other copies at HQ AFMSC and MAJCOMs retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. Copies at PTU retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. Oxygen Sensitivity Tolerance/Pressure Test retained in individual health record for fifty years after date of latest document, then destroyed. All records are destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Air Force Medical Service Center, Brooks Air Force Base, Texas.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Required information for military/ex-military is full name, Social Security number; civilian should provide name, Social Security Number, location of treatment, and approximate date of treatment. Requester may visit Air Force Medical Service Center. Proof of identity is by government ID card for active/retired military, driver's license for civilians.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Physicians regarding diagnosis/treatment.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F161 AF SG C

SYSTEM NAME:

161 AF SG C USAF Master Radiation Exposure Registry

SYSTEM LOCATION:

USAF Occupational and Environmental Health Laboratory (AFSC), Brooks Air Force Base, TX 78235; Air Force medical centers, hospitals and clinics; Air Force operating locations and installations using sources of ionizing radiation. Official mailing addresses are contained in the Air Force Address Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel currently enrolled in or having been monitored under the USAF's Personnel Dosimetry Program or on whom the Air Force has performed a bioassay for radioactive materials since 1960. This includes Air Force military and civilian employees; military and civilian employees of other Components and the Department of Defense; and some employees of other federal agencies and civilian contractors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personal radiation dosimetry (film badge or thermoluminescent dosimeter) results in monthly and lifetime cumulative periods and results of bioassays for radioactive materials in the body.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Part 20.401(a) and (c), Title 10, Chapter 1, Code of Federal Regulations (10 CFR 20.401(a)(c)) as directed by Executive Order 12196, 29 CFR 1910.96(b)(2)(iii), (n) and (o), implemented by Air Force Regulation (AFR) 161-28, Personnel Dosimetry Program and the USAF Master Radiation Exposure Registry.

PURPOSE(S):

USAF Occupational and Environmental Health Laboratory (OEHL): - To maintain a cumulative record of occupational exposure to ionizing radiation on each radiation worker monitored under the USAF's personnel dosimetry program as required by Public Law; to provide a copy of an individual's record to any future employer of that individual who makes a proper request for it as provided for by law; to provide individuals a copy of their Air Force occupational radiation exposure history; to provide information about an individual's ionizing radiation exposure history to medical personnel responsible for radiation safety and the individual's health care, and the individual's supervisor; to provide information about radiation exposures resulting from radiation accidents or incidents to authorized investigators of such events and the Nuclear Regulatory Commission (NRC) or Department of Labor, Occupational Safety and Health Administration (DOL/OSHA); for use in epidemiological and statistical studies to determine the effectiveness of Air Force-wide radiological health programs, trends in exposure doses, exposure experiences of selected occupational groups and similar studies. Medical personnel: - To determine the requirements for occupational physical examinations and assess whether an individual's medical condition may be related to his or her radiation exposure; to use in formulating recommendations to supervisors on requirements to remove or limit an individual from further work with ionizing radiation sources; to determine the need for investigation of workplace environments for abnormal radiation exposure conditions; to formulate recommendations for modifications of facilities, equipment or procedures to limit workers' radiation exposures to as low as reasonably achievable; to assist in developing worker education programs on local radiation hazards. Employees' supervisors: - To determine whether employee can continue to work in a given radiation environment; to determine radiation exposures to personnel associated with a given task; to implement improvements in facilities, equipment, or procedures to reduce worker exposures to as low as reasonably achievable; to assist in local worker education about occupational radiation hazards. Individuals: - To be aware of their lifetime radiation exposures and aid in making personal judgments about the occupational radiation hazards of their environment and in fulfilling their individual responsibilities for radiation safety. Investigators of radiation accidents or incidents: - To assist in determining the possible causes of such an event and recommended measures to prevent recurrence; to determine the severity of the event and possible long term consequences to individuals involved in it or future similar events. NRC and DOL/OSHA: - To use in formulating or enforcement of national policies and regulations for protection of workers from ionizing radiation sources in their occupational environment. Future employers: - To use as the basis for continuing the lifetime cumulative record on individuals as required by Public Law and to use for all purposes for which the current employer uses these records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

At USAF OEHL, on computer disks and computer paper printouts; at installation level, on computer paper printouts provided by USAF OEHL.

RETRIEVABILITY:

Filed by Social Security Number (SSN); retrievable by name or SSN.

SAFEGUARDS:

Records at USAF OEHL are accessed by custodian of the record system and persons responsible for servicing the record system in performance of their official duties and are controlled by computer system software and personnel screening. Records at installations are accessed by medical personnel in performance of their official duties. Records are controlled by personnel screening.

RETENTION AND DISPOSAL:

Records are permanent at USAF OEHL. Latest cumulative history entered in an individual's medical record is retained for the life of the medical record. Records retained by installation medical personnel and supervisors for one year, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Air Force Medical Service Center, Aerospace Medicine Consultants Division, Directorate of Professional Services (HQ AFMSC/SGPA, Brooks Air Force Base, TX 78235).

NOTIFICATION PROCEDURE:

Requests from individuals or persons to whom release of records is authorized should be addressed to USAF OEHL/RZD, Brooks Air Force Base, TX 78235. Information required for identification of an individual record is: full name, SSN and Service Number(s) if different from SSN. If the request is from other than the individual to whom the records pertain, a signed authorization by the individual to release the records to the requester is required.

RECORD ACCESS PROCEDURES:

The Air Force rules for contesting contents and appealing initial determinations are in Air Force Regulation 12-35, and may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers; other components and civilian or government agencies responsible for conducting a radiation protection program and personnel dosimetry at an individual's workplace; and medical institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F162 AF SG A

SYSTEM NAME:

162 AF SG A Dental Health Records

SYSTEM LOCATION:

Air Force hospitals, medical centers and clinics; other authorized medical units serving military personnel and/or dependents; Air Force Military Personnel Center, Randolph Air Force Base, TX 78148; National Personnel Records Center, Military Personnel Records, 9700 Page Blvd, St Louis, MO 63132, National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired Air Force military personnel; Air Force Academy nominees/applicants; family members of military and retired personnel; foreign Nationals residing in the United States; American Red Cross personnel; other DOD civilian employees, Peace Corps and State Department personnel; Exchange Officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Chronological record of all care received in military dental facilities. This is primarily a record of all treatment received on an outpatient basis with supporting documentation such as consultations, dental history, laboratory, and x-ray reports; the record also includes temporary copies of appointment slips and attendance records until entered in the record.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC, Chapter 55, Medical and Dental Care.

PURPOSE(S):

Chronological record of patient's dental health while authorized care in a military dental facility. Used by patient for further dental care, other uses such as insurance requests or compensation claims as specifically authorized by the patient. Used by dentist for further dental care of the patient, research, teaching. Used by other Patient Care Providers within the hospital for further medical/dental care of the patient, research, teaching. Used by Hospital and Dental Staff for evaluation of dental staff performance in the dental care rendered; dental research; teaching; hospital accreditation; preparation of statistical reports. Used by Army-Navy-VA-PHS-any other hospital, clinic, for further dental care of the patient if he is currently undergoing treatment there. Record is released only upon receipt of the patient's signed authorization or a court order. Insurance companies require the patients' written consent for release. Used for establishing insurance benefits or payment of benefits. Used by other Air Force Agencies such as Central Tumor Registry which maintains files on all patients in whom a malignancy has been diagnosed.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used by other Federal and State Agencies such as the Veterans' Administration and Department of Labor (workmen's compensation) for adjudication of claims; reporting communicable disease or other conditions required by law. Attorneys and courts for litigation purposes.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books, binders, visible file binders/cabinets, card files, on x-ray film, and as photographs.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN), or Military Service Number.

SAFEGUARDS:

Records are accessed by commanders of medical centers and hospitals, custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards, and controlled by personnel screening.

RETENTION AND DISPOSAL:

Records for military personnel are retained for fifty years after date of last document; for all others, twenty-five years. While on active duty, the Health Record of a US military member is maintained at the dental unit at which the person receives treatment. On separation/retirement the records are forwarded to National Personnel Records Center (NPRC/MPR) or other designated depository; such as Air Reserve Personnel Center, if reservist; to appropriate state National Guard unit, if National Guard member, to appropriate Veterans Administration Regional Office, if VA claim has been filed. Records of other personnel may be handcarried or mailed to the next military medical facility at which treatment will be received, or the records are retained at the treating facility for a minimum of 1 year after date of last treatment then retired to NPRC or other designated depository, such as but not limited to, Commandant (G-PO) US Coast Guard, Washington DC 20593 for Coast Guard active duty members; Medical Director, American Red Cross, Washington DC 20006 for Red Cross Personnel.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters United States Air Force. Assistant Surgeon General for Dental Services USAF; commanders of medical centers, hospitals, clinics, medical aid stations.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Systems Manager.

Complete name, social security number of individual through whom eligibility for care is established, year in which treatment was received, location treatment was received, whether treatment was on an inpatient or outpatient basis. Above SYSMANAGERS or in the case of Air Force medical facilites, the Registrar's office of the hospital. An appropriately signed authorization for the release of the information is required. Individual's complete name and social security number of individual through whom eligibility for care is established.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F162 SG A

SYSTEM NAME:

162 SG A Dental Personnel Actions

SYSTEM LOCATION:

U.S. Air Force Surgeon General, Office of the Assistant Surgeon General for Dental Services, Bolling AFB, Washington DC 20332. (HQ USAF/SGD).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who are or have been associated with the Air Force Dental Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

General Correspondence relating to dental personnel actions; including but not limited to awards and decorations, letters of appreciation or congratulation, favorable or unfavorable communications, promotion letters, retirement letters, resignation letters, specialty board certificates, chief dentists badge selection board, moonlighting program, military assistance program, Air Forces personnel listings, AFSC Prefix Awards (A&W), Dental Consultant program, Uniformed Services University of Health Sciences (USUHS), administration of office personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force; powers and duties; delegation by and 8067(b), Designation; officers to perform certain professional functions.

PURPOSE(S):

Supporting documentation for Air Staff for establishing policies and procedures on professional personnel activities for the Air Force Dental Service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/binders, visible file binders/cabinets, card files and on computer paper printouts.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards and controlled by personnel screening.

RETENTION AND DISPOSAL:

Records are retained in active file for two years or until purpose has been served, then destroyed, by tearing into pieces, shredding, pulping, macerating or burning

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters United States Air Force. Assistant Surgeon General for Dental Services HQ USAF. Official mailing addresses are in the appendix to the Air Force's systems notices.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager and should show complete name, Social Security Number and military status of individual requesting information.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the appendix to the Air Force's systems notice.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions, automated system interfaces and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F168 AF SG A

SYSTEM NAME:

168 AF SG A Automated Medical/Dental Record System

SYSTEM LOCATION:

At Air Force medical centers, hospitals and clinics, major command headquarters and separate operating agency headquarters, Air Force Data Service Center, Air Force Medical Service Center, USAF School of Aerospace Medicine, and USAF School of Health Care Sciences. Official mailing addresses are in the Department of Defense directory in the appendix of the Air Force's Systems notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who is hospitalized in, is dead on arrival at, or has received medical or dental care at an Air Force medical treatment facility. Individuals who have received medical care at other DOD or civilian medical facilities but whose records are maintained at or processed by Air Force medical facilities. Any military active duty member who is on an excused-from-duty status, on quarters, on subsistence elsewhere, on convalescent leave, meets Medical Evaluation Board (MEB) or a Physical Evaluation Board (PEB) on an outpatient basis or who is hospitalized in a non-federal hospital and for whom an Air Force medical facility has assumed administrative responsibility. Any individual who has undergone medical or dental examinations at any Air Force medical facility (or who has undergone medical examinations at

other medical facilities and whose records are maintained or processed by the Air Force), e.g., preemployment examinations and food handlers examinations, or who has otherwise had medical or dental tests performed at any Air Force medical facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of automated records of treatment received and medical/dental tests performed on an inpatient/outpatient basis in military medical treatment facilities and of military members treated in civilian facilities. These records may include radiographic images and reports, electrocardiographic tracings and reports, laboratory test results and reports, blood gas analysis reports, occupational health records, dental radiographic reports and records, automated cardiac catheterization data and reports, physical examination reports, patient administration and scheduling reports, pharmacy prescriptions and reports, food service reports, hearing conservation tests, cardiovascular fitness examinations and reports, reports of medical waivers granted for flight duty, and other inpatient and outpatient data and reports. They may contain information relating to medical/dental examinations and treatments, innoculations, appointment and scheduling information, and other medical and/or dental information. Subsystems of the Automated Medical/Dental Data System include: Air Force Clinical Laboratory Automation System (AFCLAS)/TRILAB I; Automated Cardiac Catheterization Laboratory System (ACCLS); Computer Assisted Practice of Cardiology (CAPOC) System; DATA STAT Pharmacy System (Formerly PROHECA); Occupational Health and Safety System; Patient Appointment and Scheduling System (PAS); Tri-Laboratory System (TRILAB); Tri-Pharmacy System; Tri-Radiology System (TRIRAD); Health Evaluation and Risk Tabulation (HEART).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 55, Medical and Dental Care.

PURPOSE(S):

Used as a record of patient's medical/dental health, diagnosis, and treatment and disposition while authorized care. Used to help determine individual's qualification for duty, for security clearances and for assignments. Used by an individual or his legal representative for further medical care, legal purposes, or other uses such as insurance requests or compensation claims when specifically authorized by the patient. Used by physicians/dentists and other health care providers for further care of the patient, research, teaching, and legal purposes. Used by medical treatment facility staff for evaluation of staff performance in the care rendered; for preparation of statistical reports; for reporting communicable diseases and other conditions required by law to federal and state agencies. Used by Army, Navy, Veterans Administration, Public Health Service or civilian hospitals for continued medical care of the patient. Used by insurance companies, (only with the patient's written consent for release); for arbitrating insurance claims. Used by other Federal agencies such as Veterans Administration and Department of Labor (Workmen's Compensation) for adjudication of claims; for reporting communicable diseases or other conditions required by law. Used to provide input to other DOD medical records systems including the Medical Records System (F168 AF SG C), the Dental Health Records System (F162 AF SG A) and other DOD agencies (e.g., Army and Navy) when such agency is normally by the primary source or repository of medical information about the individual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data maintained primarily on magnetic tape or disks. May also be maintained: in file folders, on computer paper printouts or punched cards, on roll microfilm or microfiche.

RETRIEVABILITY:

Filed by Social Security Number (SSN) of the individual or his/her sponsor in combination with the Family Member Prefix (FMP). The FMP describes the relationship of the patient to his sponsor, e.g., second oldest dependent child, spouse, self, etc. May also be retrieved by the individual's name or by other identification or system number such as inpatient register number, laboratory accession number, or pharmacy prescription number.

SAFEGUARDS:

Records are accessed by medical records custodians or other person(s) responsible for maintaining the record system in performance of their official duties, by commanders of Air Force medical treatment facilities or by personnel authorized by the medical records custodian(s), i.e., administrative employees, Peer Review and Utilization Review committees, etc. Records are controlled by computer system software including the use of pass words or other user identification system, and by limiting physical access to the computer and computer terminals. Except when under direct physical control of authorized individuals, records will be stored in locked rooms or in locked cabinets. Records are accessed by authorized personnel who are properly screened and cleared for a need to know.

RETENTION AND DISPOSAL:

Computer files are retained for variable lengths of time depending upon the type of information involved and the size and mission of the medical treatment facility. Retention time may vary from one day to ten years. Records are disposed of by erasure of the magnetic computer records and destruction of the computer related worksheets on paper, film, or other media by tearing, shredding, pulping, burning or other destructive methods. Identical medical/dental information may be retained for longer periods of time in other medical records systems (such as inpatient or outpatient charts), including the Medical Records System (F168 AF SG C) and Dental Health Records (F162 AF SG A).

SYSTEM MANAGER(S) AND ADDRESS:

Major command and separate operating agency headquarters and Air Force Medical Service Center, commanders of USAF medical centers, hospitals, and clinics, USAF School of Health Care Sciences, Aerospace Medical Division, Brooks AFB, Texas, and the USAF School of Aerospace Medicine, Brooks AFB, Texas. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force Systems notice.

NOTIFICATION PROCEDURE:

Requests from individuals should be directed to the System Manager. Requests should include complete name (including maiden name), sponsor's name, Social Security Number or Service Number of person through whom eligibility is established, category of record desired, year in which

treatment was provided, whether treatment was inpatient or outpatient. If the individual establishes eligibility through a sponsor other than self, the request should include the relationship to the sponsor, e.g., spouse, second oldest child, parent, etc.

RECORD ACCESS PROCEDURES:

Address requests to the System Manager. Official mailing addresses are in the Department of Defense Directory in the appendix to the Department of Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is obtained directly from the individual whenever practical and possible, from other individuals when necessary, e.g., when the patient is a child or is in coma, from other medical institutions, from automated systems interfaces, from medical records, and from patient interactions with physicians and other health care providers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F168 AF SG B

SYSTEM NAME:

168 AF SG B Child Advocacy Case Files

SYSTEM LOCATION:

At Headquarters United States Air Force, Office of the Surgeon General; Headquarters Air Force Medical Service Center, Directorate of Professional Services, Clinical Consultants Division, Brooks Air Force Base, San Antonio, TX 78235; Major Command Surgeon's Office; and Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All children entitled to care at Air Force medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities and all persons suspected of abusing or neglecting such children.

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical records of suspected and established cases of child abuse or neglect, investigative reports, correspondence, child advocacy committee reports, follow-up and evaluative reports, and any other supportive data assembled relevant to individual child advocacy program files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by as implemented by Air Force Regulation (AFR) 160-38, Air Force Family Program.

PURPOSE(S):

Used in the performance of official duties relating to health and medical treatment of members and former members of the uniformed services, civilians, and dependents receiving medical care under Air Force auspices; performance of research and compilation of statistical data. Used by other components of the Department of Defense and other Departments and agencies of government in the performance of official duties relating to the coordination of child advocacy programs, medical care and research concerning child abuse and neglect. Used by the Attorney General of the United States or his authorized representatives in connection with litigation, or other matters under the direct jurisdiction of the Department of Justice. Used by federal, state or local governmental agencies when appropriate in the counseling and treatment of individuals or families involved in child abuse or neglect, or when appropriate or necessary for civil or criminal law enforcement. Used by private organizations and individuals for health research in the interest of the federal government and the public, and by authorized surveying bodies for professional certification and accreditation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records may be stored in file folders, microfilm, or computerized or machine readable media.

RETRIEVABILITY:

Records are retrieved by name of the abused or neglected child and the Social Security number of the sponsor or guardian.

SAFEGUARDS:

Records are maintained in various kinds of filing equipment in specified monitored or controlled access rooms or areas. Records are accessible only to authorized personnel that are properly screened and trained, and on a need-to-know basis only. Computer terminals are located in supervised areas with access controlled by password or other user code system.

RETENTION AND DISPOSAL:

Retained in office files for five years after the end of year in which case was closed, retired to National Personnel Records Center (Civilian), 111 Winnebago Street, St Louis, Missouri 63118 for an additional 20 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General; Headquarters Air Force Medical Service Center; Major Command Surgeons; commanders of medical centers, hospitals, and clinics.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager at Air Force hospitals, medical centers and clinics. Requests should include name, Social Security number of sponsor, and location of incident.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Reports from physicians and other medical department personnel; reports and information from other sources including educational institutions, medical institutions, law enforcement agencies, public and private health and welfare agencies, and witnesses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a(k)(2) and (5), as applicable. For additional information contact the System Manager.

F168 AF SG C

SYSTEM NAME:

168 AF SG C Medical Record System

SYSTEM LOCATION:

HQ USAF/SG, medical centers, hospitals and clinics, medical aid stations, National Personnel Record Centers, Air National Guard activities, and Air Force Reserve units. Official mailing addresses are in the Air Force Directory in the appendix to the Air Force systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons treated in an Air Force medical facility and active duty members for whom primary care is provided.

CATEGORIES OF RECORDS IN THE SYSTEM:

Inpatient and outpatient records of care received in Air Force medical facilities. Documentation includes, but is not limited to, patient's medical history, physical examination, treatment received; supporting documentation such as laboratory and x-ray reports, cover sheets and summaries of hospitalization, diagnoses, procedures or surgery performed; administrative forms which concern medical conditions such as Line of Duty Determinations, physical profiles, Medical Recommendations for Flying Duty. Secondary files are maintained such as patient registers, nominal indices, x-ray and laboratory files, indices and registers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 55, Medical and Dental Care, 10 USC 8012, Secretary of the Air Force; powers and duties; delegation by.

PURPOSE(S):

Used to document, plan, and coordinate the health care of patients; also aid in preventitive health and communicable disease control programs, determine eligibility and suitability for benefits for various programs, adjudicate claims, evaluate care rendered, teach, compile statistical data and conduct research.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records which reveal the identity, diagnosis, prognosis or treatment of any individual for drug or alcohol abuse may only be disclosed in accordance with 21 USC 1175 (for drug abuse) and 42 USC 4582 (for alcohol abuse). Blanket routine uses do not apply in these case.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in in paper and machine-readable form.

RETRIEVABILITY:

By name, Social Security Number (SSN) or by Military Service Number.

SAFEGUARDS:

Records are accessed by commanders of medical centers, hospitals, and clinics, by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and controled by personnel screening.

RETENTION AND DISPOSAL:

While on active duty, the Health Record of a US military member is maintained at the medical unit at which the person receives treatment. On separation or retirement, records are forwarded to National Personnel Records Center/Military Personnel Records (NPRC/MPR) or other designated depository, such as Commandant, US Coast Guard for that agency's personnel, to appropriate Veterans Administration Regional Office if VA Claims has been filed. Records of outpatient treatment of non-active duty personnel may be handcarried or mailed to the next military medical facility at which treatment will be received or the records are retained at the treating facility for a minimum of 1 year after date of last treatment then retired to NPRC or other designated depository, such as, but not limited to, Medical Director, American Red Cross, Washington DC 20006 for Red Cross Personnel. At NPRC records for military personnel are retained for 50 years after date of last documents; for all others, 25 years.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters United States Air Force. Chief of Air Force Reserve, Headquarters United States Air Force. Director of Air National Guard, Headquarters United States Air Force. Commanders of medical centers, hospitals, clinics, medical aid stations; Commander, Air Force Manpower and Personnel Center; Addresses are in the Air Force Directory in the appendix to Air Force system notices.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Requester must submit full name, Social Security Number (or Military Service Number) through whom eligibility for care is established, date (at least year) treatment was provided, name of facility providing treatment, whether treatment was as inpatient or outpatient.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Air Force Directory in the appendix to the Air Force system notices.

CONTESTING RECORD PROCEDURES:

The Air Force rules for contesting contents and for appealing initial determinations are in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Physicians and other patient care providers such as nurses, dietitians, physicians assistants. Administrative forms completed by appropriate official, military or civilian.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F168 AF SG D

SYSTEM NAME:

168 AF SG D Medical Service Accounts

SYSTEM LOCATION:

Air Force hospitals, medical centers and clinics.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel, retired military personnel, dependents of active duty, retired and deceased military personnel, and civilians treated in emergencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Hospital Invoice/Receipt/Accounts Receivable Records showing charges for subsistence and medical service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, as implemented by Air Force Regulation (AFR) 168-4, Administration of Medical Activities.

PURPOSE(S):

Used by the Medical Service Account officer as a record of cash receipts, as a basic instrument for posting to the cash

and sales journal and as an account receivable record. Used by Food Service Officer as a receipt for cash collected and turned in to the Medical Service Account officer.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders at Clinics, Hospitals, and Medical Centers.

RETRIEVABILITY:

Filed by name and invoice receipt number.

SAFEGUARDS:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties and Air Force auditors.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Medical Service Account Officers at all Clinics, Hospitals, Medical Centers.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as records, reports and accounts maintained by medical facilities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F168 AF SG E

SYSTEM NAME:

168 AF SG E Nursing Service Records

SYSTEM LOCATION:

Air Force hospitals, medical centers and clinics.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired military personnel, Air Force civilian employees; Air Force Reserve and National Guard personnel; Air Force Academy cadets; dependents of military personnel; Foreign Nationals residing in the United States; American Red Cross personnel; Peace Corps and State Department personnel; Exchange Officers, anyone admitted to inpatient status in Air Force Medical Facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains 24-hour nursing reports, listings of ward patients and registers containing information on operations performed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 55, Medical and Dental Care; 10 USC 8067(e), Designation: officers to perform certain professional functions, as implemented by Air Force Regulation (AFR) 168-4, Administration of Medical Activities.

PURPOSE(S):

Used by Chief Nurse and other management personnel to determine nursing care work loads and allocate resources.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books and binders.

RETRIEVABILITY:

Filed by name, dates of admission and discharge from medical facility, date of operation.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Operation registers destroyed after five years.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters United States Air Force. Chief Nurses of Medical Centers and Hospitals.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

From medical records and personal observations of Nursing Service Personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F168 AF SG F

SYSTEM NAME:

168 AF SG F Air Force Blood Program

SYSTEM LOCATION:

Air Force hospitals, medical centers and clinics.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired military personnel, dependents of military personnel, government employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Emergency blood donor list, donor record cards, and a roster/list by blood type and Rh factor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

42 USC 262, Regulation of biological products, as implemented by Air Force Regulation (AFR) 160-26, Air Force Blood Program.

PURPOSE(S):

Used by Air Force medical centers, hospitals and clinics to control, coordinate and process request for blood donors.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and in card files.

RETRIEVABILITY:

Filed by name. Rosters/lists are filed chronologically.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties, and by commanders of medical centers, hospitals and clinics. Records are stored in security file containers/cabinets.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Donor record cards are retained in office files for seven years.

SYSTEM MANAGER(S) AND ADDRESS:

The Surgeon General, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Documents prepared by the Air Force.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F175 AFAA A

SYSTEM NAME:

175 AFAA A Air Force Audit Agency Management Information System - Report File

SYSTEM LOCATION:

HQ Air Force Audit Agency, The Auditor General (AFAA/AG), Norton Air Force Base, CA 92409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Audit office chiefs issuing audit reports and auditors-in-charge of performing audits.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of audit.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to evaluate audit coverage by an auditor. Used to develop expertise listing by auditor. All other accesses of the file are for statistical data and records not pertaining to individuals. The purposes of this file are to provide a research capability on past audit findings reported in audit reports and to provide a history of audit coverage to support organizational planning and management. The above listed retrievals constitute the only retrievals made using the individual's name as the key, all others are keyed on subject or report indicative data. All levels of AFAA management use this information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and on computer paper printouts, microfiche, and card files.

RETRIEVABILITY:

Audit report data is retrieved by individual name. Filed by office, by report type, and report number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and are controlled by computer system software.

RETENTION AND DISPOSAL:

Retained in computer files or on magnetic tape for six years and then destroyed by tape reuse or tape destruction.

SYSTEM MANAGER(S) AND ADDRESS:

AFAA/AG, Norton Air Force Base, CA 92409.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Reports of Audit and annotated information. Report notification data generated internally within the AFAA.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F176 AA A

SYSTEM NAME:

176 AA A Accounts Receivable

SYSTEM LOCATION:

Office of the Secretary of the Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Air Force employees authorized to use Air Force Mess Number One.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records all charges or purchases by members of Air Force Mess Number One.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to bill members authorized use of the Mess.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in note books/binders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms. Access controlled by Manager and restricted to authorized personnel.

RETENTION AND DISPOSAL:

Records are retained until Official Audit and then destroyed through shredding, macerating, burning, pulping, tearing into pieces.

SYSTEM MANAGER(S) AND ADDRESS:

Administrative Assistant to the Secretary of the Air Force, The Pentagon, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Charges.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F176 AF HC A

SYSTEM NAME:

176 AF HC A Chaplain Fund Service Contract File

SYSTEM LOCATION:

Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Contracting officers and representatives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contract between local chaplain fund and an individual for provision of specified services not available through other funds.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Record of terms of contracts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Chaplains, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from contractor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F176 AF MP A

SYSTEM NAME:

176 AF MP A Nonappropriated Fund Instrumentalities (NAFIs) Financial System

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150; MAJCOM headquarters and SOAs, and Air Force NAFIs when deemed appropriate and necessary and approved by the appropriate commander. System exists within approximately 1,100 NAFIs which include resale and revenue-sharing NAFIs, general welfare and recreational NAFIs, membership association NAFIs, common support services, and supplemental mission services NAFIs. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel, who are members of membership associations or authorized patrons of any of the above NAFIs, and with whom financial transactions are conducted including the extension of credit in accordance with Air Force regulations or those whose personal checks are returned to the NAFI by the banking system and are dishonored for such reasons as insufficient funds, closed accounts, invalid signatures, bank errors, etc. In accordance with appropriate Air Force regulations concerning NAFI participation, the above personnel may include, but are not limited to, active duty and retired military members and their dependents, members of US reserve components and Federally recognized National Guard units, Air Force, Army, or Naval Academy cadets; military members of foreign governments on duty with the DOD; DOD civilians and their dependents, other Federal Government employees working on the military installations and their dependents, employees of Federal Government agencies working at the installation, contractor employees, technical representatives, and others who are authorized logistic support and work at the installation and where membership or usage would be in the best interest of the installation, retired Federal Government service civilian personnel (civil, foreign service, etc.) who were members/participants of a NAFI at time

of retirement, commissioned members of the American Red Cross, US Public Health Service, and the US Environmental Sciences Administration, unremarried spouses and children of deceased active duty or retired members of the US Armed Forces, and certain other categories of individuals identified by authorized personnel who directly support Air Force mission requirements. Also, all personnel employed by or assigned to the NAFI in any manner who are involved in any financial transaction involving the NAFI whether internal or external, including but not limited to, the receipt or control of cash or other property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records resulting from financial transactions with authorized members, patrons, vendors, or those otherwise entitled to utilize or deal with a NAFI service. Such records include, but are not limited to, subsidiary account ledgers maintained on individual members/authorized patrons who are charged dues and/or extended credit including the use of billeting type facilities prior to payment, form(s) on which a record of delinquent accounts or dishonored checks and their disposition are maintained; and records of package liquor or other sales or services. Records necessitated for or by internal/external financial record keeping or asset control, including but not limited to the receipt and control of cash, custody for tangible property, and any actions taken as a result of any irregularity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Regulation 176-10, Financial Operations and Accounting Procedures, and Air Force Regulation 176-378, Standard Accounting Procedures for Nonappropriated Funds.

PURPOSE(S):

To record charges and credits of members and others authorized credit. To prepare billing statements or furnish data to an outside party to prepare billing statements. To maintain a record of dishonored checks. To assist in collecting all amounts due in accordance with established Air Force procedures. To compile a statistical quarterly report on dishonored checks and statistical data on delinquent accounts receivable for use with the financial reports. To verify eligibility to engage in financial transactions with NAFIs, including package liquor and other sales and extension of credit. To form a data base within the financial system of the NAFIs. Used by personnel responsible for conducting Air Force morale, welfare, and recreation (MWR) financial transactions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. May be provided to commercial or nonprofit concerns conducting activities in support of, similar to, or in furtherance of, the Air Force programs involved. May be provided upon request to any other federal, state, and local governmental agencies in the pursuit of their official duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visable file binders/cabinets, and on computer and computer output products.

RETRIEVABILITY:

Filed by name and/or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in secured buildings or locked cabinets or rooms.

RETENTION AND DISPOSAL:

Subsidiary accounts receivable are retained throughout the life cycle of credit sales and for as long as an individual remains in an active member/authorized patron status. Those forms used in connection with delinquent accounts or dishonored checks are retained until no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Individuals may contact the appropriate nonappropriated fund financial management branch (NAFFMB) or the appropriate operating manager in order to exercise their rights under the Act. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Forces systems notices.

RECORD ACCESS PROCEDURES:

Same as procedures for notification.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual members/patrons/users of a service themselves, charge slips, payment receipts, checks, and other authorized financial forms and records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F176 AF MP B

SYSTEM NAME:

176 AF MP B Nonappropriated Fund (AF NAF) Employee Insurance and Benefits System File

SYSTEM LOCATION:

Air Force installation nonappropriated fund instrumentalities (NAFIs) and central civilian personnel offices and the Air Force Welfare Board, Randolph Air Force Base, TX 78150. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Regular full-time and part-time AF NAFI employees compose AF NAF Group Life and Health Insurance Program; regular full-time AF NAFI employees compose AF NAFI Retirement Program; information on AF NAFI civilian employees who sustain job related illnesses or injuries is in Worker's Compensation Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Group Life and Health Insurance Program File, Retirement Program File, and Worker's Compensation Claim File, all of which consist of, but are not limited to the following: applications and/or waivers of participation; notices of change of beneficiary; notices of termination of eligibility, disability and death; evidence of age and qualification for benefits; applications for retirement; elections to reinstate prior participation and survivor annuities; Social Security earnings data; employer certification of coverage; hospitalization and claims forms; reports of accident or occupational illness; medical reports; payment forms; personal historical information as well as any pertinent correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012; 5 USC 8171-8173 for Worker's Compensation Claim File; DOD Manual 1401.1-M; Air Force Regulation 40-7, Nonappropriated Funds Personnel Management and Administration, and Air Force Regulation 34-3, Vol VIII, NAF Insurance Programs (to be published as Air Force Regulation 176-4).

PURPOSE(S):

Provides information for the administration of the programs, to determine eligibility and pay benefits due. It is used in statistical and actuarial evaluations of the programs. The information is used to insure compliance with applicable laws and adjudicate and pay claims.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. The information in the system is used by commercial concerns in actuarial evaluations, determination of eligibility, determination and payment of amount of benefit payments due; and policy administration. It may be used by other Federal, state, and local governmental agencies in the pursuit of their official duties. The Worker's Compensation Claim File provides information as required by law to the Department of Labor for use to assure compliance with statutory requirements.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, on computer tapes, disks or drums, computer output products, and in microform.

RETRIEVABILITY:

Filed by name, or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by personnel screening.

RETENTION AND DISPOSAL:

USAF NAF Life and Health Insurance Program and USAF NAR Retirement Program: At installation level; retired to National Personnel Records Center, St. Louis, MO., upon employees separation, death, or retirement. NAF Retirement Program: At Headquarters Air Force level; retained for a minimum of 20 years upon an employee's withdrawal from the program. USAF NAF Worker's Compensation Program: At Headquarters Air Force level; retained for 3 years after file is closed, then retired to National Personnel Records Center for 15 additional years, and then destroyed. For all systems, eventual disposal occurs by shredding, pulping, and macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Insurance and Debt Management, Air Force Welfare Board, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests should be addressed initially to central civilian personnel office at installation of employment of individual making request. If requested information is not available, contact System Manager. Give name and Social Security Number (and date of accident or injury if related to Worker's Compensation claim). For inquiries in person, contact central civilian personnel office at installation of employment and/or Air Force Welfare Board, Randolph Air Force Base, TX, 78150. Means of verification: name, Social Security Number, governmental identification card, vehicle driver's license or other acceptable identifying document.

RECORD ACCESS PROCEDURES:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals and their survivors and beneficiaries; Department of Labor, Social Security Administration and any individual in a position to verify relevant information. Information obtained from previous employers. Information obtained from medical institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F176 AF MP C

SYSTEM NAME:

176 AF MP C Morale, Welfare, and Recreation (MWR) Participation/ Membership/Training Records

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150; major command headquarters; all levels down to and including Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired military members and their dependents; members of Reserve components while on inactive duty for training and DOD civilians and their dependents; certain other categories for individuals identified by authorized personnel who directly support Air Force mission requirements. Following additional categories apply for specific activities as indicated: Air Force Aero Clubs; Air Force, Army or Naval Academy Cadets; military members of foreign governments on duty with the DOD; members elected to the US Congress or a statutory appointee of the Federal Government; Federal Government employees working on military installations and conducting various recreation programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Volunteer, membership, attendance, training, and participation/competition records and supporting data relative to Air Force MWR activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Determine membership/participation eligibility; maintain patron attendance; conduct contests; monitor training and currency of members; and serve as data base for designing and conducting various recreation programs. Used by personnel responsible for conducting Air Force MWR activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

May be provided to commercial or non-profit concerns conducting activities in support of, similar to, or in furtherance of, the Air Force programs involved.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file cabinets.

RETRIEVABILITY:

Filed by name and/or Social Security Number (SSN).

SAFEGUARDS:

Records are maintained in secured buildings. Access is controlled by authorized personnel and limited to those requiring access in the performance of their duties.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning, or surrender to member upon termination, as applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel (MPCSO), Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Request from individual should be addressed to the Chief, Morale, Welfare, and Recreation Division at the appropriate Air Force installation or the System Manager giving the individual's full name and SSN.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to the Chief, Morale, Welfare, and Recreation Division at the appropriate Air Force installation or the System Manager to exercise their rights under the Act. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Individual applications for membership/participation in MWR activities and offices of primary responsibility for MWR activities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F176 AF MP D

SYSTEM NAME:

176 AF MP D Nonappropriated Funds Standard Payroll System

SYSTEM LOCATION:

Fiscal control offices at Air Force installations, the addresses of which are provided in the Department of Defense Directory in the appendix to the Air Force systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force nonappropriated fund employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Time and attendance cards; personal payroll data listings and or cards; correspondence; combined payroll checks and employee leave and earnings statements; Federal, state, and city tax reports and or tapes; individual pay and leave records; personnel action forms covering pay changes and deductions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

The records are used to compute employees' pay entitlements and deductions and issue payroll checks for amounts due; to withhold amounts due for Federal, state, and city taxes, to remit withholdings to the taxing authorities, and to report earnings and tax collections; and upon request of employees, to deduct specified amounts from earnings for charity, union dues, and for allotments to financial organizations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. State employment agencies use the information to determine eligibility for unemployment compensation. Financial organizations, employee unions, and community fund charitable organizations use the records to credit remittances to accounts of members or contributions from deduction records provided each organization. Information from this system of records may be made available to state and local taxing authorities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, card files, on computer and computer output products.

RETRIEVABILITY:

Filed by name and/or Social Security Number.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and safes, protected by guards, and controlled by personnel screening, visitor registers and computer system software.

RETENTION AND DISPOSAL:

Retained in office files for two years after annual cut-off, then destoyed by tearing into pieces, shredding, pulping, macerating, or burning. Exception: records pertaining to tax data are retained for four years rather than two.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Air Force, Headquarters United States Air Force. Assistant Comptroller for Non Appropriated Funds at Air Force installations.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from documentation managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. The local Fiscal Control Officer (FCO) maintains the record system at installation level. Requester should be able to provide sufficient proof of identity such as name, Social Security Number, place of employment or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/RMAD, Denver, CO 80279, telephone (303) 825-1161, extension 6341. Information pertaining to geographically dispersed elements of the record system may be obtained from documentation managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. The local FCO maintains the record system at installation level. Requester should be able to provide sufficient proof of identity such as name, Social Security Number, place of employment or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information is obtained from source documents originating from Civilian Personnel Offices at Air Force installations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F176 AFCC A

SYSTEM NAME:

176 AFCC A Individual Earning Data

SYSTEM LOCATION:

Headquarters Air Force Communications Command, DCS/ Manpower and Personnel, Directorate of Personnel Services, Scott Air Force Base, IL 62225; 18 Isolated Site Lounge Sundry Funds (ISLSFs); Internal Revenue Service.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Off-duty active duty military personnel employed by ISLSF.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual pay records and identifies individual by name and SSN.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To report to the IRS individual earnings on all payments made to individuals employed in the operations of an ISLSF.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Information from this system may be made avilable to federal, state and local taxing authorities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name. Filed by SSN.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets.

RETENTION AND DISPOSAL:

Retained in HQ AFCC/MPS files for 4 years after wages are paid. Destroyed by tearing into pieces. Retained by individual for reporting income to IRS.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel Services, Deputy Chief of Staff/Manpower and Personnel, HQ AFCC, Scott Air Force Base, IL 62225. Comptroller of the Air Force, HQ USAF.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AF AFC A

SYSTEM NAME:

177 AF AFC A Accounts Receivable Records Maintained by Accounting & Finance

SYSTEM LOCATION:

Accounting and Finance Offices at Air Force bases, Air National Guard activities and Air Force Reserve units. Mailing addresses are in the appendix to the Air Force's systems notices. Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired military personnel, Air Force civilian employees and former employees, Air Force Reserve and Air National Guard personnel, Union or Association management personnel, contracting officers and representatives, Air Force Academy cadets, dependents of military personnel, Foreign Nationals residing in the United States, American Red Cross personnel, Peace Corps and State Department personnel, Exchange Officers, and other individuals who may be indebted to the Air Force.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records maintained by the system include but are not limited to documentation pertaining to telephone bills, utility bills, check issue discrepancies, dishonored checks, postal fund losses, reports of survey, freight losses in shipments, involuntary collections, erroneous payments, property losses and damages, administratively ascertained indebtedness of airmen, withholding for subsistence and other supplies, losses of funds, government losses in shipments, unauthorized allotment payments, setoff of final pay, detentions of pay by reason of courts martial or forfiture or fines documentation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 5512-5514, Withholding pay; 10 USC 856, Article 56 (UCMJ) Maximum levels; 9832, Property accountability: regulations; 9837(b), Settlement of accounts: deductions from pay; and 9840, Final settlement of officer's accounts; 31 USC 71, Public accounts to be settled in the General Accounting Office; 82(a), Listing of persons receiving periodic payments; vouchers; 95, Settlement of accounts of Army officers; 492(a)-(c), Disbursing Officers; 37 USC 1007(b),(e),(f),(g), Deductions from pay; 40 USC Chapter 15 - Government Losses in Shipment; 49 USC 1 et. Seq., Transportation.

PURPOSE(S):

Records are used to support customer billings and collections.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Recipients of information from the record system include, but are not limited to, credit bureaus (for credit investigations); Internal Revenue Service (for determination of tax liabilities); Veterans Administration (for its administration of laws pertaining to veterans' benefits); correspondence with all of the above and their dependents and survivors. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files and on computer magnetic tapes.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN), Military Service Number or Civilian Payroll Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets or locked cabinets or rooms, protected by guards, and controlled by personnel screening and by visitor registers.

RETENTION AND DISPOSAL:

Retention is for up to five years or until discrepancies are cleared. Destruction is accomplished by tearing, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Accounting and Finance USAF; Accounting and Finance Officers at Air Force installations.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory to the Air Force systems notices. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information which may be verified from the record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DAD, Denver CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory to the Air Force systems notices. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information which may be verified from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, financial institutions, educational institutions, medical institutions, trade associations, police and investigating officers, the bureau of motor vehicles, state or local governments, international organizations, corporations, witnesses, source documents such as reports, charges and invoices from other Air Force and Department of Defense components at Headquarters, major command and base levels; Internal Revenue Service; Social Security Administration; and Veteran's Administration.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AF AFC B

SYSTEM NAME:

177 AF AFC B Travel Records

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver, CO 80279; accounting and finance offices at Air Force bases the addresses of which are listed in the Department of Defense directory in the appendix to the Air Force systems notices; Denver Federal Archives and Records Center, Denver Federal Center, Bldg 48, Denver, CO, 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired Air Force military personnel, Air Force civilian employees and former employees, Air Force Reserve and Air National Guard personnel, Air Force Academy nominees/applicants/cadets, Senior and Junior Air Force Reserve Officers, Dependents of military personnel, Foreign Nationals residing in the United States, Exchange Officers, and any other individual in receipt of competent travel orders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents include but are not limited to travel vouchers and subvouchers; travel allowance payment lists; travel voucher or subvoucher continuation sheets; vouchers and claims for dependent travel and dislocation or trailer allowance; certificate of nonavailability government quarters and mess; multiple travel payments list; travel payment card; requests for fiscal information concerning transportation requests, bills of lading, and meal tickets; public vouchers for fees and mileage of witnesses; claims for reimbursement for expenditures on official business; claims for fees and mileage of witness; certifications for travel under classified orders; travel card envelopes; statements of adverse effect-utilization of government facilities; and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 USC 404-412, Travel and transportation allowances; 5 USC 2105, Employee; 2106, Member of Congress; 5561, Definitions; 5564,Travel and transportation; 5701-5708, Travel and Subsistence Expenses; 5721-5730, Travel and Transportation Expenses; and 5742, Transportation of remains.

PURPOSE(S):

Used to pay travel entitlements and supporting the payment of travel entitlements to military and civilian personnel. Uses made of the records by the paying Accounting and Finance Office, other Air Force and Dept of Defense components include but are not limited to the following: payment of advances; payment of per diem at temporary duty stations; settlement payments upon completion of travel; payment of mileage upon separation or release from active duty; consolidation of payments; payment of dependents; travel; payment of dislocation or trailer allowance; to support a traveler's entitlement to a specific rate of per diem; to list multiple payments for travel and temporary duty performed under like conditions and circumstances; as a control record of all travel payments made to an individual; to query the United States Army Finance and Accounting Center for information contained on transportation requests, bills of lading, and meal tickets; payment of fees and allowances to civilian witnesses who are not U.S. Government employees; payment of expenses incurred within and around duty stations; supports the travel voucher in lieu of classified orders; updates leave records. Other users and specific uses made by them include but are not limited to Accounting and

Finance Officers, who use travel records to pay travel entitlements to military and civilian personnel who perform official travel; traffic management Officers, who use travel orders to support the issuance of transportation requests and to support the movement of household goods or house trailer.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Internal Revenue Service, receives and records information concerning the payment of travel allowances which are subject to federal income tax; General Accounting Office (GAO), uses travel records for auditing activities and for the settlement of questionable travel claims.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/binders, visible file binders/cabinets, card files, and at Accounting and Finance Offices Air Force wide, on computer magnetic tape, disks and printouts.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes, vaults, and locked cabinets or rooms. Records are controlled by personnel screening and by visitor registers, and by computer software in the case of machine readable records.

RETENTION AND DISPOSAL:

The original voucher and related supporting documents are stored at the Air Force Accounting and Finance Center, Denver, CO, for 18 months and then moved to the Denver Federal Archives and Records Center for 4 years and 9 months after which they are shredded. Copies of the original voucher and related supporting documents are maintained by field accounting and finance offices for 3 years. Computer permanent history tapes will contain individual information for 6 years from transfer date at which time member data will be transferred to the Air Force Accounting and Finance Center.

SYSTEM MANAGER(S) AND ADDRESS:

Director Accounting and Finance United States Air Force. At base level the System Manager is the local Accounting and Finance Officer.

NOTIFICATION PROCEDURE:

Information may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, duty station, place of employment, and specify the accounting and disbursing station number, voucher number, date of voucher, or other information verifiable in the record itself.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, duty station, place of employment, and specify the accounting and disbursing station number, voucher number, date of voucher, or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information is acquired from but not limited to the individual traveler; related voucher documents such as those described above in the description of categories of records; Office of the Judge Advocate; the Comptroller; General Accounting Office; Congress; Accounting and Finance Officers; Traffic Management Officers; Consolidated Base Personnel Officers; the Air Force Accounting and Finance Center; and other Air Force and Department of Defense components.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AF AFC C

SYSTEM NAME:

177 AF AFC C Air Reserve Pay and Allowance System (ARPAS)

SYSTEM LOCATION:

Primary system location: Air Force Accounting and Finance Center, CO 80279; decentralized supporting segments are located at: Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150; Air Reserve Personnel Center, Denver, CO 80280; National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132; Air National Guard activities and air Force Reserve units; Accounting and Finance Offices at Air Force bases Servicing individual Air Reserve Forces members; Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices; Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225; and Records Center Annex GSA, P.O. Box 141, Neosho, MO 64850 (system backup storage).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active Air Reserve Forces members in a military pay status and dependents of military personnel except Air Reserve Forces members on extended active duty and members of the Air Force Reserve Officer Training Corps.

CATEGORIES OF RECORDS IN THE SYSTEM:

Military pay account computer records and supporting documentations relating to Air Reserve Forces military pay and allowance entitlements, deductions, and collections. Military pay computer records, including but not limited to, master individual pay account files (containing essential check and member identification data, military pay entitlement and allowance data, accounting data, tax withholding rate and amount data, collection and indebtedness data, and performance data); wage and tax withholding records; records of Air Reserve Forces calendar day performance; check issue, control and cancellations records; transaction input, system reject, and system recycle records; disbursement and collection report records; accounting report records; and other generated records supporting, substantiating, or authorizing Air Reserve Forces military pay and allowance entitlement, deduction, or collection actions. Military pay documentation records include, but are not limited to, travel orders, requests and performance records; active military duty performance records; statements of tours or performance of military duty; payroll attendance lists and rosters; document records establishing, supporting, reducing, or cancelling entitlements to basic pay; special compensations (such as medical, dental,

veterinary, and optometry); special pays (such as foreign duty, hostile fire); allowances (such as basic allowance for subsistence, basic allowance for quarters, family separations, clothing maintenance and monetary allowances); incentive pays; and other entitlements in accordance with the Department of Defense Pay and Allowance Entitlement Manual; certificates and statements changing address, name, military assignment, and other individual data necessary to identify and provide accurate and timely Air Reserve Forces military pay and performance credit; allotment start, stop, or change records; declarations of benefits and waivers; military pay and personnel orders; medical certifications and determinations; death and disability documents; check issuing and cancellation records and schedules; payroll vouchers; money lists and accounting records; pay adjustment authorization records; system input certifications; member indebtedness and tax levy documentation; earnings statements; employees wage and tax reports and statements; casual payment authorization and control logs; punch card transcripts; and other documentation supporting, authorizing, or substantiating Air Reserve Forces military pay and allowance entitlement, deduction, or collection. Inquiry files, sundry lists, reports, letters, correspondence, and rosters including, but not limited to, Congressional inquiries, Internal Revenue Service notices and reports, state tax and insurance reports, Social Security Administration reports, Veterans Administration reports, inter-Department of Defense requests, treasury reports, and health education and institution inquiries.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 37 USC, Pay and Allowances of the Uniformed Services.

PURPOSE(S):

Used to ensure accurate and timely military pay and allowances to supported Air Reserve Forces members; provide timely, complete master individual pay account review; document and account for Air Reserve Force military pay and allowance disbursements and collections; and provide account inquiry research response capability. Records are used to determine net military pay and allowances check issues to Air Reserve Force members; or payment to a Financial organization through Direct Deposit/Electronic Fund Transfer Program; to verify and account for system input transactions; to identify, correct, and collect overpayments; to establish, control, and collect member collection and indebtedness notices and levies; to maintain complete accounting records for Air Reserve Forces military pay and allowance disbursements, collections, refunds, and reimbursement actions; and to provide internal and external managers with statistical and monetary reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system may be made avilable to other federal agencies such as the Internal Revenue Service for wage and tax withholding reporting, accounting, tax audits or levies; Social Security Administration for wage and tax withholding reporting, accounting, or tax audit; Office of Personnel Management for personnel management functions; Veterans Administration for compensation and waiver reporting and audits, life insurance accounting, disbursement and benefit determinations; or local Governmental agencies for reports and accounting utilization; state and local governments for tax and welfare information; educational institutions for verifying scholarship qualifications and performance; charitable institutions and military associations to render recognition for meritorious service; and financial institutions for deposits (checks to banks) and credit references. Pay data is released to computer and accounting service centers upon request of financial organizations designated by individuals to receive money due them. Pay data is also released to Federal Reserve Banks under procedures specified in 31 CFR 210 for Federal recurring payments by means other than by checks. The American Red Cross and Air Force Aid Society use this information to determine needs of a member of his or her dependents in emergency situations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/binders, card files, on computer and computer output products, and microform.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets/safes/vaults, protected by guards, and controlled by personnel screening, visitor registers and computer system software requiring special random input entry identifiers.

RETENTION AND DISPOSAL:

The system contains differing types of records subject to varied retention of from 6 months to 56 years. Records are retired to the Denver Federal Archives and Record Center, and also are stored at the Records Center annex GSA at Neosho, MO for backup storage. Final destruction of records is by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Director Accounting and Finance, United States Air Force (USAF); managers for geographically dispersed supporting elements to the system are Chief of Air Force Reserve, Headquarters United States Air Force; Director of Air National Guard, Headquarters United States Air Force, Accounting and Finance Officers, Consolidated Base Personnel Officers, Air National Guard Base Comptrollers, Consolidated Reserve Personnel Officers, ARPAS Payroll Officers, and designated representatives thereof.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains Information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. Requesters should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, last Air Reserve Forces unit of assignment, duty status or place of employment, or other information verifiable from the system record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation

Managers at the Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. Requesters should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, last Air Reserve Force unit of assignment, duty status, or place of employment, or other information verifiable from the system record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Record system sources for information include, but are not limited to: Headquarters USAF, Air Force major commands and Air Force installations, Consolidated Base Personnel Offices and Consolidated Reserve Personnel Offices, Air National Guard Base Comptrollers, ARPAS Payroll Offices, other DOD components; the Internal Revenue Service, Social Security Administration, Veterans Administration, and other federal agencies; financial institutions, educational institutions, medical institutions, automated system interfaces, and state and local agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AF AFC D

SYSTEM NAME:

177 AF AFC D Joint Uniform Military Pay System (JUMPS)

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver, CO 80279. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. consolidated base personnel offices at Air Force installations. accounting and finance offices at Air Force bases. At Data Systems Design Office, Gunter Air Force Station, AL 36114 (for research and test only). Denver Federal Archives and Records Center, Denver, CO 80225 (storage). Records Center Annex GSA, PO Box 141, Neosho, MO 64850 (back-up storage). Information pertaining to geographically dispersed elements of the record system (CBPO's and AFO's) may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel and dependents, retired and separated Air Force military personnel, officers of the Air Reserve and Air National Guard on extended active duty, officers and airmen of the Air Reserve and Air National Guard on active duty where strength accountability remains with the reserve component, and individuals to whom active duty military personnel authorize a direct payment of a portion of their pay.

CATEGORIES OF RECORDS IN THE SYSTEM:

Military pay records and files including but not limited to; master military pay accounts, immediate access storage, six-months history, leave and earnings statements, federal insurance contribution act tax and federal income tax withholding pay authorization control files, central pay authorization file, deferred transaction file, reject suspense file and daily transaction record. Military pay supporting documents and vouchers including but not limited to basic pay; special compensation positions such as medical, dental, veterinary and optometry; special pay such as foreign duty, proficiency, hostile fire and diving duty; status adjustments relating to entrance on active duty, absent-without-leave, confinement, desertion, sick or injured, leave, mentally incompetent, missing, interned, permanent change of station, promotions and demotions; separation, reenlistment bonus; incentive pay such as flying duty, stress duty, demolition duty, parachute jumping duty and submarine duty; allowances, such as basic allowance for subsistence, basic allowance for quarters, family separation allowances, overseas station allowances, clothing monetary allowance; separation payments, death gratuities, time-in-service; allotments of pay; checks-to-banks; federal and state withholding taxes; court-martial sentences and non-judicial punishment; indebtedness resulting from but not limited to overpayment of pay and allowances and allotments, other debts to United States, certain non-government debts, and correspondence pertaining to all of the above. Inquiries files, personal financial records and sundry lists, reports and rosters including but not limited to Internal Revenue reports, state tax reports, Veterans Administration reports, Social Security Administration reports, and Treasury reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 37 USC, Pay and Allowances of the Uniformed Services; 10 USC 265, Policies and regulations: participation of Reserve officers in preparation and administration; 8033, Reserve components of the Air Force; policies and functions for government of: functions of National Guard Bureau with respect to Air National Guard; 8496, Air National Guard of the United States: commissioned officers; duty in; 9837(d), Settlement of accounts: deductions from pay; 32 USC 708, Property and fiscal officers.

PURPOSE(S):

Used to pay members of the Air Force, to their checking and savings accounts, and their allotments either directly to financial institutions or through Direct Deposit/Electronic Fund Transfer Program, provide members periodic comprehensive statements of their accounts, and to respond to inquiries concerning their accounts at any time.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Record from this system of records may be disclosed to the Internal Revenue Service for tax information on members, Social Security Administration for information regarding Federal Insurance Contribution Act tax deducted from members, Veterans Administration for information regarding premiums on serviceman's group life insurance, state and local governments for tax and welfare information, insurance companies for allotments made to them by military members, financial institutions for deposits (checks-to-banks) and/or payments, the American Red Cross and the Air Force Aid Society. American Red Cross uses this information to determine needs of a member or his dependents in emergency situations. The Air Force Aid Society uses this information to determine needs of a member or his dependents in emergency situations and for verification of loan applications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on paper, computer and computer output products, and in microform.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN), or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers, cabinets, locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers and computer system software.

RETENTION AND DISPOSAL:

Local retention varies from 3 to 6 years. After that time, records are either destroyed by tearing, shredding, pulping, macerating or burning or transferred by the Air Force Accounting and Finance Center to the Denver Federal Archives and Records Center for varying retention periods up to 56 years. Destroyed by shredding. Back-up records for emergency reconstruction in the event of primary record destruction are retained by the Federal Records Center Annex GSA at Neosho MO. Destruction is by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Accounting and Finance, United States Air Force.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO, 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force's systems notices. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, duty status or place of employment or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to AFAFC/DAD, Denver, CO, 80279 Denver, CO, 80279, telephone (303) 370-7553. the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, duty status or place of employment or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from financial institutions, automated system interfaces, a state or local government, source documents such as reports, military pay information originating from telephone inquiries telegraph messages and correspondence information from federal agencies and other DOD components and information from Air Force installations, Major Commands and USAF Headquarters.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AF AFC E

SYSTEM NAME:

177 AF AFC E Reports of Survey

SYSTEM LOCATION:

At Air Force Accounting and Finance Center, Denver CO 80279, Headquarters, of the United States Air Force, major commands and major subordinate commands and Air Force installations. Mailing addresses are listed in the directory following the systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty and retired officer and enlisted personnel, present and former Air Force civilian employees, Air Force Reserve and Air National Guard personnel, and Air Force Academy cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include but are not limited to documentation of facts developed and liability ascertained pertaining to loss of, or damage to, Air Force owned or controlled property. Records are reports of survey; reports of survey register, survey officers' reports of investigation, depositions, affidavits, exhibits such as appraisals, reports, record copies, records of property maintenance, historical and other inspection reports, procurement records, security forces investigation reports, fire department and community and state police reports, and legal opinions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 2775, Liability of members for damages to family housing, equipment, and furnishings; 9832, Property accountability: regulations; 9835, Reports of survey; and 9832, Settlement of accounts, deductions from pay; 37 USC 1007, Deductions from pay; 32 USC 710, Reports of survey.

PURPOSE(S):

Used to determine responsibility and pecuniary liability and to adjust accountability for the loss, damage, or destruction of public property under Air Force control. The report of survey is used to record and present facts in support of a determination of pecuniary liability and to serve as, or support, a property adjustment voucher. The facts recorded may be used in establishing cause of loss or damage to private or government property.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Record from this system of records may be disclosed to other federal agencies, such as Department of Justice for criminal prosecution, civil litigation, or investigations; the and the Internal Revenue Service for tax determinations resulting from Air Force adjudications of pecuniary responsibility; the Office of Personnel Management for personnel management functions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files.

RETRIEVABILITY:

Filed by other identification number or system identifier. Conventional indices are keyed to name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, in safes, vaults, locked cabinets or rooms. Records are protected by guards. Records are controlled by personnel screening and by visitor registers. Files are given the same protection as the property

accountability records with which they are associated.

RETENTION AND DISPOSAL:

Files are destroyed three years after final action if pecuniary liability is not assessed, and three years after collection or ten years after final action, whichever is sooner. Destruction is by shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Comptroller for Accounting and Finance, United States Air Force 80279.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from the documentation manager at the applicable Air Force component listed in the Department of Defense directory in the appendix to the Air Force systems notices. Requester must present sufficient proof of identity, such as full name, Social Security Number (SSN), military or civilian status and grade, and approximate date and location of incident involving report of survey or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Requests should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requester must present sufficient proof of identity, such as full name, SSN, military or civilian status and grade, and approximate date and location of incident involving report of survey or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from police and investigating officers, the public media, the bureau of motor vehicles, a state or local government, an international organization, a corporation, witnesses, or source documents such as reports from Air Force property records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AF AFC F

SYSTEM NAME:

177 AF AFC F Civilian Pay Records.

SYSTEM LOCATION:

Accounting and Finance Offices at Air Force bases; Air Force Reserve units and Air National Guard Activities. Addresses are in the appendix to the Air Force's systems notices. Addresses of geographically dispersed units may be obtained by reference to Air Force components listed in the Department of Defense directory in the appendix to the Air Force notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual pay records; Individual leave records; source documents for posting leave and attendance; individual retirement deduction records; source documents maintained in connection with retirement deduction records and control files thereon; wage and separation information files; health benefit records; income tax withholding records; allowance and differential eligibility files, such as, but not limited to clothing allowances and night rate differentials; withholding and deduction authorization files, such as, but not limited to federal income tax withholding, insurance and retirement deductions; accounting document files; input data posting media, such as, but not limited to time and attendance cards and reports and personnel actions affecting pay; accounting and statistical reports and computer edit listings; claims and waivers affecting pay; control logs and collection/disbursement vouchers; listings for administrative purposes, such as, but not limited to health insurance, life insurance, bonds, locator files and checks to financial institutions; correspondence with the Civilian Personnel Office, dependents, attorneys, survivors, insurance companies, financial institutions, other governmental agencies and others; leave and earnings statements; travel records; and separation documents; official correspondence; federal, state and tax reports and/or tapes; forms covering pay changes and deductions, and documentation pertaining to garnishment of wages.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Chapters 53, 55 and 81.

PURPOSE(S):

The records are used to accurately compute individual employee's pay entitlements and to withhold required and authorized deductions and issue payroll checks for amounts due. Output products are forwarded as required to other subject matter areas to ensure accurate accounting and recording of pay to civilian employees. These records and related products are also used to verify and balance in the civilian pay office and other applicable subject matter areas and to report information to recipients, other government, and nongovernment agencies. Records are also used for extraction or compilation of data and reports for management studies and statistical analyses for use internally or externally as required by the Department of Defense or other Government agencies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records in this system of records may be disclosed to banks which credit the employee's account if the employee has requested his or her check to be sent to the bank; financial organizations which credit the employee's account if the employee has requested a savings allotment; other approved organizations which an employee has designated for an allotment; computer and accounting service centers upon request of financial organizations designated by individuals to receive monies due them; Federal Reserve Banks under procedures specified in 31 CFR 210 for health benefit carriers to ensure proper credit for the employee authorized health benefit deductions; employee organizations for which the employee has requested a dues deduction (reasons for nondeduction of dues will be benefit deductions; disclosed to officials of labor organizations recognized under Executive Orders 11636 and 11491, as amended, when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters affecting working conditions (including disclosure of reasons for nondeduction of dues, if applicable); the US Treasury, which maintains cash accountability; the Internal Revenue Service for recording withholding and social security information; the Social Security Administration and Office of Personnel Management which credits the employee's account for Federal

Insurance Contributions Act or Civil Service Retirement withheld; State revenue departments which credit employee's state tax withholding; State employment agencies which require wage information to determine eligibility for unemployment compensation benefits of former employees; city revenue departments of appropriate cities which credit employees for city tax withheld; any agency or component thereof that needs the information for proper accounting of funds, such as, but not limited to, for-others listings; Office of Personnel Management for assistance in resolving complaints, grievances, etc. Information is also supplied to the Office of Personnel Management for computation of Civil service retirement annuity.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files, on computer and on computer output products, on roll microfilm, on microfiche, and in microfilm jackets.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN), Civilian Payroll Number, Vehicle Registration or License Number, or other identification number or system identifier.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers, and computer system software.

RETENTION AND DISPOSAL:

Records are retained for periods ranging up to 56 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Accounting and Finance United States Air Force (USAF); and commanders of Air Force installations.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279 telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system maybe obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory in the appendix to Air Force system notices. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, drivers license, civilian identity card, duty station or place of employment or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system maybe obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory in the Air Force system notices. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, drivers license, civilian identity card, duty station or place of employment, or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, financial institutions, medical institutions, automated system interfaces, state or local governments, from source documents such as reports, and from other Department of Defense components and other federal agencies such as, but not limited to Social Security Administration, Internal Revenue Service, State Revenue Departments, Department of the Army, Navy or State Department. Correspondence with attorneys, dependents, survivors or guardians may also furnish data for the system.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AF SG A

SYSTEM NAME:

177 AF SG A Control Logs

SYSTEM LOCATION:

Air Force hospitals, medical centers and clinics.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Dependents of military personnel and all personnel authorized treatment in a military medical facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

Controls for payment of supplemental medical care and civilian medical, dental and veterinary care.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by, as implemented by Air Force Regulation (AFR) 168-10, Obtaining Medical, Dental and Veterinary Care from Civilian Sources.

PURPOSE(S):

To insure duplication of payment to provider is not made.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/binders, and in card files.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Medical Service Account Officers at all Clinics, Hospitals, Medical Centers

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from financial and medical institutions, and from source documents such as records, reports prepared on behalf of the Air Force.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFA A

SYSTEM NAME:

177 AFA A Cadet Accounting and Finance System.

SYSTEM LOCATION:

United States Air Force Academy, USAF Academy Colorado Springs CO 80840. Air Force Accounting and Finance Center, Denver, CO 80279.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Academy Cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual computerized files containing pay data for all USAF Academy Cadets including Establishment/Change in Personal Checking Account, Monthly Report of Contingency Fund Status, Contingency Fund Loan Request, Cadet Pay Order, Document Control Log, Recapitulation of Cadet Pay Account, Cadet Pay Authorization, Cadet Pay Monthly Statement, Cadet Pay Record, Payment/Collection Vouchers, Separation Control Log, Electronic Data Processing Sheets, Microfilm File, Cadet Pay Disk File, Quarterly FICA Report, Transmittal Letter.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 903, United States Air Force Academy and 37 USC 201, Pay grade: assignment to; general rules.

PURPOSE(S):

This system is used to accumulate cadet pay entitlements (basic pay and subsistence), deductions (federal tax, social security, insurance premiums) in order to properly monitor the payments disbursed to the Air Force Cadet Wing (TAFCW). The information is used to determine the correct monthly net pay to be disbursed to each cadet and to charge the cadets for clothing issues and other services from authorized Academy sources, and the reporting of all expenditures to the Air Force Accounting and Finance Center.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used to prepare Forms W2 for the Internal Revenue Service, report deductions for the Federal Insurance Contribution Act to the Social Security Administration, prepare Standard Form 1049 for release of tax information to the states. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, in visible file binders/cabinets, in card files, on computer and computer output products, and on roll microform.

RETRIEVABILITY:

By Cadet Number or Social Security Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and in computer storage devices protected by computer system software.

RETENTION AND DISPOSAL:

The original copy of Cadet Pay Record, Cadet Pay Order, Substantiating Pay Documents and Transmittal Letter are forwarded to AFAFC, Denver, CO 80279. Copies of Cadet Pay Orders are retained for one year following graduation. Substantiating pay documents and posting media records are retained one year after annual cutoff in current files area and then destroyed. Document Control Records are destroyed 90 days after close of FY to which they pertain. W-2 listings, quarterly FICA reports and CPITF interest distribution records are retained by Cadet Pay Section six years after CY to which they pertain. Audit registers are destroyed after one academic year. Financial statements, schedules and supporting data is destroyed after 4 years. Pay inquiries are destroyed after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Accounting and Finance, United States Air Force Academy, Colorado, 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFAFC A

SYSTEM NAME:

177 AFAFC A Accounting and Finance Officer Accounts and Substantiating Documents

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Lowry Air Force Base, Denver, CO 80279. Denver Federal Archives and Records Center, Bldg 48, Denver Federal Center, Denver, CO 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty and retired military personnel and other allotees, Air Force Reserve and Air National Guard personnel, civilian personnel employed at or paid by AF Installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual military pay records; substantiating documents, such as certificates for deductions and retained military pay orders, records of travel payments, financial record data folders, miscellaneous military vouchers and statements, copies of morning or strength reports and personal financial records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 USC 67(b), Retention by executive agencies...of accounts of accountable officers, contracts, vouchers or other documents.

PURPOSE(S):

The system serves as a repository from which information may be retrieved to support claims for or against the government.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The categories of users and uses are federal agencies including, but not limited to, the Federal Bureau of Investigation; Internal Revenue Service; and the Office of Personnel Management. Also used by state, local and city governments to substantiate pay, eligibility for welfare and unemployment; for personnel management functions; the general public for garnishment of pay, employment purposes. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and note books/binders, on computer an computer output products and in microform.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards and controlled by personnel screening.

RETENTION AND DISPOSAL:

Records are stored at Air Force Accounting and Finance Center, updated and accessible for 18 months after receipt from Air Force Accounting and Finance Officers world-wide; then retired to the Denver Federal Archives and Records Center where they are retained for a period of 4 years, 9 months. Destruction is accomplished by sale to a salvage company for shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Air Force, Headquarters United States Air Force and Director Accounting and Finance United States Air Force.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security number, duty station, place of employment or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DAD Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security number, duty station, place of employment or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information from Air Force Accounting and Finance Officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFAFC B

SYSTEM NAME:

177 AFAFC B Accrued Military Pay System, Discontinued

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver, CO 80279, and at Denver Federal Archives and Record Center Bldg 48 Denver Federal Center, Denver, CO 80225 (back-up storage).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty and retired military personnel, and separated Air Force Personnel Officers of Air Reserve and Air National Guard on extended active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Military pay records and related documentation including but not limited to monthly and cumulative six-months histories of pay transactions, wage and tax data, Uniformed Services Savings Deposit Program Records and Federal Insurance Contribution Act tax data contained on hard coy and/or microfilm. Military pay supporting documents and vouchers including but not limited to basic pay, special compensation positions, special pay, status adjustments, separation, reenlistment, reenlistment bonus, incentive pay, allowances, death gratuities, allotments of pay, court-martial sentences, indebtedness, and correspondence pertaining to all of the above. Sundry lists, reports and rosters including but not limited to Internal Revenue reports, Social Security reports, Veterans Administration reports and Treasury reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 37 USC, Pay and Allowances of the Uniformed Services; 10 USC 265, Policies and regulations: participation of Reserve officers in preparation and administration; 8033, Reserve components of Air Force; policies and regulations for government of: functions of National Guard Bureau with respect to Air National Guard; 8496, Air National Guard of the United States: commissioned officers; duty in National Guard Bureau; 9837(d), Settlement of accounts: deductions from pay; 32 USC 708, Property and fiscal officers.

PURPOSE(S):

Provides an audit trail for audit purposes and historical information for inquiries pertaining to past pay record data. It is used primarily by all components of the Air Force for answering inquiries pertaining to information contained in these discontinued records, and for reviews by the Air Force audit agency and Inspector General.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Other uUsers may include Internal Revenue Service for tax information on members, Social Security Administration for information regarding tax deducted from members and Social Security entitlements, Veterans Administration for information regarding premiums on servicemens group life insurance, and financial institutions for deposits and/or payments.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders/visible file binders/cabinets and on roll microfilm.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s)

responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards and controlled by personnel screening.

RETENTION AND DISPOSAL:

Local retention varies from 6 months to 10 years; records are either destroyed by tearing shredding, pulping, macerating or burning, or transferred by the Air Force Accounting and Finance Center to the Denver Federal Archives and Records Center where they may be retained for a period up to 56 years. Back-up records for emergency reconstitution in the event of destruction of primary records are stored at the Federal Records Center Annex, GSA, Neosho, MO. Destruction is by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Accounting and Finance United States Air Force.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80205, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity such as name, Social Security Number, military status, duty status or place of employment or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requesters should be able to provide sufficient proof of identity, such as Social Security Number, military status, duty status or place of employment, or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, financial and medical institutions, state or local governments, corporations, source documents such as reports, Accounting and Finance Offices (AFO), and Consolidated Base Personnel Offices (CBPO).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFAFC C

SYSTEM NAME:

177 AFAFC C Uniformed Services Savings Deposit Program (USSDP)

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver, CO 80279 and Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225 and Record Center Annex GSA, P.O. Box 141, Neosho, MO 64850 (backup storage).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This notice covers both the discontinued portion of USSDP and the remaining active part of the system. Effective 30 June 1974 the USSDP program was discontinued except for those members declared missing in action (MIA) during the Vietnam conflict. Prior to 30 June 1974, the record system serviced Air Force active duty officers and enlisted personnel serving on a permanent duty assignment outside the United States or its possessions. Effective 1 July 1974, the record system services only Air Force active duty officers and enlisted personnel who have been declared MIA as a result of the Vietnam conflict. Dependents, next of kin, survivors and former spouses of USSDP participants may be included.

CATEGORIES OF RECORDS IN THE SYSTEM:

Includes but is not limited to the master account records for each depositor; transaction records of monetary data (deposits, withdrawals and adjustments); allotment records; name and Social Security number (SSN) change record; settled records; checkwriting and voucher register data records; interest paid records; quarterly statements records; supplemental address for interest refund records. Also includes correspondence files covering requests for information from members, federal agencies, spouses, former spouses, dependents, survivors, widows or widowers, next of kin, the American Red Cross, Congress, and other Air Force and DOD components.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1035, Deposits of savings.

PURPOSE(S):

Provides mechanized and manual account maintenance including updating for deposits, withdrawals, interest accruals, adjustments and summary data for quarterly processing; capability of responding to inquiries regarding the status of each depositors account; capability to settle accounts, issue settlement statements and checks; quarterly statements to depositors showing detailed activity for the current quarters and cumulative balances for prior periods; reconciliation between the Accounting and Finance Officers (AFO) accounts and cash control reports with appropriate audit trails; controls to insure compliance with statutory limitations on amounts deposited, desertion status and conditions under which withdrawals are permitted; and records for storage of historical data on each depositors' account.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Veterans Administration (VA) and Social Security use this information to determine eligibility, entitlements, and addresses of and for USSDP members. Federal Housing Agency (FHA) uses this information in their loan programs. Internal Revenue Service (IRS) uses the information for tax purposes and for levy action in the collection of taxes owed. American Red Cross uses this information to determine needs of a member or his dependents in emergency situations. Widow or widower, dependent, or next of kin of deceased members use this information in settling the affairs of the former member.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in, visible file binders/cabinets/card files, on computer magnetic tapes and computer paper printouts, and on mircrofiche.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening, visitor registers and computer system software.

RETENTION AND DISPOSAL:

All records except correspondence and balancing data (deposit, adjustment, and withdrawal) are retained for 6 years after final settlement. Correspondence is kept for 90 days; balancing data is kept for 1 year after in balance status is reached. Records are stored at Air Force Accounting and Finance Center, at the Denver Federal Archives and Record Center, and at the Record Center Annex, Neosho, MO. Destruction is by sale to salvage company for shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Director Accounting and Finance, United States Air Force (USAF).

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, date of final settlement, duty station or place of employment, or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, date of final settlement, duty station or place of employment, or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and is published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces other Air Force and DOD components and dependents, next of kin, survivors, and former spouses of USSDP members.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFAFC D

SYSTEM NAME:

177 AFAFC D Claims Case File - Active Duty Casualty Case Records

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver, CO 80279 and at the Denver Federal Archives and Record Center, Building 48, Denver Federal Center, Denver, CO 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Deceased active duty and former active duty Air Force members; dependents, beneficiaries, and next-of-kin of deceased Air Force members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Includes but not limited to the following: claim certification and vouchers for death gratuity payments; claim for unpaid compensation of deceased members of the uniformed services; reports of casualty; travel vouchers; travel orders; military pay and allowance vouchers; wage and tax statements; miscellaneous income statements; divorce decrees; guardianship papers; death certificates; birth certificates; military pay records; statements of service; military pay orders; employees' exemption for dependents certificates; authorizations to start, stop or change allotments; mailing address payment options for Joint Uniform Military Pay System (JUMPS); authorizations to start or stop basic allowance for quarters credit; document transmittals (JUMPS); military pay orders transfer in; requests and authorizations to pay basic allowance subsistence and separate rations; records of emergency data; records of accounting and finance office authorized payments, JUMPS; assignments of assistance responsibility; leave and earnings statements; acknowledgments and/or transfers of casualty assistance cases; records of travel payments; special orders; record of courts-martial; per diem work sheets; marriage licenses; proceedings of homicide trials; court records; promotion orders; personal letters from deceased member to claimant; applications for commercial insurance; pay and allotment information on deceased members; affidavits in support of in loco parentis relationships; pay adjustment authorizations; bills of lading; affidavits by natural custodian for claim on behalf of minor children; tax certificate statements; paternity admissions statements; Social Security wage adjustment data; leave records; claims for unpaid pay and allowances of deceased member of the uniformed services where there is no designated beneficiary of the claimant; returned check records; allotment reports; proof of adoption; and public vouchers for purchases and services.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1475-1480, Death gratuity...; and 2771, Final settlement of accounts; deceased members.

PURPOSE(S):

Used to compute death gratuity payments and payments of unpaid pay and allowances and to determine the proper beneficiaries thereof.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Copies of records or requested information are furnished to other agencies, such as but not limited to Internal Revenue Service (IRS), Social Security Administration (SSA), and the Veterans Administration (VA), and to state and local agencies. Information is used by such entities to determine any obligations, benefits and privileges under their jurisdiction. Certified copies of past pay records are furnished to attorneys representing potential beneficiaries.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN) or military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Retained at Air Force Accounting and Finance Center for one year after closing date, then forwarded to Denver Federal Archives and Records Center and destroyed six years from final closing date. Destruction is by shredding, tearing, mascerating, pulping, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director Accounting and Finance, United States Air Force (USAF).

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 329-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, drivers license, military status, duty station or place of employment or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, drivers license, military status, duty station or place of employment or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from educational and medical institutions, automated system interfaces, police and investigating officers, the public media, state or local governments, witnesses, and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFAFC E

SYSTEM NAME:

177 AFAFC E Claims Case File - Corrected Military Records

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver, CO 80279 and at the Denver Federal Archives and Records Center, Denver Federal Center, Building 48, Denver CO 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty officers and enlisted personnel, and former active duty military personnel; Air Force Reserve and Air National Guard personnel; retired Air Force military personnel; Air Force Academy cadets; surviving dependents of military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Includes but not limited to: retired pay information; reserve pay information; statement of service; travel orders; travel vouchers; leave records; individual military pay records; discharge document; civilian earning statements; civilian earnings, wage and tax statement; income tax returns when provided by individuals to support a claim; copies of court martials; copies of non-judicial punishment, application for correction of military or naval records; requests, authorizations and pay orders for basic allowance for subsistence (BAS), separate rations; record of travel payments; military pay and allowances voucher; bills of lading; supplemental wage and tax statement; dependents: address and name; Social Security Number of deceased retired Air Force members; pay adjustment authorization; medical bills and receipts; correspondence pertaining to above subject matters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1552, Correction of military records: claims incident thereto.

PURPOSE(S):

Used to determine the proper payment due based on the correction of military records. Pay adjustment data and supporting documentation is submitted to the accounting and finance office for payment, and also to the Joint Uniform Military Pay System (JUMPS) for memorandum type entry on master military pay account.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Disclosures may also be made to the Internal Revenue Service and to the Social Security Administration for their determination of tax liabilities and Social Security entitlements flowing from corrections of military pay and allowances. The various state unemployment offices may use the information to either institute collection process from the member or to adjust their records when member was collecting unemployment.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN) or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards, and controlled by personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Folder is retained at Air Force Accounting and Finance Center for one year, after which time it is sent to Denver Federal Archives and Record Center and destroyed six years from final closing date. Destruction is by shredding, mascerating, pulping, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Air Force; Headquarters United States Air Force. Director Accounting and Finance, United States Air Force.

NOTIFICATION PROCEDURE:

Information as to whether the records system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, driver's license, military status, duty station or place of employment or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, driver's license, military status, duty station or place of employment or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, automated system interfaces, and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFAFC F

SYSTEM NAME:

177 AFAFC F Claims Case File - Missing in Action Data

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver, CO 80279 and at the Federal Archives and Record Center, Building 48, Denver Federal Center, Denver CO 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Missing-in-action Air Force members; dependents and next-of-kin of missing Air Force members; and former spouses of missing Air Force members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Includes, but not limited to the following: statements of dependent's expenses; Air Force Office of Special Investigation reports; correspondence requests for dependency determination; travel vouchers; travel orders; marriage certificates; birth certificates; annulments; divorce decrees; adoption papers; allotment documents (starts, stops, and changes); military pay and allowance vouchers; promotion orders; military pay orders; financial statements; reports of casualty; wage and tax statements; guardianship papers; statements of service; records of emergency data; assignments of assistance responsibility; leave and earnings statements; acknowledgments and/or transfers of casualty assistance; records of travel payments; per diem work sheets; pay adjustment authorizations; bills of lading; tax certificate statements; returned check records; public vouchers for purchases and services; notice of premium due from commercial insurance companies; car titles; Judge Advocate General opinions and interpretative memoranda; car insurance policy statements; requests for verification of deposits in Uniformed Services Savings Deposit program; public vouchers for refunds; military pay vouchers; letters of notification of pay increases and decreases; copies of missing member's last will and testament; Uniformed Services Savings Deposit statements; change of mailing address forms; copies of personal checks; breakdown of expenditures for investment purposes; military pay records of missing member; medical history on dependents; and newspaper clippings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 USC Chapter 10 - Payments to Missing Persons.

PURPOSE(S):

Used for adjudication and distribution of missing member's funds, and to make determinations of dependent's eligibility and entitlement to pay allowances for parents, wives and children. Vouchers are provided to the Automated Uniformed Services Savings Deposit Program (USSDP).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Data is also disclosed through correspondence with member's dependents pertaining to distribution of monies. Copies of records may on occasion be furnished to other agencies, such as but not limited to Internal Revenue Service (IRS), Social Security Administration (SSA), and the Veterans Administration (VA), and to state and local agencies for their determination for any obligations, benefits and privileges under their respective jurisdictions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name, Social Security Number (SSN), or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards, and controlled by personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Records are retained for the entire time member is in a missing or prisoner status. If member is returned to military control, files are returned to military pay jacket (active duty). If member is declared killed-in-action, file is processed as death case, retained at AFAFC for one year, then retired to Denver Federal Archives and Record Center, and destroyed six years after final closing date. Destruction is by shredding, mascerating, pulping, tearing, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Air Force, Headquarters United States Air Force. Director Accounting and Finance, United States Air Force (USAF).

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, drivers license, military status, duty station or place of employment or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity such as name, Social Security number, drivers license, military status, duty station or place of employment, or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from financial, educational and medical institutions; automated system interfaces; police and investigating officers; the public media; and bureaus of motor vehicles.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFAFC G

SYSTEM NAME:

177 AFAFC G Indebtedness and Claims

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver, CO 80279. Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and retired military personnel, Air Force civilian employees and former employees, Air Force Reserve and Air National Guard personnel, Air Force Academy cadets, dependents of military personnel, exchange officers and foreign nationals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of current and former military members and civilian employees pay accounts showing entitlements, deductions, payments made, and any indebtedness resulting from deductions and payments exceeding entitlements. These records include, but are not limited to: individual military pay records, substantiating documents such as military pay orders, pay adjustment authorizations, military master pay account print out from Joint Uniform Military Pay System (JUMPS), records of travel payments, financial record data folders, miscellaneous vouchers, personal financial records, credit reports, promissory notes, individual financial statements, and correspondence. Applications for waiver of erroneous payments or for remission of indebtedness with supporting documents, including but not limited to, statements of financial status (personal income and expenses), statements of commanders, statements of Accounting and Finance Officers, correspondence with members and employees. Claims of individuals requesting additional payments for services rendered with supporting documents including, but not limited to, time and attendance reports, leave and earnings statements, travel orders, travel vouchers, statements of non-availability of quarters and mess, paid receipts, and correspondence with members and employees. Delinquent accounts receivable from base Accounting and Finance Officers including, but not limited to, returned checks, medical services billings, collection records, and summaries of the Air Force Office of Special Investigation and Federal Bureau of Investigation reports. Reports from probate courts regarding estates of deceased debtors. Reports from bankruptcy courts regarding claims of the US against debtors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 USC Chapter 18 - Compromise and Collection of Federal claims; 10 USC 2774, Claims for overpayment of pay and allowances, other than travel and transportation allowances, 9837 (d), Settlement of accounts: deductions from pay; 5 USC 5584 Claims for overpayment of pay and allowances, other than travel and transportation expenses and allowances and relocation expenses; 12 USC 1715, Mortgage insurance for servicemen; P.L. 97-365, Debt Collection Act of 1982.

PURPOSE(S):

Used to determine eligibility for: (1) waiver of erroneous payments, (2) remission of indebtedness, or (3) payments for services rendered. Also, information is required to attempt collection of all claims from individuals on claims of the United States, for money or property arising out of the activities of the United States Air Force. Claims may be compromised, terminated, or suspended when warranted by information collected. Information is used to establish debts and respond to letters received from individuals. After action is completed, files are closed and filed in individual records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Data necessary to identify an individual involved in a claim is disclosed to a consumer reporting agency whenever a financial status report is requested for use in pursuing collection under the Federal Collection Act. Disclosure of data regarding individual's indebtedness to the Air Force are made from this record system to credit reporting agencies under the authority of the Debt Collection Act of 1982 (P.L. 97-365). Whenever AFAFC has exhausted its internal collection actions, the debt may be forwarded to a private collection agency for collection servicing. The debt may be referred to the Department of Justice under 31 USC 952, Federal Claims Collection Act of 1966, for investigation or civil or criminal litigation as appropriate.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and in machine-readable form.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, transferred to the Denver Federal Archives and Record Center for nine additional years, and then sold to salvage paper companies to be destroyed by shredding, tearing, mascerating, pulping or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Air Force, Headquarters United States Air Force. Director, Accounting and Finance, United States Air Force. (USAF).

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, duty station or place of employment, or other information verifiable from the record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, duty station or place of employment, or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from financial and medical institutions; automated system interfaces; police and investigating officers; the public media; a state or local government; and source documents such as reports; credit bureaus; Bureau of Employees Compensation, Veterans Administration; Social Security Administration; Internal Revenue Service; Federal Housing Administration; health insurance companies; U.S. Army Finance and Accounting Center; Navy Finance Center; Base Accounting and Finance

Officers, Major Commands; Comptroller General; and correspondence with individual concerned or his representative.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFAFC I

SYSTEM NAME:

177 AFAFC I Loss of Funds Case Files

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver, CO 80279.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force, Army, Navy and Marine Corps active duty military personnel, Air Force civilian employees and former employees, Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information source documents, reports of investigating officer(s) on losses in Air Force accounting and finance offices: (AFOS) accountability, loss of funds settlement vouchers, material to determine cause of the loss, identification of personnel concerned in the loss, determinations of pecuniary liability, opinions from Judge Advocate General offices, opinions from the Comptroller General and from the General Accounting Office, and final determinations by the Secretary of the Air Force.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 USC 95a, Relief of disbursing officers of military departments; 492b, Gains and losses resulting from exchange transactions; offsetting of deficiencies in accounts against gains; and 40 USC Chapter 15 - Government Losses in Shipment.

PURPOSE(S):

Loss of funds case files record the chronological history of losses or deficiencies in AFOS money accounts. Data contained in these files are used to prepare reports and statistics, and to develop facts necessary for administrative adjudications of pecuniary responsibility.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Users of the records system include, but are not limited to, attorneys, surety companies, and individuals for internal Air Force processing and outside litigation by those named in the case.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in safes, protected by guards, and controlled by personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Whenever relief from pecuniary responsibility for a loss is recommended and granted, records are retained at AFAFC for four years and then destroyed by tearing into pieces, shredding, pulping or macerating. Whenever one or more persons are held liable for a loss, and the loss is completely recovered, records are retained in AFAFC files for six years and then destroyed by tearing into pieces, shredding, pulping, or macerating.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Air Force, Headquarters United States Air Force. Director of Accounting and Finance, United States Air Force (USAF).

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security number, military or civilian status, duty station or place of employment, or other information verifiable in the record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military or civilian status, duty station or place of employment, or other information verifiable in the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from financial institutions, police and investigating officers, witnesses and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFAFC J

SYSTEM NAME:

177 AFAFC J Military Pay Records

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver, CO 80279; Denver Federal Archives and Records Center, Building 48, Denver Federal Center, Denver CO 80225; Federal Records Center Annex, GSA, PO Box 141, Neosho, MO 64850.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty and separated military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Microfilm of Military Pay Records of individual Air Force personnel on active duty or separated. Military pay records and related documentation including but not limited to monthly and cumulative six-months histories of pay transactions, Federal Income Tax withholding data, Federal Insurance Contribution Act tax data contained on hard copy and/or microfilm. Military pay supporting documents and vouchers including but not limited to basic pay, special compensation positions, special pay, status adjustments, separation, reenlistment, reenlistment bonus, incentive pay, allowances, death gratuities, allotments of pay, court-martial sentences, indebtedness, and correspondence pertaining to all of the above. Sundry lists, reports and rosters including but not limited to Internal Revenue reports, Social Security reports, Veteran's Administration reports, and Treasury reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 USC 401-403, Allowances; 551-558, Payments to Missing Persons; 10 USC 1475-1480, Death Benefits; 1552, Correction of military records: claims

incident thereto; 2771, Final settlement of accounts: deceased members.

PURPOSE(S):

Purposes are to furnish pay information from microfilm of Military Pay Records when hard copies of pay records cannot be located in Military Pay Record file. Used as back-up of hard copies of Military Pay Records which are also filed at this location. The purpose of the record system is to retain historical pay data on Air Force and former Air Force members, and to furnish pay information and/or related information to Accounting and Finance Offices (AFOS) and Consolidated Base Personnel Offices (CBPOs), who use this information in answering inquiries and in determining current administrative adjustments. Copies of certified pay records and related documents are disclosed to military courts for court-martial action, and to Civil Courts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Furnish wage and tax statement (Form W-2) for tax purposes to State Revenue Service, Internal Revenue Service, individual members misplacing original form W-2, widows of deceased members, or to verify Air Force service on request from other services.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and on roll microfilm.

RETRIEVABILITY:

Filed by name and Social Security Number or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards, and controlled by personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Military Pay Records, hard copies, are retained at Denver Federal Archives and Records Center where they are sold to paper salvage companies and destroyed by shredding after a total of ten years after member's separation, or date of final action, whichever is later. Microfilm of Military Pay Records is retained at Air Force Accounting and Finance Center for six years then destroyed by shredding or burning. Copies of microfilm are retained for fifty-six years at Federal Records Center Annex, GSA at Neosho, MO and then destroyed by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director Accounting and Finance, USAF.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information which may be determined from the record itself.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279 telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information which may be determined from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, financial and medical institutions, automated system interfaces; police and investigating officers; state or local governments; corporations; source documents such as reports; Air Force installation Accounting and Finance Pay Offices; Joint Uniform Military System (JUMPS); state agencies; state revenue services; veterans organizations; federal agencies; Internal Revenue Service; Veteran's Administration; attorneys; widows of former members; parents of members; dependents, trustees, and guardians; and other Department of Defense components.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFAFC K

SYSTEM NAME:

177 AFAFC K Pay and Allotment Records

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver CO 80279; Denver Federal Archives and Record Center, Building 48, Denver Federal Center, Denver, CO, 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty and retired military personnel Air Force Reserve and Air National Guard personnel, and Air Force Academy cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for Basic Allowance for Quarters (BAQ); request for dependency determinations for benefits; copies of marriage certificates, birth certificates, annulments, divorce decrees and adoption papers; certificate of residence forms; allotment documents (starts, changes and stops); special pay authorizations; copies of allotment vouchers; change of address forms; parent dependency affidavits; correspondence between the Air Force Accounting and Finance Center (AFAFC) and members and their dependents pertaining to allotments (pay information) and determinations of dependency; Comptroller General decisions; General Accounting Office opinions; Judge Advocate General opinions and interpretative memoranda; Air Force Office of Special Investigation (OSI) reports, interpretative memoranda from plans and systems (XS) at AFAFC; status request from office of civilian health and medical program of the uniformed services (CHAMPUS) regarding medical care for children over age 21; correspondence with state and local agencies; American Red Cross; and other material related to dependency determination and eligibility of dependents for pay and allowance purposes and benefits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 USC 401, Definitions; 403, Basic allowance for quarters; 10 USC 1072, Definitions.

PURPOSE(S):

Records are used to make final determinations of dependency and or relationship eligibility entitlement to pay allowances for parents, step-children and adopted children who have income in their own right, illegitima'e children

and all cases where relationship or dependency is questionable; make determinations of dependency and or eligibility entitlement to benefits for parents, parents-in-law, illegitimate children and children over age 21. Copies of affidavits, documents, related correspondence and/or information contained therein may be furnished to the service member, the claimed dependent and/or the person who furnish such information. Copies of affidavits, statements and related correspondence may be furnished OSI to verify information submitted by or in behalf of the claimed dependent.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Copies of records may on occasion be furnished to Internal Revenue Service (IRS), Social Security Administration (SSA), Office of Personnel Management, and the Veterans Administration (VA), and to state and local agencies for their own determinations for any obligations, benefits and privileges that come under their jurisdiction. Notify the American Red Cross of status of claims to inform the member and/or their dependents. On occasion may disclose information to the Air Force Aid Society.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and Social Security Number or Military Service Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Records for members who have been separated from the service are purged annually and retired to the Federal Archives and Records Center at Denver Federal Center with one exception. Records for which claims are received and/or a dependency determination is made after separation, are retained at the AFAFC for six years after last determination and then sent to the Denver Federal Archives and Records Center. Records are destroyed six years after member's separation from the service or last determination, whichever is later. Destruction is by shredding, tearing or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director Accounting and Finance, United States Air Force, Wash DC 20330

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security number, service number, military status, duty station or place of employment.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to AFAFC/DAD, Denver CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, financial and medical institutions, automated system interfaces, police and investigating officers, state or local governments, source documents such as reports; applications and correspondence from members for dependency determination, COLA, and medical care; correspondence from parents, guardians and custodians of dependents, attorneys and the American Red Cross pertaining to dependency determination and support of dependents; information from other components of the Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 AFAFC L

SYSTEM NAME:

177 AFAFC L United States Air Force Retired Pay System

SYSTEM LOCATION:

Air Force Accounting and Finance Center, Denver CO 80279; Federal Archives and Records Center, Building 48, Denver Federal Center, Denver, CO 80225; Records Center Annex, GSA, P.O. Box 141, Neosho, MO 64850 (backup storage only); Air Reserve Personnel Center and Personal Affairs offices at Air Force installations. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty and retired military personnel, Air Force Reserve and Air National Guard personnel, dependents and survivors of military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include, but are not limited to retired pay and annuitant pay master files with supporting documentation relating to entitlements, deductions, collections and allotments Supporting documents include but are not limited to Retirement Orders, retirement pay orders, gross pay statements, statements of employment, employees' withholding exemption certificates, records of emergency data, retired pay allotment authorizations, retirees: United States savings bond authorizations, Air Reserve Forces retirement credit summaries, divorce decrees, computation of retired pay, death certificates, claims for unpaid pay and allowances of deceased members, marriage certificates, adoption papers, guardian papers, birth certificates, election certificates for retired servicemens' family protection plan (RSFPP), election certificates for survivor benefit plan (SBP), documents pertaining to status of childrens' schooling, and income tax withholding statements. Also included are listings of bonds, allotments, retired pay and annuitant pay checks, debts owed the government and direct remittances made by retirees for the costs of the RSFPP and SBP plans, records from dependents of retired military personnel, correspondence related to retirement entitlements such as reports from hospitals and medical review boards, print-outs of members' active duty military pay accounts from the joint uniform military pay system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapters 61, Retirement or Separation for Physical Disability; 63, Retirement for Age; 65, Retirement for

Length of Service; 67, Retired Pay for Non-Regular Service; 69, Retired Grade; 71, Computation of Retired Pay; 73, and 79, Correction of Military Records; 5 USC Chapter 83, Retirement; Title 37 USC, Pay and Allowances of the Uniformed Services; 38 USC 410, Deaths entitling survivors to dependency and indemnity compensation.

PURPOSE(S):

Used to accurately and timely pay the retired members of the Air Force and their survivors; provide members periodic statements of pay; document and account for all disbursements and collections; and to respond to inquiries concerning the retiree and annuitant accounts. Records are used to establish, maintain and close retiree and annuitant pay accounts and prepare related reports; compute retired and annuitant pay and initiate actions for monthly pay and allotment transactions; casualty cases are established upon the death of a member and arrears of pay are computed and disbursed to survivors; upon the death of a retired member who elected such coverage, RSFPP and/or SBP accounts are established and survival annuities are paid. Also, there is an automated interface with the joint uniform military pay system for data used to compute retiree payments; retiree's pay and their allotment (checking and savings accounts) payments as well as annuitant's pay are sent either directly to financial organizations or through the Direct Deposit/Electronic Fund Transfer Program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Other users include, but are not limited to, any component of the Department of Defense for inquiries, audit and document utilization; other federal agencies such as the Internal Revenue Service for normal wage and tax withholding reporting, accounting, tax audits and levies; Comptroller General and the General Accounting Office for legal interpretations and audits. Disclosures are made to the Veteran's Administration regarding establishments, changes and discontinuances of VA compensation to retirees and annuitants; disclosures are made to the Social Security Administration regarding wages; information is furnished the American Red Cross and the Air Force Aid Society for their use in assisting retirees and their survivors. Information is supplied to state and local governments for use as follow-up data in welfare cases and for tax purposes. Information is also supplied to the Office of Personnel Management when a retiree waives his military retired pay in order to use his military service for computing his Civil Service Retirement Annuity. Information is supplied to the courts regarding retiree pay in garnishment cases. Disclosures are also made to attorneys, law firms, and other parties acting as executors or administrators of retirees estates and information is provided to trustees of mentally incompetent members and guardians of survivors (children).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders/note books/binders/visible file binders/cabinets/card files, computer magnetic tapes and paper printouts, and on roll microfilm and microfiche.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets/vaults/locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers and computer system software.

RETENTION AND DISPOSAL:

The records are retained for varied periods up to 56 years. Destruction of records is by shredding. Records are maintained at the Denver Federal Archives and Records Center. Duplicate records are maintained at the alternate site at Neosho, MO for storage where destruction is by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Accounting and Finance, United States Air Force, Washington DC 20330 (USAF). Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, TX 78150 for Survivor Benefit Plans Briefing records and spouse notification letters.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, duty station or place of employment, military status, military grade or other information verifiable from the record itself. For Survivor Benefits Plans Briefing records and spouse notification data, contact the System Manager specified in the preceding category or Personal Affairs officials at the servicing Air Force installation. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, duty station or place of employment, military status, military grade or other information verifiable from the record itself.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, financial, educational, and medical institutions, automated system interfaces, state or local governments, source documents such as reports. Also record sources include but are not limited to, the following: members' survivors, trustees of mentally incompetent members, guardians of survivors (children), private law firms which are executors of estates in casualty cases, the Air Force Manpower and Personnel Center at Randolph Air Force Base, TX, and other government agencies such as the Veterans Administration and the Social Security Administration. Information also obtained from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F177 ATC A

SYSTEM NAME:

177 ATC A Air Force ROTC Cadet Pay System

SYSTEM LOCATION:

AFROTC/ACB, Maxwell Air Force Base, AL 36112 and AFROTC detachments. Official mailing addresses of the detachments are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Senior AFROTC contract cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

Monthly pay disbursement and documents for senior AFROTC contract cadets.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 USC 209, Members of Senior Reserve Officers' Training Corps; and Air Force Regulation 45-25, Air Force ROTC Subsistence Allowances and Rates of Commutation in Lieu of Uniforms.

PURPOSE(S):

Used by detachments to verify entitlements, and by AFROTC to summarize costs of the program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer magnetic tapes and on computer paper printouts.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software. Building secured after duty hours.

RETENTION AND DISPOSAL:

Retained in office file for three years after completion of training,then destroyed by tearing, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Air Force, Headquarters United States Air Force, and Director of Financial Management, AFROTC/AC, Maxwell Air Force Base, AL 36112.

NOTIFICATION PROCEDURE:

Contact Accounting and Finance Division, HQ AFROTC/ACF, Maxwell Air Force Base, AL 36112. Provide name, date attended the institution, detachment number, reason for request. Requester may visit the AFROTC/ACF, and must present driver's license or Social Security card.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Enrollment and attendance records as translated to pay days.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F178 AFCC A

SYSTEM NAME:

178 AFCC A Center Automated Manpower and Update System (CAMPUS)

SYSTEM LOCATION:

Air Force Data Systems Design Center (AFDSDC), Gunter Air Force Station, AL 36114.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel and civilian employees assigned to the AFDSDC.

CATEGORIES OF RECORDS IN THE SYSTEM:

CAMPUS records contain data on AFDSDC personnel nonavailable time (time in man-hours chargeable as AFDSDC overhead for purposes of total man-hour accounting), personnel available time (time chargeable against a specific human resource package) and workload tracking data (data on project or task). Included in nonavailable time are leave, training, and all activities not related to the AFDSDC's primary mission. Available time includes administrative duties, management/supervision functions, time spent in general support areas, and time devoted to developing new and/or maintaining existing computer software. Workload tracking includes data on pending, active, and completed activities as to estimated/actual resources required, estimated/actual dates, and identification data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

CAMPUS provides information to AFDSDC management personnel about manpower utilization within the organization. Specific uses of the system by all management levels include monitoring of manpower resources expended on ADP projects, validating and defending the AFDSDC manpower posture with workload and man-hour expenditure data, and distributing workloads between and within the AFDSDC directorates.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products.

RETRIEVABILITY:

Records can be retrieved by any element contained in the CAMPUS data base.

SAFEGUARDS:

The personnel data maintained in CAMPUS is subject to protection and restrictions in accordance with Air Force Regulation 300-13 and the Privacy Act of 1974.

RETENTION AND DISPOSAL:

Hard-copy listings are retained in office files until superseded, obsolete, or no longer needed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Air Force Data Systems Design Center, Gunter Air Force Station, AL 36114.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for contesting contents and for appealing initial

determinations are contained in Air Force Regulation 12-35. Specific procedures may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information for PCAS is obtained from the individuals assigned to the AFDSDC.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F178 AFSC A

SYSTEM NAME:

178 AFSC A Rome Air Developement Center (RADC) Manpower Resources Expenditure System

SYSTEM LOCATION:

Rome Air Development Center (RADC), Griffiss AFB NY 13441.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel assigned to RADC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel identification and job classification data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to compile statistical reports and for support of manpower and cost accounting systems.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the records system in the course of their official duties who are properly screened and cleared for need-to-know.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller, Rome Air Development Center, Griffiss Air Force Base, NY.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager or from RADC/Department of Administration Griffis Air Force Base NY.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Obtained from individual and personnel record.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F178 AFSC B

SYSTEM NAME:

178 AFSC B Manhour Accounting System (MAS)

SYSTEM LOCATION:

Aeronautical Systems Division (ASD), Wright-Patterson Air Force Base, OH. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel assigned to ASD and LABS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Manpower information-hourly expenditure, grade/rank, office symbol.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to provide manhour expenditure/resources for management.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products.

RETRIEVABILITY:

Filed by Social Security Number (SSN).

SAFEGUARDS:

Records are controlled by computer system software.

RETENTION AND DISPOSAL:

Destroy after 2 years or when purpose has been served by means of tearing, shredding, pulping, maceration or burning.

SYSTEM MANAGER(S) AND ADDRESS:

MAS monitor, support division, Director of Program and Budget, ASD, Wright-Patterson Air Force Base, OH.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F178 AFSC C

SYSTEM NAME:

178 AFSC C Integrated Management Information and Control System (IMICS)

SYSTEM LOCATION:

Foreign Technology Division (FTD), Wright-Patterson Air Force Base, Ohio 45433.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel assigned to Foreign Technology Division (FTD).

CATEGORIES OF RECORDS IN THE SYSTEM:

Identification data such as name, SSN, address, security access, grade.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Verify security clearances and manpower accounting.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses publiished by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products.

RETRIEVABILITY:

Filed by name and Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Foreign Technology Division (FTD), Wright-Patterson Air Force Base OH 45433.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Systems Manager; FTD Director of Administration, Wright-Patterson Air Force Base OH 45433.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from individual and verified from file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F190 AF PA A

SYSTEM NAME:

190 AF PA A Special Events Planning - Protocol

SYSTEM LOCATION:

Office of the Secretary of the Air Force (SAF/PAC). At Air Force installations and USAF Recruiting Service offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Non-Air Force civilians, generally, but not limited to civilian leaders of the local community. Segments of the system may be specialized; e.g. active and retired military persons identified by special interests, teachers or other persons in governmental agencies qualified or considered to lecture in Air Force training courses, winners of AF-sponsored Science Fairs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical data usually including, but not limited to: name; business and home address and telephone numbers; name of spouse and family; description of positions in business and community affiliations with Air Force-oriented civic organizations; photographs. For Science Fair winners; name/date of fairs; name of school; year in school; name of project; judging category; previous selection as Air Force winner with year and name of fair. May include summaries of circumstances of visits to the installation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used by Public Affairs Officers, Executive Officers, Protocol Officers, or Commanders, as reference for planning official functions, reporting to higher headquarters, selecting lecturers for training courses, and submitting nominations for Air Force or Department of Defense conferences or other functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and in note books/binders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Secretary of the Air Force (SAF/PAC), Washington, DC 20330 or Commander of the Air Force installation concerned. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Office of Public Affairs, for public affairs planning, or the Executive Officer or Office for Protocol, for protocol system segments. Requests regarding systems for selection of lecturer should be addressed to the particular school or training unit, e.g. USAF Special Operations School (EDPT), Eglin AAF 9, FL 32544.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the

individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from the public media, a state or local government, source documents such as reports, Federal agencies staff recommendations, and Science Fair questionaires.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F190 AF PA B

SYSTEM NAME:

190 AF PA B Home Town News Release Background Data File

SYSTEM LOCATION:

United States Air Force Home Town News Center, Tinker Air Force Base, OK 73145. Subsystems of the main system may be located at the Information Office of the Air Force base, or Air National Guard or Air Force Reserve or similar installation to which an individual is assigned.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Air Force active duty military personnel, Air Reserve or Air National Guard personnel recently selected for promotion, reassigned, awarded a medal or decoration, or who otherwise participated in a newsworthy event.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical information including, but not necessarily limited to name, current grade, marital status, local address, name and address of parents, educational background and military history, photographs. Information is usually, but not necessarily, contained in a USAF Home Town News Release Form or similar form.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Preparation of news releases for distribution to newspapers and broadcast stations throughout the United States.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Information from this system of records may be disclosed to the media as part of news releases.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and visible file binders/cabinets.

RETRIEVABILITY:

Filed by name within date of release.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in Home Town News Center files until 90 days after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Local files may be retained for one year and are then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Air Force Service Information and News Center, Kelly AFB, TX 78241

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Commander, AFSINC. Inquiries about a subsystem should be addressed to the Public Affairs Officer at the base or installation of the individual's assignment. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force systems notices.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the Commander, USAF Home Town News Center or the installation Information Officer.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35

RECORD SOURCE CATEGORIES:

Information obtained from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F190 SAFPA A

SYSTEM NAME:

190 SAFPA A Biographies of Officers and Key Civilians Assigned to SAF/PA

SYSTEM LOCATION:

Secretary of the Air Force Office of Public Affairs (SAF/PA), Room 4D926, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers and key civilians (grade GS-10 or higher) currently assigned to positions in the Secretary of the Air Force Office of Public Affairs and its component divisions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical information including summary of military service, educational background, marital status and special interests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Serves as a ready reference of assigned personnel for the Director of Public Affairs, Office of the Secretary of the Air Force; used in preliminary personnel evaluations for reassignment within the Secretary of the Air Force Office of Public Affairs and throughout the Public Affairs field.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces,

shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Public Affairs, Office of the Secretary of the Air Force (SAF/PA).

NOTIFICATION PROCEDURE:

Requests for information should be addressed to the Executive, Secretary of the Air Force Office of Public Affairs (SAF/PA), Washington DC 20330, telephone (202) 695-5227. Personal visit may be made to the system location in room 4D926, The Pentagon, Washington DC.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance from the Executive, Secretary of the Air Force Office of Public Affairs, address as above.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers, financial institutions, trade associations, automated system interfaces and from the public media.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F190 SAFPA B

SYSTEM NAME:

190 SAFPA B Official Biographies

SYSTEM LOCATION:

Biographies of active duty general officers and high-level civilian personnel of the Department of the Air Force: Air Force Service Information and News Center, Kelly Air Force Base, TX 78241 (AFSINC/IIB). Record system segments or duplicates pertaining to active duty general officers may be found at the Office of Public Affairs, Office of the Secretary of the Air Force, Washington, DC 20330; Headquarters of major commands and at all levels down to and including Air Force installations. Also at Air Force libraries, offices of air attaches to United States Embassies; Air Force sections of Military Assistance Advisory Groups and missions, unified activities and unified commands. Additional locations include the Air Force Chief Historian (AF/CHO), Washington, DC 20330; Assistant for General Officer Matters (AF/MPG) Washington, DC 20330; and the Aerospace Historical Foundation, University of KS. Biographies of retired Air Force general officers are located at the Media Relations Division, Secretary of the Air Force Office of Public Affairs (SAF/PAM), Room 5C879, The Pentagon, Washington, DC 20330, and at the Retired Activities Section, Assistant DCS/Personnel, Air Force Manpower and Personnel Center (AFMPC/AFPMSDMI), Randolph Air Force Base, TX 78150. Biographies of key civilian employees of the Office of the Secretary of the Air Force and of Headquarters, United States Air Force, are located at the Director of Civilian Personnel, Washington, DC 20330. Biographies of key civilian employees at subordinate organizational levels may be found at the office of the Director of Civilian Personnel. Biographies of Air Reserve general officers are at Headquarters USAF/REL, Washington, DC 20330. Record segments or duplicates may be found at the Office of Public Affairs, Headquarters, of the United States Air Force, major commands and major subordinate commands. Air Force Manpower and Personnel Center (AFMPC/DPMYR), Randolph Air Force Base, TX 78150; Headquarters, Air Force Reserve (Commander and Public Information Office), Robins Air Force Base, GA 31098; Air Reserve Personnel Center (Commander and Public Affairs Office), Denver, CO 80280; Headquarters, Military Airlift Command (CSB), Scott Air Force Base, IL 62225; Secretary of the Air Force, Manpower and Reserve Affairs (MRR), Washington, DC 20330; the Reserve Forces Policy Board, Washington, DC 20330; and the offices of all Air Reserve general officers. Biographies of Air National Guard general officers are located at the National Guard Bureau, Washington, DC 20310. Records system segments of duplicates may be found at Department of the Army major divisions and installations. Headquarters of the major commands and separate operating agencies. Army readiness regions; the offices of Army Guard and Air National Guard Liaison Officers; the Aerospace Audio-Visual Service, Norton Air Force Base, CA 92404; the Office of the Secretary of Defense; the Office of the Secretary of the Navy; the Library of Congress; the Air Force Association; the Army Association; the Reserve Officers Association; Air Force libraries; the Air War College, the offices of all National Guard and Air National Guard general officers, and the offices of state Adjutants General. Specific addresses may be obtained from the National Guard Bureau. Biographies prepared under the official biographies program for key military and civilian personnel of other Air Force organizations may be found at the Office of Public Affairs, Headquarters of major commands and at all levels down to and including Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The Secretary of the Air Force, Under Secretary and assistant secretaries of the Air Force, Air Force general officers on active duty or retired, Air Reserve and Air National Guard general officers, Air Force personnel assigned as pilots to the Manned Space Program, and key military and civilian personnel at all Air Force organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Includes, but not limited to, summary of military service (including dates and locations of assignments and dates of promotions), military honors and awards, educational background, date and place of birth, marital status, name of spouse and family, and any additional personal information provided by the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Biographies are prepared to support the Air Force policy to keep its members and the public informed about the Air Force and its leaders. Biographies may be used as resource documents in preparing news releases or other public information material and are included in the official personnel records of all general officers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. In their final form the biographies are considered published, public domain material and may be released to any requester on an as needed or as requested basis.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

No specific safeguards required.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Air Force Service Information and News Center (AFSINC/CC), Kelly Air Force Base, TX 78241.

NOTIFICATION PROCEDURE:

Requests from individuals should be directed to Commander, Air Force Service Information and News Center (AFSINC/CC), Kelly Air Force Base, TX 78241, telephone (512) 925-6161 for all biographies of active duty general officers and key civilians assigned to the Office of the Secretary of the Air Force or to Headquarters Air Force. Biographies for Air Reserve general officers at Headquarters USAF/REL; Air National Guard general officers at the National Guard Bureau, and retired officers from the Media Relations Division (SAF/PAM), mailing addresses in the Department of Defense directory in the appendix to the Air Force's systems notices. All other biographies: Office of Public Affairs at the appropriate level

RECORD ACCESS PROCEDURES:

Individual can obtain assistance from the Commander, Air Force Service Information and News Center, the National Guard Bureau, Headquarters USAF/REL, Media Relations Division (SAF/PAM) or the Office of Public Affairs at the appropriate level. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from the public media and Information obtained from source documents such as reports. Subject to final review by the individual concerned before publication.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F190 SAFPA C

SYSTEM NAME:

190 SAFPA C Public Affairs References

SYSTEM LOCATION:

Office of the Secretary of the Air Force, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian officials of the Federal Government (including Presidential Appointees), prominent Americans in and out of government who are involved in defense matters, and reporters and syndicated columnists or commentators who write on defense matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

For military and civilian officials of the Department of Defense and for Presidential Appointees: copies of official biographies released by the Department of Defense or by the White House. A speech subsystem may contain copies or excerpts of speeches by military and civilian Federal Government officials speaking about defense matters. A clippings subsystem may contain news media clippings about activities or statements of prominent Americans.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

To respond to requests from Air Force and Department of Defense officials for any of the following information: biographical material about key government officials; public statements by government officials about defense matters; defense related statements or activities of prominent Americans, as reported in news media; or publishing history of writers on defense matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and note books/binders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in active files during an official's incumbency (for Federal Government officials), until the individual is no longer actively involved in defense matters, or until the writer stops writing about defense matters; then placed in inactive file where they are retained until no longer needed for reference; then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Administrative Assistant to the Secretary of the Air Force, Room 4D-881, The Pentagon, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from the public media and from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F200 AFIS A

SYSTEM NAME:

200 AFIS A Security File for Foreign Intelligence Collection

SYSTEM LOCATION:

AFSAC/INOB, Ft Belvoir, VA 22060.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty officers, enlisted personnel, civilian employees and former employees, retired Air Force military personnel, and foreign nationals.

CATEGORIES OF RECORDS IN THE SYSTEM:

AFOSI Records of investigation and AFIS correspondence incidental to AFOSI investigations. Correspondence reporting incidents having security ramifications bearing on U.S. collection activities abroad. Studies of compromised U.S. intelligence collection

projects abroad and correspondence thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947, as amended and Air Force Regulation 205-3. Security Classification of Infrared, Visible and Ultraviolet Equipment, Components and Information.

PURPOSE(S):

Routine internal AFSAC/AFIS reference materials used for internal orientation and study for object lesson guides for routine instruction to support operational security in U.S. foreign intelligence collection operations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation. Destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

AFSAC/DA, Ft Belvoir VA 22060.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from AFOSI reports, studies and source documents pertaining to foreign intelligence collection operations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F200 AFIS B

SYSTEM NAME:

200 AFIS B DIA Program for Foreign Intelligence Collection

SYSTEM LOCATION:

Air Force Special Activities Center (AFSAC/INOB), Ft Belvoir, VA 22060 and subordinate units: Det 31, PSAA, APO San Francisco 96328; Det 32, PSAA, APO San Francisco 96301; Det 12, ESAA, APO NY 09008; Det 21, AFSAC, Ft Belvoir, VA 22060; Det 22, AFSAC, Wright-Patterson Air Force Base, OH 45433; Det 3/FTD, APO NY 09633; Det 4/FTD, APO San Francisco 96328.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Reserve personnel, retired Air Force military personnel, foreign Nationals residing in the United States, US Citizens, and foreign nationals overseas who are sources or support assets for foreign intelligence collection operations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographic data and records incidental to foreign intelligence collection operations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947, Public Law 257, July 26, 1947 (61 Stat 495); as implemented by Air Force Regulation 200-3, The Medical Intelligence Program.

PURPOSE(S):

Routine internal reference relative to use or possible use in foreign intelligence collection operations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and note books/binders, and on computer paper printouts and roll microfilm.

RETRIEVABILITY:

Filed by name and National File Number.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and safes.

RETENTION AND DISPOSAL:

Prior to destruction, files are screened, purged of extraneous material, and microfilmed. Microfilm retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

AFSAC/DA, Ft Belvoir, VA 22060. Submanager: Det 22, AFSAC/CC, Wright-Patterson Air Force Base, OH 45433.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager or Submanager, as appropriate.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager or Submanager, as appropriate.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from biographical data and records incident to foreign intelligence collection operations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F205 AF A

SYSTEM NAME:

205 AF A Personnel Security Access Records

SYSTEM LOCATION:

Records are normally located at organizational units where individuals are currently assigned or employed. They may be located at offices of installation Chiefs of Security Police and for non-immigrant aliens at headquarters of major commands and major subordinate commands or at the National Personnel Records Center, Military Personnel Records, 9700 Page Blvd, St Louis, Mo., 63132, or Civilian Personnel Records, 111 Winnebago St., St Louis, Mo. 63118. Official mailing addresses are in the Department of

Defense directory in the appendix to the Air Force's Systems Notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military and civilian personnel, Air Force Reserve and Air National Guard personnel, Air Force Academy cadets, American Red Cross Personnel, Exchange Officers, and Foreign National.

CATEGORIES OF RECORDS IN THE SYSTEM:

System includes documentation requesting, granting and terminating access to classified information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Records are used to record level of security clearance and level of access to classified information that has been authorized. Information is used by commanders, supervisors, and security managers to insure that individuals who receive classified information have been properly investigated, cleared, have a definite need-to-know, and have been properly debriefed.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders, note books/binders, visible file binders/cabinets or card files.

RETRIEVABILITY:

Filed by Name and/or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes or vaults, or in locked cabinets or rooms, protected by guards, and controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating or burning. (Exception: Records on non-immigrant aliens are retained for two years after termination of access or employment, then destroyed, as above.) Security Termination Statements are retired one year after termination of service or employment to the National Personnel Records Center, Military Personnel Records, 9700 Page Blvd, St Louis, Mo 63132, or Civilian Personnel Records, 111 Winnebago St, St Louis, Mo, 63118. Records indicating that access to classified information has been withdrawn for cause are forwarded to installation Chief of Security Police for disposition.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Security Police, Headquarters United States Air Force. Commanders of organization units and the Director National Personnel Records Center Military Personn Records, 9700 Page Blvd, St Louis, Mo 63132 or Civilian Personnel Records, 111 Winnebago St, St Louis, Mo 63118.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Write or visit the organizational unit where currently assigned or employed. Written requests must be notarized; personal visits require positive identification. Provide full name, SSN, and military rank or civilian rating.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from medical institutions, from police and investigating officers, or from source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F205 AF SP A

SYSTEM NAME:

205 AF SP A Special Security Files

SYSTEM LOCATION:

Commanders or Chiefs of Security Police at Air Force installations or units.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force military and civilian personnel including Air Force Reserves and Air National Guard; Air Force Academy and Air Force ROTC Cadets; Air Force Contractor personnel requiring unescorted entry, Nonappropriated Fund Instrumentality personnel in sensitive positions at Air Force installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigative report, some of which are exempt under the Privacy Act of 1974, incident reports, police and law enforcement reports and records, reports of audit, medical evaluation records and reports, personnel record data or reports, disciplinary or administrative action data, records and reports, correspondence among local Air Force officials and between officials and other Air Force agencies or higher headquarters and/or the Air Force Security Clearance Office.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Files are temporary records used to collect and record data and documentation of actions taken on cases where the individual's security clearance status may be affected. Portions of the records may be referred to investigative agencies for further inquiry; to personnel officials for administrative action to legal personnel for disciplinary or judicial actions; to medical personnel for evaluation, testing or treatment; to commanders for denial or suspension of access to classified information or restricted areas; to other local Air Force officials for review, recommendation, advice, or assistance for resolution of the case file.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name and by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the record system and person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know, and by commanders of medical centers and hospitals. Records are stored in security file containers/cabinets, safes or vaults, protected by guards and controlled by personnel screening.

RETENTION AND DISPOSAL:

Records are temporary and are either sent to the Air Force Security Clearance Office for conversion to Special Security Case Files or are destroyed locally upon favorable determination by tearing into pieces, shredding, pulping or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Security Police, Headquarters Air Force Office of Security Police, Kirtland, Air Force Base, New Mexico 87117.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Chief of Security Police or the Commander at the installation of current employment or assignment. Write or visit the installation where currently employed or assigned. Written requests must be notorized and must provide the full name, SSN, military or civilian grade or status. Personal visits require positive identification.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager or from the Chief of Security Police or Commander of the installation. Mailing addresses are in the Department of Defense directory in the Appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from investigative reports; incident reports; police, law enforcement and audit reports and records; financial institutions; employers,; local government agencies; legal and judicial reports and records; individuals; witnesses, commanders and local officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(5). For additional information, contact the System Manager.

F205 AFIS A

SYSTEM NAME:

205 AFIS A Sensitive Compartmented Information Personnel Records

SYSTEM LOCATION:

Personnel Security Division, Directorate of Security and Communications Management, Air Force Intelligence Service, Washington DC 20330.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force personnel, civil service employees, consultants, and contractor personnel with current access to SCI or who have had such access within past fifteen years except Air Force personnel assigned to Central Intelligence Agency, Office of the Secretary of Defense/ Defense Agencies, Office of the Joint Chiefs of Staff, and the National Security Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Statements of Personnel History and allied papers prepared or submitted by individuals; Statements by Commanders, Supervisors, Medical, Legal, and Security Officials, and related correspondence; Access Adjudication Records; Indoctrination Oaths; Termination Oaths; routine records/correspondence pertaining to access status or changes in status.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450; as implemented by Air Force Regulation 205-32, USAF Personnel Security Program, and USAFINTEL 201-1.

PURPOSE(S):

To recommend/determine eligibility for access to SCI.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used to verify an individual's status with respect to SCI access or eligibility for such access, only the 'fact of' an individual's eligibility/noneligibility for SCI access is furnished to other authorized government agencies/ activities and only upon request. To answer official inquiries involving an individual's eligibility/noneligibility for access to SCI.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and on microfiche.

RETRIEVABILITY:

Filed by name, by Social Security Number (SSN), and grade or rank.

SAFEGUARDS:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets and vaults.

RETENTION AND DISPOSAL:

Active records maintained as long as an individual is authorized access to SCI. Upon termination of access record is placed in inactive status where it is retained for fifteen years and then destroyed unless sooner returned to active status. Destruction is by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Security and Communications Management, Air Force Intelligence Service (AFIS/INS), The Pentagon, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Personnel Background Investigations conducted by Defense Investigative Service and/or Air Force Office of Special Investigations; Statement of Commanders, Supervisors and medical, legal and security officials; records of adjudication processes.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a(k)(2) and (k)(5), as applicable. For additional information, contact the System Manager.

F205 AFSCO A

SYSTEM NAME:

205 AFSCO A Special Security Case Files

SYSTEM LOCATION:

Air Force Security Clearance Office, Washington, DC 20330. Decentralized segments at the Washington National Records Center.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force civilian employees and applicants, and Air Force military members and prospective members, including Air Force Reserve and Air National Guard, Air Force contractor employees requiring unescorted access, Air Force Academy and ROTC Cadets and applicants, overseas educators involved in the education and orientation of military personnel, Nonappropriated Fund Instrumentality personnel and applicants for sensitive positions, personnel requiring DOD building passes, whose personnel security investigations contain significant unfavorable information, whose cases were previously processed or adjudicated under the Air Force Military or Civilian Security Programs, or who are the subject of Special Security Files initiated by commanders..

CATEGORIES OF RECORDS IN THE SYSTEM:

Files may include (1) requests for clearance, investigation, or waiver of investigative requirements, (2) determinations of eligibility for assignment to sensitive or nonsensitive positions, (3) medical records checks and evaluations, (4) personnel records information, (5) personnel security questionnaires, (6) correspondence between the Air Force Security Clearance Office and the individual, office of assignment, commanders, medical facilities and installations, personnel offices, investigative agencies, Air Staff offices, or offices of the Secretary of the Air Force, (7) clearance records, and (8) summaries, evaluations, recommendations and records of adjudication.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 7531, Definitions; 7532, Suspension and removal; 7533, Effect on other statutes; 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; Executive Order 10450, Security requirements for government employment; implemented by Department of Defense Regulation 5200-2R, DOD Personnel Security Program.

PURPOSE(S):

Files are established to evaluate the security acceptability of Air Force military and civilian and contractor personnel, applicants, enlistees and nominees for appointment, assignment or retention in sensitive positions with access to classified defense information or to restricted areas and locations in the interest of national security. Files are used to record clearance adjudicative actions, eligibility determinations and investigative data. Investigative case file information may be reviewed by Air Force installation commanders, supervisors, personnel officers, medical, security, and investigative personnel, personnel of Air Staff offices and offices of the Secretary of the Air Force. Case files and cards are also used to answer inquiries from other Air Force offices and agencies, and from investigative, security and personnel representatives of other Federal agencies concerning the clearance status of individuals. Case records are maintained to prepare statistical accounting and to measure the effectiveness of the adjudicative programs and procedures.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and microfiche maintained in file folders, card files, visible file binders/cabinets and notebooks/binders.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Records are stored in vaults, safes and security file containers/cabinets. All records are stored, processed, transmitted and protected as the equivalent of classified information. Records are accessed by the custodian of the records system, by persons responsible for servicing the system in the performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know.

RETENTION AND DISPOSAL:

Case files which result in a final, favorable adjudicative determination are retained in the office files for one year after annual cut-off then are destroyed by tearing into pieces, shredding, pulping, or burning. Case files resulting in an adverse adjudicative determination are retained in office files for two years after annual cut-off, then are retired to the Washington National Records Center, Washington, DC 20409.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Air Force Security Clearance Office, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager, and should contain the full name, including any former names, grade, date of birth and Social Security Number.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information is received from investigative reports from federal investigative agencies, personnel and medical records, board reports, correspondence from offices and organizations of assignment, and from commanders, supervisors, witnesses and individuals, from security, and investigative personnel and from Air Staff offices, offices of the Secretary of the Air Force.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 552a(k)(5). For additional information, contact the System Manager.

F205 AFSCO B

SYSTEM NAME:

205 AFSCO B Presidential Support Files.

SYSTEM LOCATION:

Primary System at the Air Force Security Clearance Office, Washington, DC 20330. Decentralized segments are located at security police offices for units having a Presidential Support mission and those units from which personnel are nominated or assigned to Presidential Support duties.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those Air Force military and civilian personnel who are nominated or assigned to authorized, designated positions involving Presidential Support duties on either a full or part-time basis.

CATEGORIES OF RECORDS IN THE SYSTEM:

Nomination Files include reports of investigation by the Defense Investigative Service and by other Federal investigative agencies; correspondence between the Air Force Security Clearance Office and units, installations, contractors and major commands, investigative agencies, security offices, Air Staff offices and offices of the Secretary of the Air Force, the office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, the Office of the Director, White House Military Office, medical evaluations, statements by nominees, summaries and evaluations of investigative information. Assignment Record Files include letters of notification of selection and quarterly rosters of all assigned personnel listed alphabetically by organization.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; implementing Department of Defense Directive 5210.55, Selection of DOD Military and Civilian Personnel and Contractor Employees for Assignment duties; and Department of Defense Regulation 5200-2R, DOD Personnel Security Program.

PURPOSE(S):

Nomination files are temporary files used to evaluate the background, character, suitability and qualifications of nominees being considered for selection to positions requiring regular or frequent contact with the President or access to Presidential facilities or modes of transportation. Files are reviewed and evaluated by staff members at each level in the selection process, by medical facility staff members, by the Air Force Security Clearance Office, and and other appropriate Air Staff office, by the Office of the Administrative Assistant to the Secretary of the Air Force, and by the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense. Files are reviewed by the Office of the Director, White House Military Office and contractor personnel files may be reviewed by the contractor and by the U.S. Secret Service. Assignment Record Files are originated from data in the Nomination Files to locate, identify, control, manage, and administer individuals selected for assignment to Presidential Support duties, to initiate assignment actions after final selection, to notify medical facilities, and to prepare the quarterly listing of individuals assigned to the program for submission to the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, to major command and units and Security Police offices having a Presidential support mission, and submission to the Office of the Director, White House Military Office and to contractors. Presidential Support mission. Assignment Record Files at locations other than the Air Force Security Clearance Office are merely duplicate copies of the file copy. File copies are retained at the Air Force Security Clearance Office to permit record access and to record the accountability of disclosures of the Nomination Files.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders and on computer paper output products.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system, by person responsible for servicing the record system in performance of their official duties, and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, in safes and vaults.

RETENTION AND DISPOSAL:

Upon completion of final favorable determination of selection, Nomination Files are destroyed by tearing into pieces, shredding, pulping, or burning and are replaced by Assignment Record Files. Assignment Record Files for individuals are retained during the period of assignment or for five years, whichever is longer, as the disclosure accountability record, then are destroyed by tearing into pieces, shredding, pulping, or burning except for the file copy which is kept by the System Manager for five years for disclosure accounting. Assignment Record Files in quarterly roster listing form are destroyed when superseded by the next quarterly roster by tearing into pieces, shredding, pulping, or burning. Nomination Files for personnel not selected are retained in the office of nonselection or at the Air Force Security Clearance Office for one year after the date of nonselection, at which time they are destroyed by tearing into pieces, shredding, pulping, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Presidential Support Security Specialist, Air Force Security Clearance Office, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Requests should contain the full name, military or civilian grade, date of birth, position in unit or contracting firm, the date of nomination or nonselection, or the unit or organization to which assigned, location and period of assignment.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information from the individual, from reports from Federal investigative agencies, military and civilian contractor personnel records, and military medical records, correspondence from military and civilian law enforcement and Security Police offices, major command staff offices, Air Staff offices, offices of the Secretary of the Air Force, the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, Office of the Director, White House Military Office and other Federal agencies and office of the Executive and Legislative Branches.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F205 AFSCO C

SYSTEM NAME:

205 AFSCO C Personnel Security Clearance and Investigation Records

SYSTEM LOCATION:

Air Force Security Clearance Office, Washington, DC 20330, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150, Air Force units, personnel offices, Security Police elements at all Air Force installations, Air Force Academy, CO, and Air Force ROTC Headquarters, Maxwell Air Force Base, AL.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force military and civilian personnel and applicants including Air Force Reserve and Air National Guard personnel, Air Force Academy and Air Force ROTC Cadets, Air Force contractors requiring unescorted entry or special access, Nonappropriated Fund Instrumentality personnel at Air Force installations and overseas educators at Air Force installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

System includes clearance status and eligibility records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Orders 9838; 10450; and 11652; 10 USC 8012 Secretary of the Air Force: powers and duties; delegation by; as implemented by DOD Regulation 5200.2R, DOD Personnel Security Program.

PURPOSE(S):

Records are used to grant access to classified information or unescorted entry to restricted areas; to record completion of investigative requirements for enlistment, induction, appointment, commissioning, assignment to sensitive positions, duty or training; to grant special access for special programs or projects; to determine investigative requirements needed for assignment; to record status of investigative actions; to record date of separation; to record adjudicative determinations of ineligibility for enlistment, induction, commissioning, retention, appointment, assignment, clearance or access.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and on computer and computer output products.

RETRIEVABILITY:

Filed by name and Social Security Number..

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms or in security file containers/cabinets or vaults, and controlled by computer system software and personnel screening.

RETENTION AND DISPOSAL:

Records are retained in computer systems for two years after separation, deleted. A Reserve commitment are retained until commitment is fulfilled, then Computer printouts are temporary records and are destroyed when replaced by more recent listing. Paper records are destroyed by tearing into pieces, shredding, pulping or burning. Computer storage devices are overwritten or erased.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Air Force Security Clearance Office, Washington, DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Provide full name, including maiden name if applicable, and Social Security Number.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from the individual, investigative reports, medical facilities, police and law enforcement offices, personnel documents, Air Force Special Security Files and Special Security Case Files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F205 AFSP A

SYSTEM NAME:

205 AFSP A Requests for Access to Classified Information by Historical Researchers

SYSTEM LOCATION:

AFOPA-MB, 1221 South Fern Street, Room D159, Arlington, VA 22202.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons outside the Executive Branch of the United States Government who request access to classified information for historical research purposes.

CATEGORIES OF RECORDS IN THE SYSTEM:

Basic biographical data on the requestor, letters of requests, letters granting access or denial and statement signed by the requestor explaining the conditions governing access.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used to determine the trustworthiness of individuals for whom access is requested, authorize or deny access based on this determination and prescribe locations, schedules and circumstances in which research may be conducted. Biographical data is disseminated to the Defense Investigative Service, the Department of Justice, the Air Force Office of Special Investigations and the Air Force Security Clearance Office.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly cleared for need to know. Records are stored in safes.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief Magazine and Book Branch Secretary of the Air Force Office of Public Affairs.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Chief Magazine and Book Branch Secretary of the Air Force Office of Public Affairs. Written requests should be notarized. Personal visits require positive identification such as Military ID card, drivers license, SSN, date of birth, etc.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from the individual, police and investigating officers, and the Department of Justice.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F210 ESC A

SYSTEM NAME:

210 ESC A Historical Research and Retrieval System (HORRS)

SYSTEM LOCATION:

Command Historical Office, Headquarters Electronic Security Command (HQ ESC), San Antonio, TX 78243.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian members of ESC, including active, retired, and deceased personnel. Primarily, names of key personnel, such as commanders, operations officers, and other staff personnel mentioned in command histories and special studies, are filed in this system and are retrievable by name.

CATEGORIES OF RECORDS IN THE SYSTEM:

Coded abstracts of command history items or extracts from other documents retained for historical purposes. Will include name, rank, unit assigned, position occupied, and any historically noteworthy achievements of individuals reflected in the document from which information was extracted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by as implemented by Air Force Regulation (AFR) 210-1, Regulation for Air Force Historians.

PURPOSE(S):

Research reference file used by HQ ESC Historical Office to satisfy requests for Air Force Special Intelligence (SI) historical information received from individuals within the DOD and other government agencies. Information is also used as research material for preparing special studies and monographs, and to answer requests for information under the Freedom of Information Act.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in bound, paper copies; jacketed microfiche; and computer magnetic tapes, discs, and computer products.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers. The computer file is kept in a locked room.

RETENTION AND DISPOSAL:

Microfiche and paper copies of records, including ADP products, are retained in office files until no longer needed for reference, then destroyed by burning or pulping. Computer tapes are destroyed by overwriting.

SYSTEM MANAGER(S) AND ADDRESS:

Command Historian, HQ ESC/HO, San Antonio, TX 78243.

NOTIFICATION PROCEDURE:

Information as to whether the record system contains information on an individual may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Individuals can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is obtained from command histories, special studies, monographs, end-of-tour reports, oral histories, and other reference material.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F213 AF MP A

SYSTEM NAME:

213 AF MP A Individual Class Record Form

SYSTEM LOCATION:

At Air Force Installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel who are enrolled in educational programs conducted on base.

CATEGORIES OF RECORDS IN THE SYSTEM:

Identifies courses, sources of funding, tuition payments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; as implemented by Air Force Regulation 213-1, Operation and Administration of the Air Force Education Services Program.

PURPOSE(S):

Used by educational services personnel to compile reports, to expedite return of borrowed books or equipment, and to control tuition payments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

RETENTION AND DISPOSAL:

Retained in office files until classes are completed or until borrowed materials are returned and all monies are paid. Then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Education Branch.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F213 AFWB A

SYSTEM NAME:

213 MPC A Air Force Educational Assistance Loans

SYSTEM LOCATION:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

1961, 1962 and 1963 dependents of active duty Air Force military members who received educational assistance loans.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain loan agreement documents made with loan recipients, related documentation between Executive Secretariat/Air Force Welfare Board (AFWB) and college/university registrars, retained copies of documents and correspondence received from or sent to loan recipients; and individual ledger cards reflecting accounting data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used for loan follow-up.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Files are retained until paid in full at which time the original loan agreement is returned to the loan recipient.

SYSTEM MANAGER(S) AND ADDRESS:

Chairman, Air Force Welfare Board, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Original loan agreements generated by the loan recipient; correspondence received from or sent to loan recipients; certifications from college/university registrars as to receipt of payment for tuition, school supplies and other educational expenses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F213 MPC A

SYSTEM NAME:

213 MPC A Air Force Educational Assistance Loans

SYSTEM LOCATION:

Air Force Manpower Personnel Center, Randolph Air Force Base, TX 78150.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

1961, 1962 and 1963 dependents of active duty Air Force military members who received educational assistance loans.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain loan agreement documents made with loan recipients, related documentation between Air Force Manpower and Personnel Center (AFMPC/Executive Secretariat/Air Force Welfare Board (DPMSS)) and college/university registrars, retained copies of documents and correspondence received from or sent to loan recipients; and individual ledger cards reflecting accounting data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used for loan follow-up action.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Files are retained until paid in full at which time the original loan agreement is returned to the loan recipient.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Original loan agreements generated by the loan recipient; correspondence received from or sent to loan recipients; certifications from college/university registrars as to receipt of payment for tuition, school supplies and other educational expenses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F215 AFA A

SYSTEM NAME:

215 AFA A Library Authorized Patron File

SYSTEM LOCATION:

USAF Academy Library, USAF Academy, Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Academy military and civilian personnel and cadets, specially authorized non-base library patrons.

CATEGORIES OF RECORDS IN THE SYSTEM:

Social security number, name, base or home address, type of patron code, expiration data for special borrower privileges.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 United States Code Chapter 903, United States Air Force Academy.

PURPOSE(S):

Used by Library personnel to fully identify patrons to whom library material is charged in operation of the Library's automated circulation control system, to issue library cards, to follow up on delinquent borrowers by generation of overdue notices, and to clear departing patrons and delete their names from the file.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in computer and computer output products, and on cards.

RETRIEVABILITY:

Social Security Number.

SAFEGUARDS:

Records are accessed by person(s) responsible for library circulation control operation in the performance of their office duties. Printout is stored in locked room when not in use by circulation desk staff during hours when the Library is open. Computer storage devices are protected by computer system software.

RETENTION AND DISPOSAL:

Patron data is deleted from master files maintained on computer when outgoing clearance is accomplished.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Academy Libraries, USAF Academy, Colorado Springs CO 80840.

NOTIFICATION PROCEDURE:

Request from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and is published in Air Force Regulation 12-35

RECORD SOURCE CATEGORIES:

Individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F215 AFA B

SYSTEM NAME:

215 AFA B Library/Special Collections Records

SYSTEM LOCATION:

United States Air Force Academy, Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Cadets, Air Force active duty personnel, members of boards and committees associated with Academy operations (Board of Visitors, General Officer Advisory Committee, etc.), faculty, staff and graduates of USAF Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system consists of the following categories of information or subsystems: (l) Index by name to persons in historical photographs and on official officer rosters; (2) historical rosters of cadet wing, cadet class rosters, files of orders, grade lists contained in historical course materials, athletic squad rosters; (3) index by name, date of service on each board or committee; (4) dissertations, theses, books, articles, published reports furnished by individual concerned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

l0 USC Chapter 903, United States Air Force Academy.

PURPOSE(S):

(l) To identify individuals with their periods of service at the Academy and connection with historic Academy events as recorded in photographs and/ or biographical data. (2) Used by faculty, staff and cadets working on history and operations of the Academy. (3) To identify and individual's service on official Academy boards and committess. (4) Publication colletion is a traditional library function to show scholarly achievements on an institution of higher education, for use in accreditation reports and as a central reference resource.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files, photographs, file folders, visible file binders/cabinets and on roll microfilm.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and are maintained in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Library special collection is retained permanently at the USAF Academy Library.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Academy Libraries, USAF Academy, Colorado Springs CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Card catalog is prepared manually by Library personnel from photograph identification captions, officer rosters, historical materials and records. Materials generated by Superintendent, Dean of Faculty agencies, Commandant of Cadet agencies, Director of Athletics, Registrar, Staff Agencies. Publications are supplied by individuals concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F265 AFA A

SYSTEM NAME:

265 AFA A Cadet Chaplain Records

SYSTEM LOCATION:

United States Air Force Academy, Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force Academy Cadets.

CATEGORIES OF RECORDS IN THE SYSTEM:

Religious affiliation, background and religious interests and choir audition consisting of musical capabilities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 9331, Establishment; Superintendent; faculty, and 9337, Chaplain. .ul

PURPOSE(S):

(1) Identify incoming Fourth Class Cadets religious affiliation, religious background data and religious interests. Cadet Chaplains use this information to organize cadet lay participation as ushers, choir members, lay readers, lectors, commentators, and religious education teachers. Cadet chaplains and chapel managers assigned to the USAF Academy Cadet Chaplain's Office use this information. (2) Choir audition record identifies incoming cadet's musical capabilities and the music directors use this information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and computer output products and in card files.

RETRIEVABILITY:

Filed by name and Social Security Number .

SAFEGUARDS:

Records are accessed by the custodian, by person(s) responsible for servicing the record system in the course of their official duties, and by authorized personnel who are properly cleared for need to know. Records are stored in locked rooms and on computer storage devices protected by computer system software.

RETENTION AND DISPOSAL:

Destroyed one year after graduation.

SYSTEM MANAGER(S) AND ADDRESS:

USAF Academy Command Chaplain.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from individual cadet.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F265 HC A

SYSTEM NAME:

265 HC D Non-Chaplain Ecclesiastical Endorsement Files

SYSTEM LOCATION:

Records maintained at the Office of the Chaplain for the installation where employed. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military/civilians authorized to function as Lay Leaders, Auxiliary Chaplains, Ushers, Lectors, etc.

CATEGORIES OF RECORDS IN THE SYSTEM:

Certification from religious denomination that the indivisual is qualified to function as Lay Leader or Auxiliary Chaplain.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Determining qualifications of individuals to serve as Lay Leader or Auxiliary Chaplain.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Returned to issuing denomination if requested.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Chaplains, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Request access from Senior Installation Chaplain.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Denominational agency endorsing individual to function.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F265 HC B

SYSTEM NAME:

265 HC B Chaplain Personnel Roster

SYSTEM LOCATION:

Headquarters United States Air Force, Washington DC 20330. Air Reserve Personnel Center, Denver, CO 80280. Headquarters of the major commands and separate operating agencies. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's sytems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force civilian employees, Air Force Reserve and Air National Guard personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Organization and station, manpower authorization records, statistical grade codes, Air Force specialty codes, name, Social Security Number, current rank, date of current rank, religious denomination code symbol, date of separation or service commitment, date of birth, effective date of current assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Insuring adequate manning of Reserve, Air National Guard, and civilian auxiliary authorizations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and note books/binders.

RETRIEVABILITY:

Filed by name. Filed by Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Chaplains, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Request for access may be made to the Major Command Chaplain of the nearest major command. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from automated system interfaces and from individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F265 HC C

SYSTEM NAME:

265 HC C Directory of Active Duty and Retired Chaplains

SYSTEM LOCATION:

Primary location: Chief of Chaplains, Headquarters United States Air Force, Washington DC 20330. Decentralized location: At offices of each active duty and retired chaplain. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty officer personnel, retired Air Force military personnel, all Air Force active duty and retired Chaplains.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, current mailing address, home state, religious denomination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used by Chaplains as a ready reference in referring counselees to other Chaplain counselors by name.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in note books/binders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Each Chaplain listed in the Directory has access as custodian of the record system stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Chaplains, Headquarters United States Air Force, Washington DC 20330.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Active duty addresses from assignment action documents at Headquarters United States Air Force; retiree addresses from individual retirees.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F265 HC D

SYSTEM NAME:

265 HC D Records on Baptisms, Marriages and Funerals by Air Force Chaplains

SYSTEM LOCATION:

Washington National Records Center, Washington DC 20409. 1955 to 1958 Records Group, Modern Military Branch, Military Archives Division, National Archives Service, Washington, DC 20408; 1949 to 1955 Records Group.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel, marriages, military and dependent personnel, baptisms, military and dependent personnel, funerals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of baptisms, marriages and funerals performed by Air Force Chaplains.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Records of rites performed by Air Force Chaplains used to verify rites performed for individuals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in card files.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Fifty-year retention 1955 to 1958, Washington National Records Center, Washington, DC 20409; Year Group 1949 to 1955 retained at Modern Military Branch, Military Archives Division, National Archives Service, Washington, DC 20408; system discontinued after 1958.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Chaplains, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information from individuals and Air Force Chaplains reporting rites.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F900 AF MP A

SYSTEM NAME:

900 AF MP A Military Decorations

SYSTEM LOCATION:

Directorate of Personnel Program Actions, Headquarters Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Headquarters of major commands and at all levels down to and including Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel. Air Force Reserve personnel. Air National Guard personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Supervisory evaluation of duty performance with comments by commanders at intermediate levels.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 857, Decorations and Awards; as implemented by Air Force Regulation 900-48, Decorations, Service and Achievement Awards, Unit Awards, Special Badges, and Devices.

PURPOSE(S):

Award of military decorations - used by award approval authorities to determine qualification for recognition through award of a decoration.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in visible file binders/ cabinets.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Destroyed 1 year after completion by tearing into pieces shredding, pulping, macerating or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff/ Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. or individuals may contact agency officials at respective locations in order to exercise their rights under the act.

RECORD ACCESS PROCEDURES:

Same procedures as for notification.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Supervisors' evaluations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F900 AF MP B

SYSTEM NAME:

900 AF MP B Suggestions, Inventions, Scientific Achievements

SYSTEM LOCATION:

Directorate of Personnel Program Actions, Headquarters Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Headquarters of major commands and separate operating agencies and base personnel offices. Official mailing addresses are in the Department of Defense Directory in the appendix to the component's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force military members and civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include suggestion forms, evaluations and substantiating documentation consisting of forms, certificates, administrative correspondence; records of committee actions; award actions; reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1124, Cash awards for suggestions, inventions or scientific achievements; as implemented by Air Force Regulation 900-4, The Air Force Suggestion Program, and Air Force Manual 900-132, Suggestion Program Data System: P073/UG Users Manual.

PURPOSE(S):

Files are originated when personnel initiate a suggestion, invention, or scientific achievement. Case files are reviewed by the Suggestion Office personnel, and are referred to the Suggestion Awards Committee for review when required by governing directives. Individual name files are retained not more than one full year after close of year in which the final action was taken. Records of committee actions are retained for two years. Copy of approved award is filed in civilian employee's official personnel file. Copy of approved award is not retained elsewhere for military member.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and on cards.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the records in performance of their official duties who are properly screened and cleared for need-to-know.

RETENTION AND DISPOSAL:

Retained for one year after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from source document (Suggestion Form) include name, Social Security Number, job title, home or mailing address, grade and organizational address.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F900 AFA A

SYSTEM NAME:

900 AFA A Cadet Awards Files

SYSTEM LOCATION:

United States Air Force Academy, USAF Academy Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Relatives of deceased persons who are memorialized through cadet awards and any former USAF Academy cadet who has been honorably discharged because of being crippled, disabled, or blinded while enrolled at the USAF Academy, or because of the discovery of a physical defect after entering the USAF Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cadet Awards files by award area, including background on person memorialized, donor financial arrangements, record of award winners and administrative history and military, academic and medical information on individual considered for award, financial status of parents or guardian and/or candidate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Chapter 903, United States Air Force Academy.

PURPOSE(S):

For continuing award sponsorship business with donors, which consist of private individuals, patriotic and veteran organizations, and major air command and used by Cadet Awards Council to aid in their selection of individuals to receive annual award presented to disabled former cadets.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records may be disclosed to donors.

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets. Awards Council Chairman and appointed project officer are only persons reviewing financial statements.

RETENTION AND DISPOSAL:

Records are maintained five years in office area before retiring to base staging area for 45 additional years.

SYSTEM MANAGER(S) AND ADDRESS:

Dean of Faculty, USAF Academy, Colorado Springs CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from educational institutions, from individual or next of kin.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F900 AFA B

SYSTEM NAME:

900 AFA B Thomas D. White National Defense Award

SYSTEM LOCATION:

United States Air Force Academy, Colorado Springs CO 80840.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Living U.S. citizens who have contributed significantly to the national defense and security of the United States.

CATEGORIES OF RECORDS IN THE SYSTEM:

Nominations and supporting biographical information on nominees for the Thomas D. White Defense Award.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U S C 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Data pertaining to the Thomas D. White National Defense Award is used by a selection board in identifying an appropriate recipient for the award. The elements, which may consist of citations, certificates, and/or trophies are prepared using information provided by the nominating activity.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and on microfiche.

RETRIEVABILITY:

By Name.

SAFEGUARDS:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff/Personnel, USAF Academy, Colorado Springs CO 80840.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers and from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F900 DAY A

SYSTEM NAME:

900 DAY A Annual Outstanding Air Force Administration and Executive Support Awards

SYSTEM LOCATION:

Primary system at the Administrative Systems Management Division, Directorate of Administration, Headquarters United States Air Force, Washington DC 20330. Decentralized segments may be found within Administration offices and at nominating units. Headquarters of major commands and at all levels down to and including Air Force installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include unit or command nomination letters; letters of commendation citing nominees for their achievements and selection as outstanding administrators; 'Hometown News Release Data,' for military personnel; 'Civilian News Data,' for civilian personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

PURPOSE(S):

Used for review and selection of award recipients by committee. Further use is for preparation of certificates of recognition; letters of commendation, and preparation of news articles recognizing individual award recipients.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name within major command or separate operating agency sequence.

SAFEGUARDS:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know.

RETENTION AND DISPOSAL:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Administration, Headquarters United States Air Force.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager. Individual must give name and organization of assignment. The individual may visit the Director or Chief of Administration, or the Privacy Officer, of any installation.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from the individual's supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

F900 TAC A

SYSTEM NAME:

900 TAC A Special Awards File

SYSTEM LOCATION:

Headquarters Tactical Air Command, Langley Air Force Base, VA 23665.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Air Force active duty military personnel, civilian employees and retired Air Force officers who are or were formerly assigned to Tactical Air Command.

CATEGORIES OF RECORDS IN THE SYSTEM:

Alphabetical file containing limited award and biographical data on TAC personnel where awards have been approved and may be used for reference in future. File is informational in nature and action does not result therefrom.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and 8074, Commands: Territorial organization, and Air Force Regulation 900-48, Decorations, Service and Achievement Awards, Unit Awards, Special Badges, and Devices, TAC Sup 1, and Air Force Regulation 900-29, Special Trophies and Awards, TAC Sup 1.

PURPOSE(S):

Used by Command Awards Branch for reference.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

RETENTION AND DISPOSAL:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel, Tactical Air Command, Langley Air Force Base, VA 23665.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Individual can obtain assistance in gaining access from the System Manager.

CONTESTING RECORD PROCEDURES:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information obtained from previous employers and source documents such as reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

DEPARTMENT OF THE AIR FORCE ADDRESS DIRECTORY

OFFICE OF THE SECRETARY OF THE AIR FORCE

and

HEADQUARTERS UNITED STATES AIR FORCE

(Located Within the Washington, DC area)

Office of the Secretary of the Air Force
Washington, D.C. 20330

Assistant Secretary of the Air Force (Financial Management)
Washington, D.C. 20330

Assistant Secretary of the Air Force (Research and Development & Logistics)
Washington, D.C. 20330

Assistant Secretary of the Air Force (Manpower, Reserve Affairs & Installations)
Washington, D.C. 20330

Administrative Assistant to the Secretary of the Air Force
Washington, D.C. 20330

General Counsel Department of the Air Force
Washington, D.C. 20330

Office of the Secretary of the Air Force
Director, Legislative Liaison
Washington, D.C. 20330

Office of the Secretary of the Air Force
Director, Office of Public Affairs
Washington, D.C. 20330

Office of the Secretary of the Air Force
Director, Office of Space Systems
Washington, D.C. 20330

Chief of Staff
United States Air Force
Washington, D.C. 20330

Vice Chief of Staff
United States Air Force
Washington, D.C. 20330

Assistant Vice Chief of Staff
United States Air Force
Washington, D.C. 20330

Chief Scientist
United States Air Force
Washington, D.C. 20330

Surgeon General
United States Air Force
Washington, D.C. 20330

Inspector General of the Air Force
Washington, D.C. 20330

The Judge Advocate General
United States Air Force
Washington, D.C. 20330

Assistant Chief of Staff, Intelligence
United States Air Force
Washington, D.C. 20330

Chief, National Guard Bureau
Washington, D.C. 20330

Chief, Air Force Reserve
Washington, D.C. 20330

Assistant Chief of Staff, Studies and Analysis
United States Air Force
Washington, D.C. 20330

Chief of Chaplains
United States Air Force
Washington, D.C. 20330

Director of Administration
United States Air Force
Washington, D.C. 20330

Comptroller of the Air Force
Washington, D.C. 20330

Assistant Chief of Staff, Communications and Computer Resources
United States Air Force
Washington, D.C. 20330

Chief, Office of Air Force History
United States Air Force
Washington, D.C. 20330

Chief, Security Police
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Personnel
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Programs and Evaluation
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Operations Plans and Readiness
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Research, Development & Acquisition
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Logistics and Engineering
United States Air Force
Washington, D.C. 20330

OFFICE OF THE SECRETARY OF THE AIR FORCE

and

HEADQUARTERS UNITED STATES AIR FORCE

(Located Outside the Washington, DC area)

Assistant DCS/Personnel - Military Personnel
Randolph Air Force Base, TX 78148

Auditor General
Norton Air Force Base, CA 92409

Deputy Inspector General for Inspection & Safety
Norton Air Force Base, CA 92409

Director of Accounting & Finance
Denver, CO 80279

MAJOR COMMANDS, SEPARATE OPERATING AGENCIES

and

DIRECT REPORTING UNITS

Aerospace Defense Center
Peterson Air Force Base, CO 80914

Air Force Accounting and Finance Center
Denver, CO 80279

Air Force Audit Agency
Norton Air Force Base, CA 92409

Air Force Combat Operations Staff
The Pentagon
Washington DC 20330

Air Force Communications Command
Scott Air Force Base, IL 62225

Air Force Commissary Service
Kelly Air Force Base, TX 78241

Air Force Engineering and Services Center
Kelly Air Force Base, TX 78241

Air Force Inspection and Safety Center
Norton Air Force Base, CA 92409

Air Force Intelligence Service
Bolling Air Force Base, DC 20332

Air Force Logistics Command
Wright-Patterson Air Force Base, OH 45433

Air Force Manpower and Personnel Center
Randolph Air Force Base, TX 78148

Air Force Medical Service Center
Brooks Air Force Base, TX 78235

Air Force Office of Special Investigations
Washington, DC 20314

Air Force Reserve
Robins Air Force Base, GA 31098

Air Force Service Information and News Center
Kelly Air Force Base, TX 78241

Air Force Systems Command
Andrews Air Force Base, DC 20334

Air Force Test and Evaluation Center
Kirtland Air Force Base, NM 87117

Air National Guard Support Center
Andrews Air Force Base, MD 20334

Air Reserve Personnel Center
Denver, CO 80280

Air Training Command
Randolph Air Force Base, TX 78148

Electronic Security Command
San Antonio, TX 78243

Alaskan Air Command
Elmendorf AFB AK 99506

Commander-in-Chief
United States Air Forces Europe
APO New York 09012

Commander-in-Chief
Pacific Air Forces
Hickam AFB HI 96853

Commander-in-Chief
Strategic Air Command
Offutt Air Force Base, NE 68113

Commander-in-Chief
Military Airlift Command
Scott Air Force Base, IL 62225

Tactical Air Command
Langley Air Force Base, VA 23665

United States Air Force Academy
USAF Academy, CO 80840

1947 Administrative Support Group
Washington, DC 20330

AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS

(Districts and Detachments)

Air Force Office of Special Investigations
Washington DC 20314

AFOSI District 1
Pease Air Force Base, NH 03801

AFOSI Detachment 102
Hanscom Air Force Base, MA 01731

AFOSI Detachment 106
Loring Air Force Base, ME 04751

AFOSI Detachment 109
Griffiss Air Force Base, NY 13441

AFOSI Detachment 110
Hancock Field, NY 13225

AFOSI Detachment 111
Plattsburgh Air Force Base, NY 12903

AFOSI District 4
Andrews Air Force Base, DC 20331

AFOSI Detachment 403
Dover Air Force Base, DE 19901

AFOSI Detachment 411
Bolling Air Force Base, DC 20332

AFOSI Detachment 412
26 Federal Plaza, Room 1759
New York, NY 10007

AFOSI Detachment 413
McGuire Air Force Base, NJ 08641

AFOSI Detachment 414
Ft George G. Meade MD 20755

AFOSI District 5
Wright-Patterson Air Force Base, OH 45433

AFOSI Detachment 507
Selfridge Air National Guard Base, MI 48045

AFOSI Detachment 509
Wurtsmith Air Force Base, MI 48753

AFOSI Detachment 512
K I Sawyer Air Force Base, MI 49843

AFOSI Detachment 515
Grissom Air Force Base, IN 46971

AFOSI Detachment 516
Scott Air Force Base, IL 62225

AFOSI Detachment 518
Newark AFS, OH 32925

AFOSI District 7
Patrick Air Force Base, FL 32925

AFOSI Detachment 707
Homestead Air Force Base, FL 33039

AFOSI Detachment 709
MacDill Air Force Base, FL 33608

AFOSI Detachment 710
Eglin Air Force Base, FL 32542

AFOSI Detachment 711
Tyndall Air Force Base, FL 32403

AFOSI Detachment 712
Robins Air Force Base, GA 31098

AFOSI Detachment 716
Eglin Air Force Auxiliary Field 9, FL 32544

AFOSI Detachment 717
Moody Air Force Base, GA 31601

AFOSI District 8
Maxwell Air Force Base, AL 36112

AFOSI Detachment 810
England Air Force Base, LA 71301

AFOSI Detachment 811
Columbus Air Force Base, MS 39701

AFOSI Detachment 812
Keesler Air Force Base, MS 39534

AFOSI Detachment 813
Little Rock Air Force Base, AR 72076

AFOSI Detachment 814
Blytheville Air Force Base, AR 72315

AFOSI Detachment 815
Barksdale Air Force Base, LA 71110

AFOSI District 10
San Antonio Air Force Station,
Box 8678, Wainwright
San Antonio TX 78208

AFOSI Detachment 1001
Bergstrom Air Force Base, TX 78743

AFOSI Detachment 1008
Goodfellow Air Force Base, TX 76901

AFOSI Detachment 1012
Lackland Air Force Base, TX 78236

AFOSI Detachment 1014
Laughlin Air Force Base, TX 78840

AFOSI Detachment 1015
Randolph Air Force Base, TX 78148

AFOSI Detachment 1016
Kelly Air Force Base, TX 78241

AFOSI Detachment 1018
Brooks Air Force Base, TX 78235

AFOSI District 11
Tinker Air Force Base, OK 73145

AFOSI Detachment 1101
Altus Air Force Base, OK 73521

AFOSI Detachment 1108
Carswell Air Force Base, TX 76127

AFOSI Detachment 1110
Dyess Air Force Base, TX 79607

AFOSI Detachment 1114
Sheppard Air Force Base, TX 76311

AFOSI Detachment 1117
Reese Air Force Base, TX 79489

AFOSI District 13
Offutt Air Force Base, NE 68113

AFOSI Detachment 1302
Ellsworth Air Force Base, SD 57706

AFOSI Detachment 1306
Bldg 1218
McConnell Air Force Base, KS 67221

AFOSI Detachment 1312
Minot Air Force Base, ND 58705

AFOSI Detachment 1313
Grand Forks Air Force Base, ND 58205

AFOSI Detachment 1314
Whiteman Air Force Base, MO 65305

AFOSI Detachment 1315
Duluth IAP MN 55814

AFOSI District 14
Lowry Air Force Base, CO 80230

AFOSI Detachment 1401
Peterson Air Force Base, CO 80914

AFOSI Detachment 1402
F E Warren Air Force Base, WY 82001

AFOSI Detachment 1404
Hill Air Force Base, UT 84406

AFOSI Detachment 1405
USAF Academy, CO 80840

AFOSI District 17
Kirtland Air Force Base, NM 87117

AFOSI Detachment 1702
PO Box 609
Main Post Office
Clovis, NM 88101

AFOSI Detachment 1703
PO Box 15003
Tucson, AZ 85708

AFOSI Detachment 1704
PO Box 548
Holloman Air Force Base, NM 88330

AFOSI Detachment 1705
Luke Air Force Base, AZ 85309

AFOSI Detachment 1707
Williams Air Force Base, AZ 85224

AFOSI District 18
Norton Air Force Base, CA 92409

AFOSI Detachment 1801
Edwards Air Force Base, CA 93523

AFOSI Detachment 1802
George Air Force Base, CA 92392

AFOSI Detachment 1803
March Air Force Base, CA 92508

AFOSI Detachment 1810
Vandenberg Air Force Base, CA 93437

AFOSI Detachment 1811
PO Box 92960
Worldway Postal Center
Los Angeles, CA 90009

AFOSI Detachment 1812
Nellis Air Force Base, NV 89191

AFOSI District 19
Travis Air Force Base, CA 94535

AFOSI Detachment 1901
Beale Air Force Base, CA 95903

AFOSI Detachment 1902
Castle Air Force Base, CA 95342

AFOSI Detachment 1904
Mather Air Force Base, CA 95655

AFOSI Detachment 1905
McClellan Air Force Base, CA 95652

AFOSI Detachment 1910
Treasure Island, CA 94130

AFOSI District 20
McChord Air Force Base, WA 98438

AFOSI Detachment 2001
Fairchild Air Force Base, WA 99011

AFOSI Detachment 2006
Malmstrom Air Force Base, MT 59402

AFOSI Detachment 2007
Mt Home Air Force Base, ID 83648

AFOSI Detachment 2009
Kingsley Field, OR 97601

AFOSI District 21
Langley Air Force Base, VA 23665

AFOSI Detachment 2101
Pope Air Force Base, NC 28308

AFOSI Detachment 2102
Shaw Air Force Base, SC 29152

AFOSI Detachment 2103
Charleston Air Force Base, SC 29404

AFOSI Detachment 2104
Seymour Johnson Air Force Base, NC 27531

AFOSI Detachment 2105
Myrtle Beach Air Force Base, SC 29577

AFOSI District 30
APO Miami 09020

AFOSI District 41
APO San Francisco 96334

AFOSI District 42
APO San Francisco 96274

AFOSI Detachment 4201
APO San Francisco 96528

AFOSI District 43
APO San Francisco 96239

AFOSI District 44 Hickam AFB HI 96853

AFOSI District 45
APO San Francisco 96301

AFOSI Detachment 4502
APO San Francisco 96264

AFOSI Detachment 4506
APO San Francisco 96570

AFOSI District 46
APO San Francisco 96328

AFOSI Detachment 4606
APO San Francisco 96519

AFOSI District 62
APO New York 09120

AFOSI Detachment 6201
PO Box 42
FPO New York 09510

AFOSI Detachment 6202
APO New York 09179

AFOSI Detachment 6203
APO New York 09194

AFOSI Detachment 6204
APO New York 09238

AFOSI Detachment 6205
APO New York 09755

AFOSI Detachment 6206
APO New York 09193

AFOSI Detachment 6207
APO New York 09127

AFOSI District 65
APO New York 09794

AFOSI Detachment 6502
APO New York 09240

AFOSI Detachment 6505
APO New York 09794

AFOSI Detachment 6506
FPO New York 09520

AFOSI District 68
APO New York 09283

AFOSI Detachment 6801
APO New York 09286

AFOSI Detachment 6802
APO New York 09406

AFOSI District 70
APO New York 09332

AFOSI Detachment 7010
APO New York 09057

AFOSI Detachment 7011
APO New York 09132

AFOSI Detachment 7013
APO New York 09154

AFOSI Detachment 7014
APO New York 09109

AFOSI Detachment 7024
APO New York 09012

AFOSI Detachment 7028
APO New York 09611

AFOSI Detachment 7029
Box 245
APO New York 09080

AFOSI Detachment 7030
APO New York 09292

AFOSI Detachment 7031
APO New York 09860

AFOSI Detachment 7032
APO New York 09130

AFOSI Detachment 7033
APO New York 09123

AFOSI Detachment 7034
APO New York 09669

AFOSI District 71
APO New York 09223

AFOSI Detachment 7101
APO New York 09291

AFOSI District 72
PO Box 2200
APO New York 09205

AFOSI Detachment 7201
PO Box 2200
APO New York 09205

AFOSI District 81
APO Seattle 98742

AFOSI Detachment 8101
APO Seattle 98737

AIR FORCE RESERVE OFFICERS TRAINING CORPS UNITS

HQ, Air Force Reserve Officers Training Corps
Maxwell Air Force Base AL, 36112

AFROTC Detachment 5
Auburn University
Auburn, AL 36830

AFROTC Detachment 10
University of Alabama
University, AL 35486

AFROTC Detachment 12
Samford University
Birmingham, AL 35209

AFROTC Detachment 15
Tuskegee Institute
Tuskegee, AL 36088

AFROTC Detachment 17
Troy State University
Troy, AL 36081

AFROTC Detachment 19
Alabama State University
Montgomery AL 36101

AFROTC Detachment 20
University of Arizona
Tucson, AZ 85721

AFROTC Detachment 25
Arizona State University
Tempe, AZ 85281

AFROTC Detachment 27
Northern Arizona University
Flagstaf, AZ 86001

AFROTC Detachment 30
University of Arkansas
Fayetteville, AR 72701

AFROTC Detachment 35
California State University Fresno
Fresno, CA 93710

AFROTC Detachment 40
Loyola University of Los Angeles
Los Angeles, CA 90045

AFROTC Detachment 45
California State University San Jose
San Jose, CA 95114

AFROTC Detachment 55
University of California at Los Angeles
Los Angeles, CA 90024

AFROTC Detachment 60
University of Southern Calif
Los Angeles, CA 90007

AFROTC Detachment 75
California State University San Diego
San Diego, CA 92115

AFROTC Detachment 80
California State University San Francisco
San Francisco, CA 94132

AFROTC Detachment 85
University of California
Berkeley, CA 94720

AFROTC Detachment 90
Colorado State University
Ft Collins, CO 80521

AFROTC Detachment 100
University of Northern Colorado
Greeley, CO 80631

AFROTC Detachment 105
University of Colorado
Boulder, CO 80302

AFROTC Detachment 115
University of Connecticut
Storrs, CT 06268

AFROTC Detachment 130
Howard University
Wash, DC 20001

AFROTC Detachment 145
Florida State University
Tallahassee, FL 32306

AFROTC Detachment 150
University of Florida
Gainesville, FL 32601

AFROTC Detachment 155
University of Miami
Coral Gables, FL 33124

AFROTC Detachment 157
Embry-Riddle Aeronautical University
Daytona Beach, FL 32015

AFROTC Detachment 159
Florida Technological University
Orlando, FL 32816

AFROTC Detachment 160
University of Georgia
Athens, GA 30601

AFROTC Detachment 165
Georgia Institute of Technology
Atlanta, GA 30332

AFROTC Detachment 172
Valdosta State College
Valdosta, GA 31601

AFROTC Detachment 175
University of Hawaii
Honolulu, HI 96822

AFROTC Detachment 190
University of Illinois
Champaign, IL 61820

AFROTC Detachment 195
Illinois Institute of Technology
Chicago, IL 60616

AFROTC Detachment 205
Southern Illinois University
Carbondale, IL 62901

AFROTC Detachment 206
Southern Illinois University at Edwardsville
Edwardsville, IL 62025

AFROTC Detachment 207
Parks College of St Louis
Cahokia, IL 62206

AFROTC Detachment 215
Indiana University
Bloomington, IN 47401

AFROTC Detachment 220
Purdue University
Lafayette, IN 47906

AFROTC Detachment 225
University of Notre Dame
Notre, Dame IN 46556

AFROTC Detachment 240
University of Evansville
Evansville, IN 47704

AFROTC Detachment 250
Iowa State University
Ames, IA 50010

AFROTC Detachment 255
State University of Iowa
Iowa City, IA 52240

AFROTC Detachment 270
Kansas State University
Manhattan, KS 66504

AFROTC Detachment 280
University of Kansas
Lawrence, KS 66044

AFROTC Detachment 285
Washburn University of Topeka
Topeka, KS 66621

AFROTC Detachment 290
University of Kentucky
Lexington, KY 40506

AFROTC Detachment 295
University of Louisville
Louisville, KY 40208

AFROTC Detachment 305
Louisiana Polytechnic Institute
Ruston, LA 71270

AFROTC Detachment 310
Louisiana State University & A&M College
Baton Rouge, LA 70803

AFROTC Detachment 311
Grambling College
Grambling, LA 71245

AFROTC Detachment 315
University of Southwestern Louisiana
Lafayette, LA 70501

AFROTC Detachment 320
Tulane University
New Orleans, LA 70118

AFROTC Detachment 330
University of Maryland
College Park, MD 20742

AFROTC Detachment 330A
University of Maryland, Eastern Shore
Prince Anne, MD 21853

AFROTC Detachment 340
College of the Holy Cross
Worcester, MA 01610

AFROTC Detachment 345
Lowell Technological Institute
Lowell, MA 01854

AFROTC Detachment 365
Massachusetts Institute of Technology
Cambridge, MA 02139

AFROTC Detachment 370
University of Massachusetts
Amherst, MA 01002

AFROTC Detachment 380
Michigan State University
East Lansing, MI 48823

AFROTC Detachment 390
University of Michigan
Ann Arbor, MI 48104

AFROTC Detachment 400
Michigan Technological University
Houghton, MI 49931

AFROTC Detachment 410
College of St Thomas
St Paul, MN 55101

AFROTC Detachment 415
University of Minnesota
Minneapolis, MN 55455

AFROTC Detachment 420
University of Minnesota
Duluth, MN 55812

AFROTC Detachment 425
Mississippi State University
State College, MS 39762

AFROTC Detachment 430
University of Mississippi
University MS 38677

AFROTC Detachment 432
University of Southern Mississippi
Hattisburg, MS 39401

AFROTC Detachment 434
Mississippi Valley State College
Itta Bena, MS 38941

AFROTC Detachment 437
Southeast Missouri State College
Cape Girardeau, MO 63701

AFROTC Detachment 440
University of Missouri
Columbia, MO 65201

AFROTC Detachment 450
Montana State University
Bozeman, MT 59715

AFROTC Detachment 465
University of Nebraska
Lincoln, NE 68508

AFROTC Detachment 470
University of Nebraska at Omaha
Omaha, NE 68101

AFROTC Detachment 475
University of New Hampshire
Durham, NH 03824

AFROTC Detachment 485
Rutgers The State University
New Brunswick, NJ 08903

AFROTC Detachment 490
Newark College of Engineering
Newark, NJ 07102

AFROTC Detachment 495
Stevens Institute of Technology
Hoboken, NJ 07030

AFROTC Detachment 505
New Mexico State University
Las Cruces, NM 88001

AFROTC Detachment 510
University of New Mexico
Albuquerque, NM 87106

AFROTC Detachment 520
Cornell University
Ithaca, NY 14850

AFROTC Detachment 535
Syracuse University
Syracuse, NY 13210

AFROTC Detachment 550
Rensselaer Polytechnic Institute
Troy, NY 12181

AFROTC Detachment 560
Manhattan College
Bronx, NY 10471

AFROTC Detachment 585
Duke University
Durham, NC 27706

AFROTC Detachment 590
University of North Carolina
Chapel Hill, NC 27514

AFROTC Detachment 595
North Carolina State University
Raleigh, NC 27606

AFROTC Detachment 600
East Carolina University, PO Box 2766
Greenville, NC 27834

AFROTC Detachment 605
North Carolina A & T State University
Greensboro, NC 27411

AFROTC Detachment 607
Fayetteville State University
Fayetteville, NC 28301

AFROTC Detachment 610
North Dakota State University of A & AS
Fargo, ND 58103

AFROTC Detachment 615
University of North Dakota
Grand Forks, ND 58201

AFROTC Detachment 620
Bowling Green State University
Bowling, Green OH 43402

AFROTC Detachment 630
Kent State University
Kent, OH 44240

AFROTC Detachment 640
Miami University
Oxford, OH 45056

AFROTC Detachment 645
Ohio State University
Columbus, OH 43210

AFROTC Detachment 646
Capital University
Columbus, OH 43209

AFROTC Detachment 650
Ohio University
Athens, OH 45701

AFROTC Detachment 660
University of Akron
Akron, OH 44304

AFROTC Detachment 665
University of Cincinnati
Cincinnati, OH 45221

AFROTC Detachment 670
Oklahoma State University
Stillwater, OK 74074

AFROTC Detachment 675
University of Oklahoma
Norman, OK 73069

AFROTC Detachment 685
Oregon State University
Corvallis, OR 97331

AFROTC Detachment 690
University of Oregon
Eugene, OR 97403

AFROTC Detachment 695
University of Portland
Portland, OR 97203

AFROTC Detachment 715
Lehigh University
Bethlehem, PA 18015

AFROTC Detachment 720
Pennsylvania State University
University Park, PA 16802

AFROTC Detachment 730
University of Pittsburgh
Pittsburgh, PA 15213

AFROTC Detachment 745
Grove City College
Grove City, PA 16127

AFROTC Detachment 752
Wilkes College
Wilkes Barre, PA 18703

AFROTC Detachment 755
University of Puerto Rico
Rio Piedras, PR 00931

AFROTC Detachment 756
University of Puerto Rico
Mayaguez, PR 00708

AFROTC Detachment 765
The Citadel
Charleston, SC 29409

AFROTC Detachment 770
Clemson University
Clemson, SC 29631

AFROTC Detachment 772
Baptist College at Charleston
Charleston, SC 29411

AFROTC Detachment 775
University of South Carolina
Columbia, SC 29208

AFROTC Detachment 780
South Dakota State University
Brookings, SD 57006

AFROTC Detachment 785
Memphis State University
Memphis, TN 38111

AFROTC Detachment 790
Tennessee Agricultural &
Industrial State University
Nashville, TN 37203

AFROTC Detachment 800
University of Tennessee
Knoxville, TN 37916

AFROTC Detachment 805
Texas A&M University
College Stn, TX 77840

AFROTC Detachment 810
Baylor University
Waco, TX 76703

AFROTC Detachment 820
Texas Technological College
Lubbock, TX 79409

AFROTC Detachment 825
University of Texas
Austin, TX 78712

AFROTC Detachment 830
East Texas State College
Commerce, TX 75429

AFROTC Detachment 835
North Texas State College
Denton, TX 76203

AFROTC Detachment 837
Pan American University
Edinburg, TX 78539

AFROTC Detachment 840
Southwest Texas State College
San Marcos, TX 78666

AFROTC Detachment 842
Lamar State University of Technology
Beaumont, TX 77710

AFROTC Detachment 845
Texas Christian University
Ft Worth, TX 76129

AFROTC Detachment 847
Angelo State University
San Angelo, TX 76901

AFROTC Detachment 850
University of Utah
Salt Lake, City UT 84112

AFROTC Detachment 855
Brigham Young University
Provo, UT 84601

AFROTC Detachment 860
Utah State University
Logan, UT 84321

AFROTC Detachment 862
Southern Utah State College
Cedar City, UT 84720

AFROTC Detachment 865
St Michael's College
Winooski, VT 05404

AFROTC Detachment 867
Norwich University
Northfield, VT 05663

AFROTC Detachment 875
Virginia Polytechnic Institute
Blacksburg, VA 24061

AFROTC Detachment 880
Virginia Military Institute
Lexington, VA 24450

AFROTC Detachment 890
University of Virginia
Charlottesville, VA 22903

AFROTC Detachment 895
Central Washington State College
Ellensburg, WA 98926

AFROTC Detachment 900
University of Puget Sound
Tacoma, WA 98416

AFROTC Detachment 905
Washington State University
Pullman, WA 99163

AFROTC Detachment 910
University of Washington
Seattle, WA 98105

AFROTC Detachment 915
West Virginia University
Morgantown, WV 26506

AFROTC Detachment 925
University of Wisconsin
Madison, WI 53706

AFROTC Detachment 930
Wisconsin State College
Superior, WI 54880

AFROTC Detachment 940
University of Wyoming
Laramie, WY 82070

AIR NATIONAL GUARD STATE HEADQUARTERS

Headquarters, Alabama Air National Guard
PO Box 1311
Montgomery, AL 36102

Headquarters, Alaska Air National Guard
610 MacKay Bldg, 338 Denali Street
Anchorage, AK 99501

Headquarters, Arizona Air National Guard
5636 E McDowell Rd
Phoenix, AZ 85008

Headquarters, Arkansas Air National Guard
Little Rock Air Force Base, AR 72076

Headquarters, California Air National Guard
PO Box 214405
Sacramento, CA 95821

Headquarters, Colorado Air National Guard
Buckley Air National Guard Base
Aurora, CO 80010

Headquarters, Connecticut Air National Guard
Bradley Field
Windsor Locks, CT 06096

Headquarters, Delaware Air National Guard
Greater Wilmington Airport
New Castle, DE 19720

Headquarters, District of Columbia Air National Guard
2001 E Capitol Street
National Guard Armory
Washington, DC 20003

Headquarters, Florida Air National Guard

State Arsenal
St Augustine, FL 32084

Headquarters, Georgia Air National Guard
PO Box 4839
Atlanta, GA 30302

Headquarters, Hawaii Air National Guard
Ft Ruger
Honolulu, HI 96816

State of Idaho
Military Division
Headquarters, Idaho Air National Guard
PO Box 45
Boise, ID 83707

Headquarters, Illinois Air National Guard
PO Box 66486
Chicago-O'Hare International Airport, IL 60666

Headquarters, Indiana Air National Guard
Stout Field
Indianapolis, IN 46241

Headquarters, Iowa Air National Guard
PO Box 616
Des Moines, IA 50303

Headquarters, Kansas Air National Guard
535 Kansas Avenue
Topeka, KS 66603

Headquarters, Kentucky Air National Guard
Boone Center
Frankfort, KY 40601

Headquarters, Louisiana Air National Guard
Jackson Barracks
New Orleans, LA 70146

Headquarters, Maine Air National Guard
Camp Keyes
Augusta, ME 04330

Headquarters, Maryland Air National Guard
Fifth Regiment Armory
Baltimore, MD 21201

Headquarters, Massachusetts Air National Guard
Otis Air Force Base, MA 02542

Headquarters, Michigan Air National Guard
PO Box 210
Lansing, MI 48901

Headquarters, Minnesota Air National Guard
State Capitol
St Paul, MN 55101

Headquarters, Mississippi Air National Guard
PO Box 5027, Fondren Station
Jackson, MS 39216

Headquarters, Missouri Air National Guard
1717 Industrial Ave
Jefferson City, MO 65101

Headquarters, Montana Air National Guard
State Arsenal
Helena, MT 59601

Headquarters, Nebraska Air National Guard
Air National Guard Base
Lincoln, NE 68524

Headquarters, Nevada Air National Guard
PO Box 1120
Carson City, NV 89701

Headquarters, New Hampshire Air National Guard
State Military Reservation
Airport Road
Concord, NH 03301

Headquarters, New Jersey Air National Guard
108 Tactical Fighter Wing
McGuire Air Force Base, NJ 08641

Headquarters, New Mexico Air National Guard
PO Box 551
Albuquerque, NM 87103

Headquarters, New York Air National Guard
Westchester Co Municipal Airport
White Plains, NY 10604

Headquarters, North Carolina Air National Guard
Douglas Municipal Airport
Charlotte, NC 28219

Headquarters, North Dakota Air National Guard
Box 1817
Bismarck, ND 58501

Headquarters, Ohio Air National Guard
PO Box 660
Worthington, OH 43085

Headquarters, Oklahoma Air National Guard
3501 Military Circle, NE
Oklahoma City, OK 73111

Headquarters, Oregon Air National Guard
Portland International Airport, OR 97218

Headquarters, Pennsylvania Air National Guard
c/o Dept of Military Affairs
Annville, PA 17003

Headquarters, Puerto Rico Air National Guard
PO Box 3786
San Juan, PR 00904

Headquarters, Rhode Island Air National Guard
Theodore F Green Municipal Airport
Warwick, RI 02886

Headquarters, South Carolina Air National Guard
McEntire Air National Guard Base
Eastover, SC 29044

Headquarters, South Dakota Air National Guard
Joe Foss Field
Sioux Falls, SD 57104

The Adjutant General, Tennessee
Attn: Air Section
National Guard Armory

Sidco Drive
Nashville, TN 37204

Headquarters, Texas Air National Guard
PO Box 5218
Austin, TX 78703

Headquarters, Utah Air National Guard
PO Box 16087
Salt Lake City, UT 84116

Headquarters, Vermont Air National Guard
Camp Johnson
Winooski, VT 05404

Headquarters, Virginia Air National Guard
Byrd Field
Sandston, VA 23150

Headquarters, Washington Air National Guard
Camp Murray
Tacoma, WA 98430

Headquarters, West Virginia Air National Guard
Kanawha Airport
Charleston, WV 25311

Headquarters, Wisconsin Air National Guard
PO Box 328
Madison, WI 53701

Headquarters, Wyoming Air National Guard
PO Box 2268
Cheyenne, WY 82001

AIR NATIONAL GUARD BASES, STATIONS, AIRPORTS, AND INSTALLATIONS

ALABAMA
Birmingham Municipal Airport, AL 35217
Martin Air National Guard Station, AL 35954
Dannelly Field, AL 36105
Hall Air National Guard Station, AL 36301

ALASKA
Kulis Air National Guard Base, AK 99502

ARIZONA
Sky Harbor Municipal Airport, AZ 85034
Tucson International Airport, AZ 85706

ARKANSAS
Ft Smith Municipal Airport, AR 72901
Little Rock Air National Guard Annex, AR 72076

CALIFORNIA
Costa Mesa Air National Guard Station, CA 92627
Fresno Air National Guard Base, CA 93727
Hayward Municipal Airport, CA 94543
Ontario International Airport, CA 91761
Van Nuys Airport, CA 91409

COLORADO
Buckley Air National Guard Base, CO 80010

CONNECTICUT
Bradley Air National Guard Base, CT 06096
Orange Air National Guard Communications Station, CT 06477

DELAWARE
Greater Wilmington Airport, DE 19720

FLORIDA
Jacksonville International Airport, FL 32229

GEORGIA
Dobbins Air National Guard Annex, GA 30060
Lewis B Wilson Airport, GA 31206
Savannah Municipal Airport, GA 31402

HAWAII
Hickam Air National Guard Annex, HI 96853

IDAHO
Boise Air Terminal, ID 83701

ILLINOIS
Capital Municipal Airport, IL 62705
Greater Peoria Airport, IL 61607

INDIANA
Ft Wayne Municipal Airport, IN 46809
Hulman Field, IN 47803
Stout Field (Air National Guard), IN 46241

IOWA
Des Moines Municipal Airport, IA 50321
Ft Dodge, IA 50501
Sioux City Municipal Airport, IA 51054

KANSAS
Forbes Air National Guard Annex, KS 66620
McConnell Air National Guard Annex, KS 67221

KENTUCKY
Standiford Field, KY 40213

LOUISIANA
Hammond Air National Guard Communications Station, LA 70401
New Orleans Air National Guard Annex, LA 70146

MAINE
Bangor International Airport, ME 04401
South Portland Air National Guard Station, ME 04106

MARYLAND
Andrews Air National Guard Annex, DC 20331
Glenn L. Martin State Airport, MD 21220

MASSACHUSETTS
Barnes Municipal Airport, MA 01085
Otis Air National Guard Annex, MA 02542
Wellesley Air National Guard Station, MA 02181
Worcester Air National Guard Station, MA 01605

MICHIGAN
Phelps/Collins Airport, MI 49707
Selfridge Air National Guard Base, MI 48045
W K Kellogg Regional Airport, MI 49016

MINNESOTA
Duluth Air National Guard Base, MN 55814

MISSISSIPPI
Allen C. Thompson Field, MS 39205
Gulfport Municipal Airport, MS 39501
Key Field, MS 39301

MISSOURI
Jefferson Barracks Air National Guard Station,

St Louis, MO 63125
Lambert/St Louis Municipal Airport, MO 63145
Rosecrans Memorial Airport, MO 64503

MONTANA
Great Falls International Airport, MT 59401

NEBRASKA
Lincoln Air National Guard Annex, NE 68524

NEVADA
Reno Municipal Airport, NV 98502

NEW HAMPSHIRE
Pease Air National Guard Annex, NH 03801

NEW JERSEY
Atlantic City Airport (Air National Guard), NJ 08405
McGuire Air National Guard Annex, NJ 08641

NEW MEXICO
Kirtland Air National Guard Annex, NM 87103

NEW YORK
Roslyn Air National Guard Station, NY 11576
Schenectady Airport, NY 12301
Suffolk County Airport, NY 11978
Westchester County Municipal Airport, NY 10604

NORTH CAROLINA
Badin Air National Guard Station, NC 28009
Douglas Municipal Airport, NC 28208
Wadesboro Air National Guard Station, NC 28170

NORTH DAKOTA
Hector Field, ND 58102

OHIO
Blue Ash Air National Guard Station OH, 45242
Camp Perry Air National Guard Station, Port Clinton, OH 43452
Mansfield Lahm Airport, OH 44901
Springfield Municipal Airport, OH 45501
Toledo Express Airport, OH 43558

OKLAHOMA
Tulsa International Airport, OK 74115
Will Rogers World Airport, OK 73159

OREGON
Portland International Airport, OR 97218

PENNSYLVANIA
Greater Pittsburgh Air National Guard Base, PA 15231
Harrisburg International Airport (Air National Guard), Middletown, PA 17057
Willow Grove Air National Guard Annex, PA 19090

PUERTO RICO
Puerto Rico International Airport (Air National Guard), San Juan, PR 00904

RHODE ISLAND
Cranston Air National Guard Station, RI 02910
Theodore F Green Municipal Airport, RI 02886

SOUTH CAROLINA
McEntire Air National Guard Base, SC 29044

SOUTH DAKOTA
Joe Foss Field, SD 57104

TENNESSEE
Alcoa Air National Guard Station, TN 37701
Lovell Field, TN 37421
McGhee Tyson Airport, TN 37901
Memphis Metropolitan Airport, TN 38118
Nashville Metropolitan Airport, TN 37217

TEXAS
Ellington Air Force Base, TX 77030
Garland Air National Guard Station, TX 75040
Hensley Field Airport, Dallas, TX 75211
Kelly Air National Guard Annex, TX 78241
La Porte Air National Guard Station, TX 77571
Nederland Air National Guard Station, TX 77627

UTAH
Salt Lake City International Airport, UT 84116

VERMONT
Burlington International Airport, VT 05401

VIRGINIA
Byrd Field, VA 23150

WASHINGTON
Bellingham Municipal Airport, WA 98225
Camp Murray Army Installation, WA 98430
Four Lakes Communication Station, WA 99004
Seattle Air National Guard Base, WA 98108
Spokane Air National Guard Annex, WA 98219

WEST VIRGINIA
Eastern West Virginia Regional Airport, WV 25401
Kanawha County Airport, WV 25311

WISCONSIN
General Mitchell Air National Guard Base, WI 53207
Truax Field, WI 53701
Volk Field Air National Guard Base, WI 54618

WYOMING
Cheyenne Municipal Airport, WY 82001

AIR UNIVERSITY ACTIVITIES AND SCHOOLS

Air Force Advisory Group
Medical Field Service School
Fort Sam Houston, TX 78234

Air Force Liaison Officer
US Military Academy
West Point, NY 10996

Air Force Representative
US Marine Corps Educational Center
US Marine Corps Schools
Quantico, VA 22134

Air Force Representative
US Naval Academy
Annapolis, MD 21402

Air University Review
Maxwell Air Force Base, AL 36112

Detachment 12 3825 Support Group (Academy)

Armed Forces Staff College
Norfolk, VA 23511

Senior Air Force Representative
US Army Air Defense School
Box 9188
Fort Bliss, TX 79906

Senior Air Force Representative
Command & Staff Department
US Army Armor School
Fort Knox, KY 40121

Senior Air Force Representative
US Army Artillery & Missile School
Fort Sill, OK 73504

Senior Air Force Representative
US Army CBR Weapons
Orientation Course
Dugway, UT 84022

Senior Air Force Representative
US Army Chemical Corps School
Fort McClellan, AL 36205

Senior Air Force Representative
US Army Command & General Staff
College
Fort Leavenworth, KS 66027

Senior Air Force Representative
US Army Engineer School
Fort Belvoir, VA 22060

Senior Air Force Representative
US Army Infantry School
Fort Benning, GA 31905

Senior Air Force Representative
Joint Services Liaison Office
US Army Intelligence Center & School
Fort Huachuca, AZ 85613

Senior Air Force Representative
US Army JFK Center for Special
Warfare (Airborne)
Ft Bragg, NC 28307

Senior Air Force Representative
US Army Logistics Management Center
Ft Lee, VA 23801

Senior Air Force Representative
US Army Quartermaster School
Fort Lee, VA 23801

Senior Air Force Representative
Officers Section
US Army Signal School
Fort Monmouth, NJ 07703

Senior Air Force Representative
US Army Transportation School
Fort Eustis, VA 23606

Senior Air Force Representative
US Army War College
Carlisle Barracks, PA 17013

Senior Air Force Representative
Industrial College of the Armed Forces
Fort McNair
Washington, DC 20315

Senior Air Force Representative
The National War College
Washington, DC 20315

Senior Air Force Advisor
US Naval War College
Newport, RI 02844

Senior Air Force Representative
Naval Amphibious School
US Naval Amphibious Base
Coronado San Diego, CA 92155

Senior Air Force Representative Code
6408
Navy Management Systems Center
Naval Post Graduate School
Monterey, CA 93940

Academic Instructor & Foreign Officer
School
Maxwell Air Force Base, AL 36112

Air Force Chaplain School
Maxwell Air Force Base, AL 36112

Air Force Judge Advocate General
School
Maxwell AFB AL 36112

Air Command & Staff College
Maxwell Air Force Base, AL 36112

Air Force Institute of Technology
Wright-Patterson Air Force Base, OH
45433

Air University Library
Maxwell Air Force Base, AL 36112

Air War College
Maxwell Air Force Base, AL 36112

Civil Engineering School
Wright-Patterson Air Force Base, OH
45433

Extension Course Institute
Gunter Air Force Station, AL 36118

School of Systems & Logistics
Wright-Patterson Air Force Base, OH
45433

Squadron Officers School
Maxwell Air Force Base, AL 36112

USAF Senior Non-Commissioned
Officer Academy
Gunter Air Force Station, AL 36114

AREAS

European Communications Area
APO New York 09012

Northern Communications Area
Griffiss Air Force Base, New York 13441

Pacific Communications Area Hickam
AFB HI 96853

Royal Air Force Welford Ammo
Storage Area
APO New York 09607

Southern Communications Area
Oklahoma City Air Force Station, OK
73145

Strategic Communications Area
Offutt AFB NE 68113

Tactical Communications Area
Langley Air Force Base, VA 23665

CENTERS

Aerospace Defense Center
Cheyenne Mountain Complex, CO 80914

Aerospace Guidance & Meteorology
Center

Newark Air Force Station, OH 43055

Air Force Systems Command
Scientific & Technical Liaison Office
Ames Research Center (NASA)
Moffett Field, CA 94035

Air Force Systems Command
Scientific & Technical Liaison Office
Langley Research Center (NASA)
Langley Air Force Base, VA 23665

Air Force Systems Command
Scientific & Technical Liaison Office
Lewis Research Center (NASA)
21000 Brookpark Road
Cleveland, OH 44135

Air Force Systems Command
Scientific & Technical Liaison Office
Naval Weapons Center
China Lake, CA 93555

Air Force Systems Command
Scientific & Technical Liaison Office
Royal Trust Tower - Suite 2607
Post Office Box 348
Toronto, Ontario, Canada
M5K 1K7

Air Defense Weapons Center
Tyndall Air Force Base, FL 32403

Air Force Civil Engineering Center
Tyndall Air Force Base, FL 32401

Air Force Communications Security Center
San Antonio, TX 78243

Air Force Contract Maintenance Center
Wright-Patterson Air Force Base, OH 45433

Air Force Data Services Center
Washington, DC 20330

Air Force Data Systems Design Center
Gunter Air Force Station, AL 36114

Air Force Electronic Warfare Center
San Antonio TX 78243

Air Force Flight Test Center
Edwards Air Force Base, CA 93523

Air Force Logistics Management Center
Maxwell AFB, AL 36112

Air Force Military Training Center
Lackland Air Force Base, TX 78236

Air Force Technical Applications Center
Patrick Air Force Base, FL 32925

Albert F Simpson Historical Research Center
Maxwell Air Force Base, AL 36112

Armament Development & Test Center
Eglin Air Force Base, FL 32542

Arnold Engineering Development Center
Arnold Air Force Station, TN 37389

Automated Weather Network Management Center
Carswell AFB, TX 76127

Chanute Technical Training Center
Chanute Air Force Base, IL 61868

Communications Computer Programming Center
Tinker Air Force Base, OK 73145

Federal Computer Performance Evaluation & Simulation Center
Washington, DC 20330

Keesler Technical Training Center
Keesler Air Force Base, MS 39534

Leadership & Management Development Center
Maxwell Air Force Base, AL 36112

Lowry Technical Training Center
Lowry Air Force Base, CO 80230

Military Aircraft Storage & Disposition Center
Davis-Monthan Air Force Base, AZ 85707

National Personnel Records Center/ Civilian Personnel Records-Air Force
111 Winnebago St
St Louis, MO 63118

National Personnel Records Center/ Military Personnel Records-Air Force
9700 Page Blvd
St Louis, MO 63132

Ogden Air Logistics Center
Hill Air Force Base, UT 84406

Oklahoma City Air Logistics Center
Tinker Air Force Base, OK 73145

Rome Air Development Center
Griffiss Air Force Base, NY 13441

Sacramento Air Logistics Center
McClellan Air Force Base, CA 95652

San Antonio Air Logistics Center
Kelly Air Force Base, TX 78241

San Antonio Procurement Center
Kelly Air Force Base, TX 78241

Sheppard Technical Training Center
Sheppard Air Force Base, TX 76311

Space and Missile Test Center
Vandenberg Air Force Base, CA 93437

USAF Airlift Center
Pope AFB, NC 28308

USAF Environmental Technical Applications Center
Scott Air Force Base, IL 62225

USAF Home Town News Center
Tinker Air Force Base, OK 73145

USAF Instrument Flight Center
Randolph Air Force Base, TX 78148

USAF Occupational Measurement Center
Lackland Training Annex, TX 78236

USAF Skill Center
Kirtland Air Force Base, NM 87115

USAF Tactical Air Warfare Center
Eglin Air Force Base, FL 32542

USAF Tactical Fighter Weapons Center
Nellis Air Force Base, NV 89191

USAFE Procurement Center
APO New York 09332

Warner Robins Air Logistics Center
Robins Air Force Base, GA 31098

LABORATORIES

Air Force Aero-Propulsion Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Armament Laboratory
Eglin Air Force Base, FL 32542

Air Force Avionics Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Flight Dynamics Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Geophysics Laboratories
Hanscom Air Force Base, MA 01731

Air Force Human Resources Laboratory
Brooks Air Force Base, TX 78235

Air Force Materials Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Rocket Propulsion Laboratory
Edwards Air Force Base, CA 93523

Air Force Weapons Laboratory
Kirtland Air Force Base, NM 87117

Air Force Wright Aeronautical Laboratories
Wright-Patterson Air Force Base, OH 45433

Alaskan Precision Measurement Equipment Laboratory
APO Seattle 98742

Operations Training Support Laboratory
Carswell Air Force Base, TX 76127

The Frank J Seiler Research Laboratory
USAF Academy, CO 80840

USAF Occupational and Environmental Health Laboratory
Brooks AFB TX 78235

MEDICAL FACILITIES

MEDICAL CENTERS

David Grant USAF Medical Center
Travis Air Force Base, CA 94535

Malcolm Grow USAF Medical Center
Andrews Air Force Base, DC 20331

Wilford Hall USAF Medical Center
Lackland Air Force Base, TX 78236

USAF Medical Center Keesler
Keesler Air Force Base, MS 39534

USAF Medical Center Scott
Scott Air Force Base, IL 62225

USAF Medical Center Wright-Patterson
Wright-Patterson Air Force Base, OH 45433

USAF Regional Medical Center Clark
APO San Francisco 96274

REGIONAL HOSPITALS

Ehrling Bergquist USAF Regional Hospital
Offutt Air Force Base, NE 68113

USAF Regional Hospital Carswell
Carswell Air Force Base, TX 76127

USAF Regional Hospital Eglin
Eglin Air Force Base, FL 32542

USAF Regional Hospital MacDill
MacDill Air Force Base, FL 33608

USAF Regional Hospital March
March Air Force Base, CA 92508

USAF Regional Hospital Maxwell
Maxwell Air Force Base, AL 36112

USAF Regional Hospital Minot
Minot Air Force Base, ND 58705

USAF Regional Hospital Shaw
Shaw Air Force Base, SC 29152

USAF Regional Hospital Sheppard
Sheppard Air Force Base, TX 76311

USAF HOSPITALS

USAF Academy Hospital
USAF Academy, CO 80840

USAF Hospital Altus
Altus Air Force Base, OK 73521

USAF Hospital Athens
APO New York 09223

USAF Hospital Barksdale
Barksdale Air Force Base, LA 71110

USAF Hospital Beale
Beale Air Force Base, CA 95903

USAF Hospital Bergstrom
Bergstrom Air Force Base, TX 78743

USAF Hospital Bitburg
APO New York 09132

USAF Hospital Blytheville
Blytheville Air Force Base, AR 72315

USAF Hospital Cannon
Cannon Air Force Base, NM 88101

USAF Hospital Castle
Castle Air Force Base, CA 95342

USAF Hospital Chanute
Chanute Air Force Base, IL 61868

USAF Hospital Columbus
Columbus Air Force Base, MS 39701

USAF Hospital Davis-Monthan
Davis-Monthan Air Force Base, AZ 85707

USAF Hospital Dover
Dover Air Force Base, DE 19901

USAF Hospital Dyess
Dyess Air Force Base, TX 79607

USAF Hospital Edwards
Edwards Air Force Base, CA 93523

USAF Hospital Ellsworth
Ellsworth Air Force Base, SD 57706

USAF Hospital Elmendorf Elmendorf AFB AK 99506

USAF Hospital England
England Air Force Base, LA 71301

USAF Hospital Fairchild
Fairchild Air Force Base, WA 99011

USAF Hospital F E Warren
F E Warren Air Force Base, WY 82001

USAF Hospital George
George Air Force Base, CA 92392

USAF Hospital Grand Forks
Grand Forks Air Force Base, ND 58201

USAF Hospital Griffiss
Griffiss Air Force Base, NY 13441

USAF Hospital Hahn
APO New York 09109

USAF Hospital Hill
Hill Air Force Base, UT 84406

USAF Hospital Holloman
Holloman Air Force Base, NM 88330

USAF Hospital Homestead
Homestead Air Force Base, FL 33039

USAF Hospital Iraklion
APO New York 09291

USAF Hospital Kincheloe
Kincheloe Air Force Base, MI 49788

USAF Hospital Kirtland
Kirtland Air Force Base, NM 87115

USAF Hospital K I Sawyer
K I Sawyer Air Force Base, MI 49843

USAF Hospital Kunsan
APO San Francisco 96264

USAF Hospital Lajes
APO New York 09406

USAF Hospital Lakenheath
APO New York 09179

USAF Hospital Langley
Langley Air Force Base, VA 23665

USAF Hospital Laughlin
Laughlin Air Force Base, TX 78840

USAF Hospital Little Rock
Little Rock Air Force Base, AR 72076

USAF Hospital Loring
Loring Air Force Base, ME 04751

USAF Hospital Luke
Luke Air Force Base, AZ 85309

USAF Hospital Malmstrom
Malmstrom Air Force Base, MT 59402

USAF Hospital Mather
Mather Air Force Base, CA 95655

USAF Hospital McConnell
McConnell Air Force Base, KS 67221

USAF Hospital Misawa
APO San Francisco 96519

USAF Hospital Moody
Moody Air Force Base, GA 31601

USAF Hospital Mt Home
Mt Home Air Force Base, ID 83648

USAF Hospital Myrtle Beach
Myrtle Beach Air Force Base, SC 29577

USAF Hospital Nellis
Nellis Air Force Base, NV 89110

USAF Hospital Osan
APO San Francisco 96570

USAF Hospital Patrick
Patrick Air Force Base, FL 32925

USAF Hospital Pease
Pease Air Force Base, NH 03801

USAF Hospital Plattsburgh
Plattsburgh Air Force Base, NY 12903

USAF Hospital Reese
Reese Air Force Base, TX 79489

USAF Hospital Robins
Robins Air Force Base, GA 31098

USAF Hospital Seymour Johnson
Seymour Johnson Air Force Base, NC 27531

USAF Hospital Tinker
Tinker Air Force Base, OK 73145

USAF Hospital Torrejon
APO New York 09283

USAF Hospital Tyndall
Tyndall Air Force Base, FL 32403

USAF Hospital Upper Heyford
APO New York 09194

USAF Hospital Vandenberg
Vandenberg Air Force Base, CA 93437

USAF Hospital Webb
Webb Air Force Base, TX 79720

USAF Hospital Whiteman
Whiteman Air Force Base, MO 65301

USAF Hospital Wiesbaden
APO New York 09220

USAF Hospital Williams
Williams Air Force Base, AZ 85224

USAF Hospital Wurtsmith
Wurtsmith Air Force Base, MI 48753

USAF Hospital Yokota
APO San Francisco 96328

USAF CLINICS

USAF Clinic Alconbury
APO New York 09238

USAF Clinic Andersen
APO San Francisco 96334

USAF Clinic Aviano
APO New York 09293

USAF Clinic Bentwaters
APO New York 09755

USAF Clinic Brooks
Brooks Air Force Base, TX 78235

USAF Clinic Camp New Amsterdam
APO New York 09292

USAF Clinic Charleston
Charleston Air Force Base, SC 29404

USAF Clinic Chicksands
APO New York 09193

USAF Clinic Craig
Craig Air Force Base, AL 36701

USAF Clinic Duluth
Duluth International Airport MN 55814

USAF Clinic Eielson
APO Seattle 98737

USAF Clinic Goodfellow
Goodfellow Air Force Base, TX 76901

USAF Clinic Grissom
Grissom Air Force Base, IN 46971

USAF Clinic Hancock
Hancock Field NY 13225

USAF Clinic Hanscom
Hanscom AFB, MA 01731

USAF Clinic Hickam Hickam AFB HI
96853

USAF Clinic Howard
APO New York 09020

USAF Clinic Kadena
APO San Francisco 96239

USAF Clinic Kelly
Kelly Air Force Base, TX 78241

USAF Clinic Los Angeles
PO Box 92960
Worldway Postal Center
Los Angeles CA 90009

USAF Clinic Lowry
Lowry Air Force Base, CO 80230

USAF Clinic McChord
McChord Air Force Base, WA 98438

USAF Clinic McClellan
McClellan Air Force Base, CA 95652

USAF Clinic McGuire
McGuire Air Force Base, NJ 08641

USAF Clinic Norton
Norton Air Force Base, CA 92409

USAF Clinic Peterson
Peterson Air Force Base, CO 80914

USAF Clinic Pope
Pope Air Force Base, NC 28308

USAF Clinic Ramstein
APO New York 09012

USAF Clinic Randolph
Randolph Air Force Base, TX 78148

USAF Clinic Rhein-Main
APO New York 09057

USAF Clinic San Vito Dei Normann
APO New York 09240

USAF Clinic Sembach
APO New York 09130

USAF Clinic Spangdahlem
APO New York 09123

USAF Clinic Taegu
APO San Francisco 96213

USAF Clinic Vance
Vance Air Force Base, OK 73701

USAF Clinic Zaragosa
APO New York 09286

USAF Clinic Zweibrucken
APO New York 09860

TACTICAL HOSPITALS

20 Tactical Hospital
APO New York 09194

23 Tactical Hospital
England Air Force Base, LA 71301

26 Tactical Hospital
APO New York 09860

35 Tactical Hospital
George Air Force Base, CA 92392

36 Tactical Hospital
APO New York 09132

48 Tactical Hospital
APO New York 09179

49 Tactical Hospital
Holloman Air Force Base, NM 88330

50 Tactical Hospital
APO New York 09109

58 Tactical Hospital
Luke Air Force Base, AZ 85309

94 Tactical Hospital
Dobbins Air Force Base, GA 30060

301 Tactical Hospital
Carswell Air Force Base, TX 76127

302 Tactical Hospital
Rickenbacker Air Force Base, OH 43217

354 Tactical Hospital
Myrtle Beach Air Force Base, SC 29577

363 Tactical Hospital
Shaw Air Force Base, SC 29152

401 Tactical Hospital
APO New York 09283

403 Tactical Hospital
Selfridge ANG Base, MI 48045

433 Tactical Hospital
Kelly Air Force Base, TX 78241

434 Tactical Hospital
Grissom Air Force Base, IN 46971

439 Tactical Hospital
Westover Air Force Base, MA 01022

440 Tactical Hospital
Gen Billy Mitchell Fld
300 E College Ave
Milwaukee, WI 53207

442 Tactical Hospital
Richards-Gebaur Air Force Base, MO 64030

452 Tactical Hospital
March Air Force Base, CA 92508

459 Tactical Hospital
Andrews AFB DC 20331

601 Tactical Hospital
APO New York 09130

655 Tactical Hospital
APO San Francisco 96328

656 Tactical Hospital
APO San Francisco 96432

657 Tactical Hospital
APO San Francisco 96432

837 Tactical Hospital
Mt Home Air Force Base, ID 83648

TACTICAL CLINICS

908 Tactical Clinic
Maxwell Air Force Base, AL 36112

910 Tactical Clinic
Youngstown Municipal Airport, OH 44473

911 Tactical Clinic
Greater Pittsburgh International Airport, PA 15231

913 Tactical Clinic
Willow Grove Air Reserve Facility, PA 19090

914 Tactical Clinic
Niagara Falls International Airport, NY 14304

915 Tactical Clinic
Homestead AFB FL 33039

917 Tactical Clinic
Barksdale Air Force Base, LA 71110

919 Tactical Clinic
Eglin AF Auxiliary Field 3, FL 32542

920 Tactical Clinic
Keesler Air Force Base, MS 39534

924 Tactical Clinic
Bergstrom Air Force Base, TX 78743

926 Tactical Clinic
New Orleans Naval Air Station, LA 70037

928 Tactical Clinic
Chicago-O'Hare International Airport, IL 60666

934 Tactical Clinic
Minneapolis-St Paul International Airport, MN 55417

940 Tactical Clinic
McClellan Air Force Base, CA 95652

MISCELLANEOUS AGENCIES

Air Force Audit Agency (Acquisition/Logistics
Systems Directorate)
Building 288
Wright-Patterson Air Force Base, OH 45433

Air Force Audit Agency (Service-Wide
Systems Directorate)
Building 3802, Stop 22
Andrews Air Force Base, DC 20331

Air Force Central Notice to Airmen Facility
Carswell Air Force Base, TX 76127

Air Force Computer Acquisition Office
Hanscom Air Force Base, MA 01731

Air Force Medical Material Field Office,
Frederick, MD 21701

Air Force Museum
Wright-Patterson Air Force Base, OH 45433

Air Force Office of Scientific Research
Bolling Air Force Base, DC 20332

Air Force Satellite Control Facility
PO Box 92960, Worldway Postal Center
Los Angeles, CA 90009

Air Force Services Office
2800 South 20th St, Philadelphia, PA 19101

Air Forces Iceland
Fleet Post Office New York 09571

Air Weather Service
Scott Air Force Base, IL 62225

Armed Forces Vocational Testing Group
Randolph Air Force Base, TX 78148

Army and Air Force Exchange Service
Dallas, TX 75222

Army and Air Force Exchange and Motion
Picture Service
Washington, DC 20310

Clear Missile Early Warning Station
Clear Alaska
APO Seattle 98704

Community College of the Air Force
Lackland Training Annex, TX 78236

Director of Nuclear Surety
Kirtland Air Force Base, NM 87117

Inter-American Air Force Academy
APO New York 09825

Office of Civilian Personnel Operations
Randolph Air Force Base, TX 78148

Office of Civilian Personnel Operations (Appellate Division)
Federal Building
Room A617
727 E Durango Blvd
San Antonio, TX 78206

Office of Civilian Personnel Operations (Personnel Development Branch)
Building 322
Gunter Air Force Station, AL 36114

Office of Civilian Personnel Operations (DOD Zone Coordination)
Robins Air Force Base, GA 31098

Space and Missile Systems Organization
PO Box 92960, Worldway Postal Center
Los Angeles, CA 90009

Strategic Air Combat Operations Staff
Offutt Air Force Base, NE 68113

Tactical Air Combat Operations Staff
Langley Air Force Base, VA 23665

USAF Band
Bolling Air Force Base, DC 20332

USAF Central Audio-Visual Library
Norton Air Force Base, CA 92409

USAF Cryptologic Depot
San Antonio, TX 78243

USAF Frequency Management Office
Washington, DC 20330

USAF Recruiting Service
Randolph Air Force Base, TX 78148

USAF Special Operations Force
Eglin Air Force Base, FL 32542

NAMED DIVISIONS

Aeronautical Systems Division
Wright-Patterson Air Force Base, OH 45433

Aerospace Medical Division
Brooks Air Force Base, TX 78235

Air Force Acquisition Logistics Division
Wright-Patterson Air Force Base, OH 45433

Air Force Contract Management Division
Kirtland Air Force Base, NM 87117

Electronic Systems Division
Hanscom Air Force Base, MA 01731

Foreign Technology Division
Wright-Patterson Air Force Base, OH 45433

USAF Southern Air Division
APO New York 09825

NUMBERED AIR DIVISIONS

3 Air Division
APO San Francisco 96334

4 Air Division
F E Warren Air Force Base, WY 82001

12 Air Division
Dyess Air Force Base, TX 79607

14 Air Division
Beale Air Force Base, CA 95903

19 Air Division
Carswell Air Force Base, TX 76127

20 Air Division
Ft Lee Air Force Station, VA 23801

21 Air Division
Hancock Field, NY 13225

23 Air Division
Duluth International Airport, MN 55814

24 Air Division
Malmstrom Air Force Base, MT 59402

25 Air Division
McChord Air Force Base, WA 98438

26 Air Division
Luke Air Force Base, AZ 85309

40 Air Division
Wurtsmith Air Force Base, MI 48753

42 Air Division
Blytheville Air Force Base, AR 72315

45 Air Division
Pease Air Force Base, NH 03801

47 Air Division
Fairchild Air Force Base, WA 99011

57 Air Division
Minot Air Force Base, ND 58705

313 Air Division
APO San Francisco 96239

314 Air Division
APO San Francisco 96570

326 Air Division
APO San Francisco 96515

839 Air Division
Pope Air Force Base, NC 28308

NUMBERED AIR FORCES

3 Air Force, APO New York 09127

4 Air Force (Reserve)
McClellan Air Force Base, CA 95652

5 Air Force, APO San Francisco 96328

8 Air Force, Barksdale Air Force Base, LA 71110

9 Air Force, Shaw Air Force Base, SC 29152

10 Air Force (Reserve)
Bergstrom Air Force Base, TX 78743

12 Air Force, Bergstrom Air Force Base, TX 78743

13 Air Force, APO San Francisco 96274

14 Air Force (Reserve)
Dobbins Air Force Base, GA 30060

15 Air Force, March Air Force Base, CA 92508

16 Air Force, APO New York 09283

17 Air Force, APO New York 09130

21 Air Force, McGuire Air Force Base, NJ 08641

22 Air Force, Travis Air Force Base, CA 94535

PLANT REPRESENTATIVE OFFICES

Air Force Plant Representative Office
Aerojet-General Corporation
PO Box 15846
Sacramento, CA 95813

Air Force Plant Representative Office
The Boeing Company
PO Box 3707
Seattle, WA 98124

Air Force Plant Representative Office
Chemical Systems Division
PO Box 358
Sunnyvale, CA 94088

Air Force Plant Representative Office
Fairchild Republic Company
Farmingdale, NY 11735

Air Force Plant Representative Office
General Dynamics/Fort Worth Division
PO Box 371
Fort Worth, TX 76101

Air Force Plant Representative Office
General Electric Company
Cincinnati, OH 45215

Air Force Plant Representative Office
General Electric
Lynn, MA 01910

Air Force Plant Representative Office
General Electric Company, Re-Entry & Environment
Systems Division & Space Division
PO Box 8555
Philadelphia, PA 19101

Air Force Plant Representative Office
Hughes Aircraft Company
Culver City, CA 90230

Air Force Plant Representative Office
Lockheed Missile & Space Company
Space Systems Division
PO Box 504
Sunnyvale, CA 94088

Air Force Plant Representative Office
Lockheed-Georgia Company
Marietta, GA 30060

Air Force Plant Representative Office
Martin Marietta Aerospace, Denver Division
PO Box 179
Denver, CO 80201

Air Force Plant Representative Office
McDonnell Douglas Corporation
PO Box 516
St Louis, MO 63166

Air Force Plant Representative Office
Northrop Corporation
Hawthorne, CA 90250

Air Force Plant Representative Office
Rockwell International Corporation, Electronics Ops
3370 Miraloma Avenue
Anaheim, CA 92803

Air Force Plant Representative Office
Rockwell International Corporation, B-1 Division
Los Angeles International Airport, CA 90009

Air Force Plant Representative Office
Rockwell International Corporation, Rocketdyne Div
Canoga Park, CA 91304

Air Force Plant Representative Office
Thiokol Corporation
PO Box 524, MS-250
Brigham City, UT 84302

Air Force Plant Representative Office
TRW Defense & Space Systems Group
One Space Park
Redondo Beach, CA 90278

Air Force Plant Representative Office
Westinghouse Electric Corporation
Defense Electronics Systems Center
PO Box 1693
Baltimore, MD 21203

Air Force Plant Representative Office
Pratt & Whitney Aircraft Group
East Hartford, CT 06108

Air Force Plant Representative Office
Pratt & Whitney Aircraft Group
Government Products Division
PO Box 2691
West Palm Beach, FL 33402

REGIONS

Air Force Audit Agency(Eastern Region)
Langley Air Force Base, VA 23665

Air Force Audit Agency(Western Region)
Norton Air Force Base, CA 92409

Alaskan Aerospace Defense Command Region
APO Seattle 98742

USAF Regional Civil Engineer--Central Region
Main Tower Bldg
1200 Main Street
Dallas, TX 75202

USAF Regional Civil Engineer--Eastern Region
526 Title Building
Atlanta, GA 30303

USAF Regional Civil Engineer--Western Region
630 Sansome Street
San Francisco, CA 94111

USAFE Purchasing Region - United Kingdom
APO New York 09179

SCHOOLS (SPECIAL TRAINING)

Basic Military Training School USAF
Lackland Air Force Base, TX 78236

Non-Commissioned Officers Academy Leadership School
Kirtland Air Force Base, NM 87117

Officer Training School USAF
Lackland Air Force Base, TX 78236

School of Health Care Sciences USAF
Sheppard Air Force Base, TX 76311

USAF Academy Preparatory School
USAF Academy, CO 80840

USAF Air Ground Operations School
Eglin AF Aux Fld 9, FL 32544

USAF Instrument Pilot Instructor School
Randolph Air Force Base, TX 78148

USAF Interceptor Weapons School
Tyndall Air Force Base, FL 32401

USAF School of Aerospace Medicine
Brooks Air Force Base, TX 78235

USAF Technical Training School, Chanute
Chanute Air Force Base, IL 61868

USAF Technical Training School, Keesler
Keesler Air Force Base, MS 39534

USAF Technical Training School, Lackland
Lackland Air Force Base, TX 78236

USAF Technical Training School, Lowry
Lowry Air Force Base, CO 80230

USAF Technical Training School, Sheppard
Sheppard Air Force Base, TX 76311

USAF School of Applied Cryptologic Sciences
Goodfellow Air Force Base, TX 76901

USAF Special Investigations School
Washington, DC 20314

USAF Special Operations School
Eglin Air Force Auxiliary Field 9, FL 32544

USAF Survival & Special Training School
Fairchild Air Force Base, WA 99011

USAF Test Pilot School
Edwards Air Force Base, CA 93523

USAF Tropic Survival School
APO New York 09825

AIR FORCE BASES, STATIONS, AND AIRPORTS

(States, Territories, and Foreign Countries)

ALABAMA
Craig Air Force Base, AL 36701
Dauphin Island Air Force Station, AL 36528
Gunter Air Force Station, AL 36114
Maxwell Air Force Base, AL 36112

ALASKA
Campion Air Force Station, APO Seattle 98703
Cape Lisburne Air Force Station, APO Seattle 98716
Cape Newenham Air Force Station, APO Seattle 98745
Cape Romanzof Air Force Station, APO Seattle 98706
Cold Bay Air Force Station, APO Seattle 98711
Eielson Air Force Base, AK 99702
Elmendorf Air Force Base, AK 99506
Ft Yukon Air Force Station, APO Seattle 98710
Galena Airport, APO Seattle 98723
Indian Mt Air Force Station, APO Seattle 98748
King Salmon Airport, APO Seattle 98713
Kotzebue Air Force Station, APO Seattle 98709
Murphy Dome Air Force Station, APO Seattle 98750
Shemya Air Force Base, APO Seattle 98736
Sparrevohn Air Force Station, APO Seattle 98746
Tatalina Air Force Station, APO Seattle 98747
Tin City Air Force Station, APO Seattle 98715

ARIZONA
Davis-Monthan Air Force Base, AZ 85707
Luke Air Force Base, AZ 85309
Williams Air Force Base, AZ 85224

ARKANSAS
Blytheville Air Force Base, AR 72315
Little Rock Air Force Base, AR 72076

CALIFORNIA
Almaden Air Force Station, CA 95042
Beale Air Force Base, CA 95903
Boron Air Force Station, CA 93516
Cambria Air Force Station, CA 93428
Castle Air Force Base, CA 95342
Edwards Air Force Base, CA 93523
George Air Force Base, CA 92392
Hamilton Air Force Base, CA 94934
Klamath Air Force Station, CA 95548
Los Angeles Air Force Station, CA 90009
March Air Force Base, CA 92508
Mather Air Force Base, CA 95655
McClellan Air Force Base, CA 95652
Mill Valley Air Force Station, CA 94941
Mount Laguna Air Force Station, CA 92048
Norton Air Force Base, CA 92409
Pillar Point Air Force Station, CA 94019
Point Arena Air Force Station, CA 95468
Sunnyvale Air Force Station, CA 94086
Travis Air Force Base, CA 94535
Vandenberg Air Force Base, CA 93437

COLORADO
Ent Air Force Base, CO 80912
Lowry Air Force Base, CO 80230
Peterson Air Force Base, CO 80914

DELAWARE
Dover Air Force Base, DE 19901

DISTRICT OF COLUMBIA
Bolling Air Force Base, DC 20332

FLORIDA
Cape Canaveral Air Force Station, FL 32925
Eglin Air Force Base, FL 32542
Homestead Air Force Base, FL 33039
MacDill Air Force Base, FL 33608
McCoy Air Force Base, FL 32812
Patrick Air Force Base, FL 32925
Tyndall Air Force Base, FL 32403

GEORGIA
Dobbins Air Force Base, GA 30060
Moody Air Force Base, GA 31601
Robins Air Force Base, GA 31098

GUAM
Andersen Air Force Base, APO San Francisco 96334

HAWAII
Bellows Air Force Station, HI 96853
Wheeler Air Force Base, APO San Francisco 96515

IDAHO
Mt Home Air Force Base, ID 83648

ILLINOIS
Chanute Air Force Base, IL 61868
Chicago-O'Hare International Airport, IL 60666
Scott Air Force Base, IL 62225

INDIANA
Grissom Air Force Base, IN 46971

KANSAS
McConnell Air Force Base, KS 67221

LOUISIANA
Barksdale Air Force Base, LA 71110
England Air Force Base, LA 71301
Lake Charles Air Force Station, LA 70601

MAINE
Bucks Harbor Air Force Station, ME 04618
Caswell Air Force Station, ME 04750
Charleston Air Force Station, ME 04422
Loring Air Force Base, ME 04751

MARYLAND
Andrews Air Force Base, MD 20331

MASSACHUSETTS
Hanscom Air Force Base, MA 01731
North Truro Air Force Station, MA 02652
Westover Air Force Base, MA 01022

MICHIGAN
Calumet Air Force Station, MI 49913
Empire Air Force Station, MI 49630
K I Sawyer Air Force Base, MI 49843
Kincheloe Air Force Base, MI 49788
Port Austin Air Force Station, MI 48467
Sault Sainte Marie Air Force Station, MI 49783
Wurtsmith Air Force Base, MI 48753

MINNESOTA
Baudette Air Force Station, MN 56623
Finland Air Force Station, MN 55603
Minneapolis-St Paul International Airport, MN 55417

MISSISSIPPI
Columbus Air Force Base, MS 39701
Keesler Air Force Base, MS 39534

MISSOURI
Whiteman Air Force Base, MO 65301

MONTANA
Fortuna Air Force Station, MT 59275
Glasgow Air Force Base, MT 59231
Havre Air Force Station, MT 59501
Kalispell Air Force Station, MT 59922
Lewistown Air Force Station, MT 59457
Malmstrom Air Force Base, MT 59402
Opheim Air Force Station, MT 59250

NEBRASKA
Offutt Air Force Base, NE 68113

NEVADA
Indian Springs Air Force Auxiliary Field
Indian Springs, NV 89018
Nellis Air Force Base, NV 89191
Tonopah Air Force Station, NV 89049

NEW HAMPSHIRE
Pease Air Force Base, NH 03801

NEW JERSEY
Gibbsboro Air Force Station, NJ 08026
McGuire Air Force Base, NJ 08641

NEW MEXICO
Cannon Air Force Base, NM 88101
Holloman Air Force Base, NM 88330
Kirtland Air Force Base, NM 87117

NEW YORK
Griffiss Air Force Base, NY 13441
Hancock Field, NY 13225
Lockport Air Force Station, NY 14094
Montauk Air Force Station, NY 11954
Niagara Falls International Airport, NY 14304
Plattsburgh Air Force Base, NY 12903
Saratoga Air Force Station, NY 12866
Watertown Air Force Station, NY 13601

NORTH CAROLINA
Ft Fisher Air Force Station, NC 28449
Pope Air Force Base, NC 28308
Roanoke Rapids Air Force Station, NC 27870
Seymour Johnson Air Force Base, NC 27531

NORTH DAKOTA
Finley Air Force Station, ND 58230
Grand Forks Air Force Base, ND 58201
Minot Air Force Base, ND 58705
Minot Air Force Station, Max ND 58759

OHIO
Clinton County Airport, OH 45177
Gentile Air Force Station, OH 45444
Newark Air Force Station, OH 43055
Rickenbacker Air Force Base, OH 43217
Wright-Patterson Air Force Base, OH 45433
Youngstown Municipal Airport, OH 44473

OKLAHOMA
Altus Air Force Base, OK 73521
Oklahoma City Air Force Station, OK 73145
Tinker Air Force Base, OK 73145
Vance Air Force Base, OK 73701

OREGON
Burns Air Force Station, OR 97720
Keno Air Force Station, OR 97601
Kingsley Field, OR 97601
Mount Hebo Air Force Station, OR 97122
North Bend Air Force Station, OR 97459

PENNSYLVANIA
Benton Air Force Station, PA 17814

SOUTH CAROLINA
Aiken Air Force Station, SC 29801
Charleston Air Force Base, SC 29404
Myrtle Beach Air Force Base, SC 29577
Shaw Air Force Base, SC 29152

SOUTH DAKOTA
Ellsworth Air Force Base, SD 57706

TENNESSEE
Arnold Air Force Station, TN 37389

TEXAS
Bergstrom Air Force Base, TX 78743
Brooks Air Force Base, TX 78235
Carswell Air Force Base, TX 76127
Dyess Air Force Base, TX 79607
Goodfellow Air Force Base, TX 76901
Kelly Air Force Base, TX 78241
Lackland Air Force Base, TX 78236

Laredo Air Force Base, TX 78040
Laughlin Air Force Base, TX 78840
Randolph Air Force Base, TX 78148
Reese Air Force Base, TX 79489
San Antonio Air Force Station, TX 78208
Sheppard Air Force Base, TX 76311
Webb Air Force Base, TX 79720

UTAH
Hill Air Force Base, UT 84406

VERMONT
St Albans Air Force Station, VT 05478

VIRGINIA
Bedford Air Force Station, VA 24523
Cape Charles Air Force Station, VA 23310
Ft Lee Air Force Station, VA 23801
Langley Air Force Base, VA 23665

WAKE ISLAND
Wake Island Air Force Base, APO San Francisco 96501

WASHINGTON
Blaine Air Force Station, WA 98230
Fairchild Air Force Base, WA 99011
Makah Air Force Station, WA 98357
McChord Air Force Base, WA 98438
Othello Air Force Station, WA 99344

WISCONSIN
Antigo Air Force Station, WI 54409
General Billy Mitchell Field, 300 E. College Ave, Milwaukee, WI 53207
Osceola Air Force Station, WI 54020

WYOMING
F E Warren Air Force Base, WY 82001

FOREIGN COUNTRIES

AUSTRALIA
Woomera Air Station, APO San Francisco 96287

AZORES
Lajes Field, APO New York 09406

BELGIUM
Kleine Brogel Air Base, APO New York 09667

GERMANY
Bitburg Air Base, APO New York 09132
Hahn Air Base, APO New York 09109
Lindsey Air Station, APO New York 09633
Ramstein Air Base, APO New York 09012
Rhein-Main Air Base, APO New York 09057
Sembach Air Base, APO New York 09130
Spangdahlem Air Base, APO New York 09123
Stuttgart Airfield, APO New York 09131
Tempelhof Central Airport, APO New York 09611
Zweibrucken Air Base, APO New York 09860

GREECE
Hellenikon Air Base, APO New York 09223
Iraklion Air Station, APO New York 09291

GREENLAND
Sondrestrom Air Base, APO New York 09121
Thule Air Base, APO New York 09023

ITALY
Aviano Air Base, APO New York 09293
San Vito Dei Normanni Air Sta, APO New York 09240

JAPAN
Kadena Air Base, APO San Francisco 96239
Misawa Air Base, APO San Francisco 96519
Naha Air Base, APO San Francisco 96235
Tachikawa Air Base, APO San Francisco 96323
Yokota Air Base, APO San Francisco 96328

KOREA
Kimpo Air Base, APO San Francisco 96276
Kunsan Air Base, APO San Francisco 96264
Kwangju Air Base, APO San Francisco 96324
Osan Air Base, APO San Francisco 96570
Taegu Air Base, APO San Francisco 96213

NETHERLANDS
Camp New Amsterdam Air Base, APO New York 09292

NORWAY
Kolsas Air Base, APO New York 09085

PANAMA
Albrook Air Force Station, APO New York 09825
Howard Air Force Base, APO New York 09020

PHILIPPINES
Clark Air Base, APO San Francisco 96274
John Hay Air Base, APO San Francisco 96298
Wallace Air Station, APO San Francisco 96277

SPAIN
Moron Air Base, APO New York 09282
Torrejon Air Base, APO New York 09283

TURKEY
Ankara Air Station, APO New York 09254
Diyarbakir Air Station, APO New York 09294
Erhac Malatya Air Base, APO New York 09051
Eskisehir Air Base, APO New York 09254
Incirlik Air Base, APO New York 09289
Istanbul Air Station, APO New York 09380
Karamursel Air Station, APO New York 09324

UNITED KINGDOM
RAF Alconbury, APO New York 09238
RAF Bentwaters, APO New York 09755
RAF Chicksands, APO New York 09193
RAF Croughton, APO New York 09378
RAF Lakenheath, APO New York 09179
RAF Mildenhall, APO New York 09127
RAF Upper Heyford, APO New York 09194
RAF Wethersfield, APO New York 09120
RAF Woodbridge, APO New York 09405

NATIONAL SECURITY AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

GNSA01

SYSTEM NAME:

NSA/CSS Access, Authority and Release of Information File

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian employees, personnel under contract or appointment and military assignees.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may consist of authorizations to obtain keys; authorizations for access to specific sensitive information or areas; delegation of responsibility to authorize or request specific action, work projects or access; notification to report for duty in event of hazardous weather or other emergency; authorizations to officially release various types of communications; assignments to special activities; assignments as Agency representatives to department or other government committees, boards, task groups; assignments to special tasks in event of technical or national emergencies; assignments to duties as fire, safety, security officers, Combined Federal Campaign and blood donation workers; and assignments to other special or volunteer duties or activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); 50 U.S.C. section 831-835, (Public Law 88-290); 18 U.S.C. section 798; E.O. 12333.

PURPOSE(S):

To provide a means to rapidly determine who may have access to information, spaces, combinations or keys; who is required to report for duty in special circumstances; who has been authorized to release official communications; who has been assigned addtional special tasks, voluntary duties or other duties.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To contractor employees to make determinations as noted in the purpose above; to investigatory authorities engaged in national security investigations and to intelligence authorities or other governmental entities with respect to specific assignments or when emergency action is required. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, paper cards in file boxes, magnetic tapes, disks and other computer storage media, computer listings, microfilm.

RETRIEVABILITY:

By name.

SAFEGUARDS:

For paper, computer listing, cards and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to authorized individuals only. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Where data elements are derived from the Personnel Security File-remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

RETENTION AND DISPOSAL:

Retained until individual is no longer authorized access or release authority or assigned to specific additional duties. Computer files are purged and updated to reflect current status.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individual for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Applications and related forms requesting access, appointment or authorization, notifications of same, personnel records, personnel security records, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1) and (k) (5). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA02

SYSTEM NAME:

NSA/CSS Applicants

SYSTEM LOCATION:

National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for employment with NSA/CSS.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains forms, documents and correspondence providing personal and

qualifications information submitted by individual applicants, educational institutions, past employers, references. Records include processing items, status reports, test results, interview reports, reports of reviewing organizations and other related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); 50 U.S.C. section 831-835, (Public Law 88-290); E.O. 10450; 5 U.S.C. and appropriate implementing Office of Personnel Management directives in the Federal Personnel Manual.

PURPOSE(S):

To support the recruitment, selection, hire and placement of applicants. The file is used to document applicant processing, as a basis for selection decisions by individual agency elements and the personnel organization, and such other related uses as required.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To contractor employees and other government entities to make determinations as noted in the purpose above. See 'Blanket Routine Uses ' at the beginning of NSA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper in file folders, cards in containers, logs, computer listings, computer magnetic tape, disks and other computer storage media, microfilm.

RETRIEVABILITY:

By name, social security number, and other appropriate data elements.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals specifically authorized and granted access by the Deputy Director for Management Services. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only. Remote terminal inhibitions are in force with respect to access to computerized file or data relating to persons not assigned to the organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

RETENTION AND DISPOSAL:

For applicants who are subsequently hired, records are transferred to Personnel File or destroyed as appropriate. For applicants not hired, record are retained for a period not to exceed one year or until completion of legal proceedings involving issues pertaining to these records, whichever is later, unless employment requirements necessitate retention for a longer period.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Applicant, educational institutions, references, former employers including other governmental entities, interviewing and reviewing individuals including possible gaining organization, security and medical authorities and other sources as relevant and appropriate.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1) and (k) (5). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA03

SYSTEM NAME:

NSA/CSS Correspondence, Cases, Complaints, Visitors, Requests

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element as authorized and appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons calling or corresponding with NSA/CSS concerning congressional inquiries; job opportunities; Freedom of Information and Privacy Act requests; other information requests, suggestions or comments; registering complaints; requesting appropriate security clearance and permission to visit; requesting or requiring information relating to litigation or anticipated litigation; and employees or assignees registering complaints or requesting information with respect to Equal Employment Opportunities; requesting inquiry or investigation by the Inspector General; requesting advice, opinions, or assistance from the General Counsel or provided to the General Counsel with respect to conflict of interest issues.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains correspondence from and to individuals, documents and memoranda related to the response, written material developed during or in anticipation of litigation or investigation of inquiries, complaints or grievances, written material developed in response to a request for advice or opinion from an individual, written material required by law, executive order, and regulations with respect to Equal Employment Opportunity investigations, Inspector General investigations, judicial branch subpoenas, orders and related actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); 50 U.S.C. section 831-835, (Public Law 88-290); 5 U.S.C. section 552; Public Law 92-261; Public Law 93-259; Executive Order 10450; Executive Order 11222; Executive Order 11478; and Executive Order 12356.

PURPOSE(S):

To provide a record of the official responses and determinations of NSA/CSS to various inquiries for information, complaints or official actions of other governmental agencies and branches.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To contractor employees to make determinations as noted in the purpose above. To provide reports in summary or statistical form to the Office of Equal Employment Opportunity. To appropriate governmental agencies and the judical branch where litigation or anticipated civil or criminal litigation is involved or where sensitive national security investigations related to protection of intelligence sources or methods are involved. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record systems notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name, case, or subject and within subject by name.

SAFEGUARDS:

Secure limited access facilities and within those facilities individual limited access offices. Files are stored in lockable containers and are only made available to individuals specifically authorized access or required to respond and individuals affected by actions taken or complaints received. Files related to sensitive investigations by the Equal Employment Opportunity Office, the Inspector General and General Counsel are additionally protected pursuant to appropriate statutes, executive orders or regulations and attorney-client privilege. In some cases records are sealed pursuant to sensitivity of subject matter or specific court order.

RETENTION AND DISPOSAL:

Records are retained on-site indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Individual correspondence, written materials developed in response to inquiries from executive branch departments and agencies, judicial branch elements, Congress, Congressional committees, individual Congressmen, other government and private entities as appropriate, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (2), (k) (4), and (k) (5). For additional information, see agency rules contained in 32 CFR Part 299a.

GNSA04

SYSTEM NAME:

NSA/CSS Cryptologic Reserve Mobilization Designee List

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Appropriate staff and line elements.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Inactive duty military reservists assigned to NSA/CSS mobilization positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record consists of a computer listing of NSA/CSS reserve mobilization requirements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); and Title 10, U.S.C.

PURPOSE(S):

To maintain Table of Distribution on mobilization requirements by military service, military job code, billet title, number of billets, mobilization duty location, training sponsor, and any special clearance requirements of the billet, and to provide a system of identifying mobilization designees with billets for training assignments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer listings, computer magnetic tapes, disks and other computer storage media.

RETRIEVABILITY:

By name and mobilization designee requirements.

SAFEGUARDS:

Secure limited access facilities and within those facilities lockable containers. Records are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent. They are reviewed annually for changes in requirements. Superseded records are destroyed when no longer useful for reference purposes.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Individual's parent service.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1) and (k) (5). For additional information see agency rules contained in 32 CFR 299a.

GNSA05

SYSTEM NAME:

NSA/CSS Equal Employment Opportunity Data

SYSTEM LOCATION:

National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian personnel and personnel under contract.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains civilian personnel data and Agency organizational data to include job title, grade, date of birth, training, date of last promotion, educational attainments, social security number, time of service, personnel codes, organization assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); Public Law 92-261; Public Law 93-259; Executive Order 11478; Chapter 713 of the Federal Personnel Manual.

PURPOSE(S):

To ensure compliance with cited authorities with respect to equal employment opportunities. To compile such studies, research, statistics and reports necessary to ensure compliance with cited authorities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To contractor employees to make determinations as noted in the purpose above. Reports, summaries and statistics may be made available to the Office of Equal Employment Opportunity, Congress, Department of Justice and judicial branch elements as required by cited authorities, requested pursuant to those authorities or ordered by specific judicial branch order. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape, disk or other computer storage media, computer listings, paper in file folders.

RETRIEVABILITY:

By name, social security number, and specific subject matter data elements.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals specifically authorized and granted access by EEO Director. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Where data elements are derived from the Personnel System, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secure, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

RETENTION AND DISPOSAL:

File is routinely updated and old data disposed of as required. Individual data is subject to retention and disposal requirements specified for records contained in the Personnel System.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Equal Employment Opportunity, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade,Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Individuals themselves, organizational elements, personnel file, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records and data elements in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (2), and (k) (4). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA06

SYSTEM NAME:

NSA/CSS Health, Medical and Safety Files

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Fort George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian employees, military assignees, applicants, retirees, building concessionaires, assigned GSA employees, certain contract employees, visitors requiring emergency treatment, in certain cases members of employees' families with prior approval of the employee, blood donors, designated Health and Safety Officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may consist of completed medical questionnaires, results of physical examinations and laboratory tests, records of medical treatment and services, x-rays, notices of injury, forms and correspondence including exchanges with Department of Labor related to injury and subsequent claims, correspondence with personal physician, NSA/CSS Medical Center reports, safety reports, absence and attendance records, medical evaluations, fitness for duty reports, 'Log of Federal Occupational Injuries and Illnesses,' results of psychological assessment testing and interviews, psychiatric examination results and related reports, forms and notes, lists of blood donors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); and Federal Employees Compensation Act of September 7, 1916, as amended, 5 U.S.C. and Office of Personnel Management implementation thereof as contained in Federal

Personnel Manual. In addition the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended (42 U.S.C. section 4582) and subchapter A of Chapter I, 42 CFR, Executive Order 11807.

PURPOSE(S):

To determine fitness for hiring, continued employment or assignment and reassignment; to process accident and compensation claims; correct hazardous conditions; determine eligibility for disability retirement; record names of blood donors; and to record participation in alcohol/rehabilitation programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Department of Labor in those cases involving compensation claims and to other government entities to make determinations as noted in the purpose above. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, magnetic tape, disk or other computer storage media, computer listings.

RETRIEVABILITY:

By name, social security number and specific subject matter data elements.

SAFEGUARDS:

Secure, limited access facilities and within these facilities lockable containers. Records are accessible only to authorized personnel. For machine records stored on magnetic tape, disk or other computer storage within the computer processing area-additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Remote terminals are secured, are available to authorized person only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of specific security offices at headquarters area locations.

RETENTION AND DISPOSAL:

Medical files and records on traumatic injury and occupational disease are transferred to official personnel folder upon separation; traumatic injury and occupational disease correspondence on civilian employees and retirees is retained indefinitely. Applicant medical files are retained for no more than one year or until date designated to individual; files on military assignees are forwarded to parent service upon reassignment from NSA/CSS; all other medical case files are destroyed upon termination of association with NSA/CSS. Psychological files on applicants are retained for no more than one year or until date designated to individual; all other files are retained for four years after end of individual's association with NSA/CSS. Decentralized segments are either transferred with employee or assignee, or retained for a period after separation as appropriate but not to exceed three years and are then destroyed. Alcohol abuse patient records retained and disposed of pursuant to cited statute and regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Fort George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Applicants, employees, assignees, official personnel folders, NSA Safety Officers and records, witnesses to accidents and injuries, medical and administrative personnel, blood donor personnel, members of employee's family with employee's permission and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (4), (k) (5) and (k) (6) and may also be subject to certain special access procedures established pursuant to 5 U.S.C., section 552a, subsection (f) (3). For additional information, see agency rules contained in 32 CFR Part 299a.

GNSA07

SYSTEM NAME:

NSA/CSS Motor Vehicles and Carpools

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each non-headquarters facility and field element as appropriate and required.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian employees, military assignees, other governmental employees or personnel under contract granted extended temporary or permanent access to an NSA/CSS facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may consist of machine-readable or regular paper cards, carpool or other transportation survey results, annotated machine listings, post motor vehicle violation reports, stolen vehicle reports, or other forms and correspondence related to parking privileges, transportation needs, local (parking lot) parking enforcement procedures, vehicle abuse and other related matters as appropriate and required.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C., section 318a-b; 50 U.S.C. section 797; and Title 41 CFR Part 101-20.111 et seq.

PURPOSE(S):

To provide data necessary to manage and enforce parking lot regulations, to assist employees with respect to vehicle abuse and stolen vehicles, provide carpool assistance, assure availability of adequate transportation and parking facilities and other related matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Selected individual data limited to name, address and telephone number may be made available to commercial or private transportation entities where the individuals have indicated a desire to use or join a multiple-user transportation arrangement. To contractor employees to make determinations as noted in the purposes above. For other uses see 'Blanket

Routine Uses' at the beginning of NSA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, machine-readable and other cards in appropriate containers, magnetic tape, disk or appropriate containers, magnetic tape, disk or other computer storage media, computer listings.

RETRIEVABILITY:

By name, motor vehicle identifier.

SAFEGUARDS:

For paper, cards and computer listings - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers as appropriate. Access is limited to authorized users. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only.

RETENTION AND DISPOSAL:

File is routinely updated and old data disposed of as required. Individual data is subject to retention and disposal requirements specified for records contained in the Personnel System.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G.Meade, Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Data provided by individuals, authorities in charge of parking facilities, local civil and military law enforcement entities and other related sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records and data elements in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA08

SYSTEM NAME:

NSA/CSS Payroll and Claims

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian employees and applicants, military assignees, contractors, reemployed annuitants, and personnel under contract.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may consist of records on time and attendance; overtime; shift and holiday work; absent without leave reports; payroll deductions, allotments and allowances; requests for leave; payments for travel performed in connection with permanent change of station, temporary duty, invitations, interviews, pre-employment interviews and initial entry on duty. Also included are Pay Adjustment Authorizations (DD Form 139) and Case Collection Vouchers (DD Form 1131) and, in connection with pay claims, waivers, requests for waivers, documents, correspondence, background data, recommendations and decisions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); 31 U.S.C., section 66a, 951-53; 50 U.S.C. App. section 2160; Titles 5 and 37 of the U.S.C.; Titles 2, 4, 5, and 6 GAO Manual.

PURPOSE(S):

To maintain effective control over and accountability for all relevant appropriated funds; to provide accounting data to support the NSA/CSS budget request and control the execution of the budget; provide financial information required by the Office of Management and Budget; provide financial information for NSA/CSS management purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a (f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a) (31). Disclosures from this system may also be made to other federal entities as necessary to effectuate repayment of debts owed the Government. To other governmental entities in connection with Social Security deductions, unemployment compensation claims, job-related injury and death benefits, tax audit and collections, and other related claims or actions. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; file cards; computer paper printouts; machine-readable cards; computer magnetic tapes, disks and other computer storage media.

RETRIEVABILITY:

By name, social security number.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to authorized individuals. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

RETENTION AND DISPOSAL:

Records are reviewed annually and retired or destroyed as appropriate. Permanent records are retired to the St. Louis Federal Records Center after completion of audit. Computer records

are purged and updated consistent with these retention policies.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Forms, cards, requests and other documentation submitted by individuals, supervisors, claims officers, Personnel File data, Time, Attendance and Access File data, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1) and (k) (2). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA09

SYSTEM NAME:

NSA/CSS Personnel File

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element and supervisor as authorized and appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees, personnel under contract, military assignees, dependents of NSA/CSS personnel assigned to field elements, individuals integrated into the cryptologic career development program, custodial and commercial services personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personnel papers and forms including but not limited to applications, transcripts, correspondence, notices of personnel action, performance appraisals, personnel summaries, professionalization documentation and correspondence, training forms, temporary duty, letters of reprimand, employee record card, special assignment documentation, letters of commendation, promotion documentation, field assignment preference, requests for transfers, permanent change of station, passport, transportation, official orders, awards, suggestions, pictures, complaints, separation, retirement, time utilization, scholarship/fellowship or other school appointments, military service, reserve status, military check in/out sheets, military orders, security appraisal, career battery and other test results, language capability, military personnel utilization survey, work experience, notes and memoranda on individual aspects of performance, productivity and suitability, information on individual eligibility to serve on various boards and committees, emergency loan records, other information relevant to personnel management, housing information where required.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); 5 U.S.C. and certain implementing Office of Personnel Management regulations in the Federal Personnel Manual; 10 U.S.C., section 1124; 44 U.S.C., section 3101, and Executive Order 11222.

PURPOSE(S):

To support the personnel management program; personnel training and career development; personnel planning, staffing and counseling; administration and personnel supervision; workforce study and analysis; manpower requirements studies; emergency loan program; and training curricula planning and research.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To gaining employers or to financial institutions when individual has applied for credit; to contractor employees to make determinations as noted in the purpose above; to hearing examiners; the judicial branch or to other gaining government organization as required and appropriate; biographical information may be provided to the White House as required in support of the Senior Cryptologic Executive Service awards program. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, file cards, machine-readable cards, computer printouts, computer magnetic tapes, disks and other computer storage media, and microfilm.

RETRIEVABILITY:

By name, social security number and other items of relevant information.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals authorized and responsible for personnel management or supervision. For records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only. Where data elements are derived from the Personnel File, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required.

RETENTION AND DISPOSAL:

Primary System - Those forms, notices, reports and memoranda considered to be of permanent value or required by law or regulation to be preserved are retained for the period of employment or assignment and then forwarded to the gaining organization or retained indefinitely. If the action is separation or retirement, these items are forwarded to the Office of Personnel Management or retired to the Federal Records Center at St. Louis as appropriate. Those items considered to be relevant for a temporary period only are retained for that period and either transferred with the employee or assignee or destroyed either when they

are no longer relevant or at time of separation or retirement. Computerized portion is purged and updated as appropriate. Personnel summary, training, testing and past activity segments retained permanently. All other portions deleted at end of tenure.

Decentralized System - Files are transferred to gaining organization or destroyed upon separation as appropriate. Computer listings of personnel assigned to an organization are destroyed upon receipt of updated listings.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Forms used to collect and process individual for employment, access or assignment, forms and memoranda used to request personnel actions, training awards, professionalization, transfers, promotion, organization and supervisor reports and requests, educational institutions, references, Office of Personnel Management and other governmental entities as appropriate, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (4), (k) (5), and (k) (6). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA10

SYSTEM NAME:

NSA/CSS Personnel Security File

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for employment with NSA/CSS; civilian employees; personnel under contract; military assignees; members of advisory groups; consultants; experts; other military personnel; federal employees; employees of contractors, and employees of services; other individuals who require access to NSA/CSS facilities or information and individuals who were formerly affiliated with NSA/CSS.

CATEGORIES OF RECORDS IN THE SYSTEM:

File Folder - Photograph, fingerprint data, statement of personal history, agreements with respect to specific security processing procedures, security processing forms and records, investigative reports, contractor appeal records, incident and complaint reports, unsolicited information when relevant, reports by domestic law enforcement agencies when relevant, clearance data, access authorization, foreign travel data, security secrecy agreements, separation and retirement data and other information as required and relevant. Computer File - contains data elements representing a summary and index of the file folder data to include personal identifying data, relevant security processing data, clearance and access data, separation and retirement data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

50 U.S.C. section 831-835 (Public Law 88-290); National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); 18 U.S.C., section 798; 50 U.S.C., section 403 (d)(3); Executive Orders 10450, 10865, 12333 and 12356.

PURPOSE(S):

The file is used in determinations with respect to employment, access, assignment and reassignment, assignment to a board of appraisal or management promotion, foreign official and unofficial travel, and other personnel actions where security represents a relevant and valid element of the determination.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To agencies outside DoD, to include but not limited to: other clearance holder agencies or agencies charged with making clearance determinations, government agencies involved with national security or clearance investigations, other government agencies and private contractors requiring clearance status information and authorized to receive same; the DCI and his General Counsel in the event of litigation or anticipated litigation with respect to unauthorized disclosures of classified intelligence or intelligence sources and methods and related court actions; judicial branch elements pursuant to specific court orders or litigation. In addition, other government agencies or private contractors may be informed of information developed by NSA which bears on assignee's or affiliate's status at NSA with regard to security considerations. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape, disk or other computer storage media, computer paper printouts, paper in file folders, microfilm.

RETRIEVABILITY:

By name or unique number assigned individual.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to authorized individuals. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of specific security offices at headquarters area locations.

RETENTION AND DISPOSAL:

Files on all individuals assigned, employed, or granted access to NSA/CSS information or facilities or initiated on individuals requesting employment, assignment or access but never completed due to non-employment, non-assignment or withdrawal or denial of access are maintained a minimum of 15 years after the last security action reflected in the file, then destroyed. Computer records are purged and updated consistent with these retention policies.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000

RECORD SOURCE CATEGORIES:

Data provided by individual during employment and security processing; data provided by investigative service processing individual's background; data provided by references, educational institutions and other sources named by individual or developed during background investigation; unsolicited data from any source where relevant; data provided by the Office of Personnel Management and other agencies, departments, and governmental elements involved in the conduct of National Agency checks; the Federal Bureau of Investigation; data developed by appropriate governmental elements in the course of a national security investigation or investigation into alleged violations of criminal statutes related to unauthorized disclosures of intelligence or protection of intelligence sources and methods; documents furnished by agency element sponsoring individual for access to specific classified information.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (2) and (k) (5). For additional information see agency rules contained in 32 CFR 299a.

GNSA11

SYSTEM NAME:

NSA/CSS Time, Attendance and Absence

SYSTEM LOCATION:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract, and field element as authorized and appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS civilian employees and personnel under contract.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains request forms, time cards, authorization forms, notifications, locator cards and other correspondence or revisions thereof related to actions concerning time, attendance, absence, annual leave, sick leave, leave without pay, advance leave, administrative leave, exemplary use of leave, unauthorized leave and absences and other related matters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); 50 U.S.C. section 831-835, (Public Law 88-290); section 113 of the Budget and Accounting Procedures Act of 1950, as amended; 31 U.S.C., section 66a.

PURPOSE(S):

To provide a means of accounting for all time, attendances and absences of NSA/CSS civilian employees and contract employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To contractor employees to make determinations as noted in the purpose above; to appropriate investigatory authorities engaged in national security investigations; hearing examiners and other authorized individuals with respect to grievances or adverse actions; and to those agencies identified in the NSA/CSS System of Records named 'Payroll and Claims' as necessary to document payroll actions. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, file cards, machine-readable cards, computer printouts, computer magnetic tapes, disks and other computer storage media, and microfilm.

RETRIEVABILITY:

May be retrieved by name and in some cases social security number.

SAFEGUARDS:

For paper, cards, printouts and microfilm - Secure limited-access facilities, within those facilities secure limited access rooms and within those rooms lockable containers as appropriate. Access by authorized individuals only. Current time cards are not secured with respect to individual employees within immediate working element. For machine-readable cards, computer magnetic tapes and disks and other computer storage media within the computer processing area additional secure limited-access facilities, specific processing requests from authorized persons only, specific authority to access stored cards, tapes or disk files.

RETENTION AND DISPOSAL:

Primary System - Records are reviewed annually and retired or destroyed as appropriate. Permanent records are retired to the St. Louis Federal Records Center after completion of audit. Computer records are purged and updated consistent with these retention policies.

Decentralized Segments - Records are temporary, are retained for the period the individual is assigned to an element, or disposed of as appropriate. Time cards and other appropriate forms for pay and leave purposes are forwarded each pay period to the payroll office.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade,Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Time cards, request forms and related correspondence from individual employees and assignees, authorizations and notifications from authorizing officers, correspondence from supervisory personnel and investigating officers with respect to abuses of leave and attendance or unauthorized leave and absences, other records or reports related to either exemplary use of leave or abusive use of leave, and other sources as appropriate and required.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA12

SYSTEM NAME:

NSA/CSS Training

SYSTEM LOCATION:

Primary System-National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments-Each staff, line, contract and field element as authorized and appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NSA/CSS employees, personnel under contract, military assignees and other government employees, designees and military personnel as required and appropriate who attend courses or receive training by or under NSA/CSS sponsorship.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains forms, correspondence, memoranda, student and instructor surveys, requests and other information related to testing and training; tests and test results; test grades, course grades and other student and instructor evaluations; course and class rosters, rosters of individuals by specialty; attendance and time utilization reports for students and instructors; biographical sketches where required and appropriate; course and training histories; other course research and evaluation data; student disciplinary actions and complaints; waiver requests and responses; selected personal data including education level and scholastic achievements; course and training cost data where appropriate; reimbursement and service agreements where appropriate; and other records related to civilian and military training as required and appropriate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); 5 U.S.C., Chapter 41, Executive Order 11348, and Office of Personnel Management implementing directives as contained in the Federal Personnel Manual.

PURPOSE(S):

To maintain training records necessary to assure the equitable selection and approval of employees for NSA/CSS training or sponsorship; to provide documentation concerning military cryptolinquist resources and individual training, develop training requirements, refine training methods and techniques, and provide individual career and training counseling.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Portions of these files are made available to other governmental and non-governmental entities in support of training requirements. To contractor employees to make determinations as noted in the purposes above. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, card files, binders, computer punch cards, computer listings, computer magnetic tapes, disks and other computer storage media, microfilm.

RETRIEVABILITY:

By name or social security number.

SAFEGUARDS:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers as appropriate. Access to information is limited to authorized individuals only. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only. Where data elements are derived from the Personnel System, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

RETENTION AND DISPOSAL:

Primary System - Records are reviewed annually and retained or destroyed as appropriate. Copies of items of significance with respect to the individual are included in the Personnel File and retention is in accordance with the retention policies for that system. Items used as the basis of statistical studies or other research efforts may be retained indefinitely. Computer listings and records are purged and updated as required and appropriate. Decentralized System - Records are reviewed annually and retained or destroyed as appropriate. Individual's file may be transferred to gaining organization if appropriate. Computer listings and records are purged and updated as required and appropriate.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Individual, supervisors, training counselors, instructors and other training personnel; other governmental entities nominating individuals for training; other training and educational institutions; Personnel File, and other sources as required and appropriate.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Individual records in this file may be exempt pursuant to 5 U.S.C., section 552a (k) (1), (k) (5) and (k) (6). For additional information see agency rules contained in 32 CFR 299a.

GNSA13

SYSTEM NAME:

NSA/CSS Archival Records

SYSTEM LOCATION:

Primary System-National Security Agency/Central Security Service, FT. George G. Meade, Md. 20755-6000.

Decentralized Segments-Each staff, line, contract and field element as authorized and appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have contributed to the cryptologic archives and individuals who are significant to the history of signals intelligence.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include organizational files, correspondence, tape recorded interviews, forms, documents, reports, films, magnetic tapes, and media, microforms, photographs, and other related items of cryptologic archival interest, most of which are 20 or more years old and have been adjudged to be permanent U.S. Government records not yet declassified.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 90-620; Public Law 81-754; National Security Agency Act of 1959, 50 U.S.C. section 402 note (Public Law 86-36); 5 U.S.C. section 552, Executive Order 12333 and Executive Order 12356.

PURPOSE(S):

To provide the history, records management, declassification, and archival staffs with a means for locating and quantifying materials that require processing, reference service, review, or evaluation for transmittal to the National Archives.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To enable the historian to locate source materials; permit systematic review of classified records; and provide a source from which response to public queries for NSA/CSS records can be more expeditiously handled and, if possible, declassified. See 'Blanket Uses' at the beginning of NSA's listing of record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Hard copy, microforms, electronic storage media and pictures.

RETRIEVABILITY:

Generally by subject matter as to that material furnished by an individual or about an individual significant to the history of cryptology, by name, or other unique identifier significant to the subject matter and the individual.

SAFEGUARDS:

Secure limited access facilities and within those facilities containers appropriate to the level of classification of particular records.

RETENTION AND DISPOSAL:

Records are permanent, as determined by disposition schedule approved by the Archivist of the United States. They are reviewed periodically for declassification, and records declassified are transferred to the National Archives.

SYSTEM MANAGER(S) AND ADDRESS:

Director, NSA.

NOTIFICATION PROCEDURE:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD ACCESS PROCEDURES:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

CONTESTING RECORD PROCEDURES:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

RECORD SOURCE CATEGORIES:

Individual contributors and operational administrative files; other sources as appropriate.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C., section 552a (k) (1) and (k) (4). For additional information, see agency rules contained in 32 CFR Part 299a.

DEFENSE NUCLEAR AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent

information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

HDNA 001

SYSTEM NAME:

Employee Assistance Program

SYSTEM LOCATION:

Occupational Health Unit, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000. Also at the following subordinate commands: Civilian Personnel Office, Bldg 2023A, Kirtland AFB, New Mexico 87115-5000, and Civilian Personnel Officer, Armed Forces Radiobiology Research Institute, Bethesda, Maryland 20814-5145, Bldg 42, located on the grounds of the National Naval Medical Center.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or

voluntarily request, counseling assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case records on employees which are maintained by counselors, supervisors, and civilian personnel offices and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, or emotional problems.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 U.S.C. 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 U.S.C. 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations; Chapter 43 of Title 5, United States Code.

PURPOSE(S):

For use by the Drug and Alcohol Abuse Coordinator in referring individuals for counseling and by management officials for follow-up actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Upon request by or with specific written authority of individual or their authorized representative, selected information may be provided to and used by other counselors or medical personnel, research personnel, or employers, when disclosure is to the individual's benefit. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Case records are stored in paper file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in locked security containers accessible only to personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

SYSTEM MANAGER(S) AND ADDRESS:

Occupational Health Nurse, Occupational Health Unit, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000, for Headquarters, Defense Nuclear Agency. Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland 20814-5145, for Armed Forces Radiobiology Research Institute. Civilian Personnel Officer, Kirtland AFB, New Mexico 87115-5000, for Field Comand, Defense Nuclear Agency.

NOTIFICATION PROCEDURE:

Information may be obtained from: Occupational Health Nurse, Occupational Health Unit, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000; Telephone: (202) 325-7073 for Headquarters, Defense Nuclear Agency. Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland 20814-5145; Telephone: (301) 295-1047 for Armed Forces Radiobiology Research Institute. Civilian Personnel Officer, Bldg 2023A, Kirtland AFB, New Mexico 87115-5000; Telephone: (505) 264-9253 for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to same address as stated in the notification section above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSTEM MANAGER.

RECORD SOURCE CATEGORIES:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

HDNA 002

SYSTEM NAME:

Employee Relations

SYSTEM LOCATION:

Civilian Personnel Office, HQ, Defense Nuclear Agency, Washington, D.C., 20305-1000, Routing Symbol: MPCV. Also at the following subordinate commands: Civilian Personnel Office, Bldg 2023A, Kirtland AFB, New Mexico, 87115-5000; and Civilian Personnel Office, Armed Forces Radio- biology Research Institute, Bethesda, MD, 20814-5000, Bldg 42, located on the grounds of the National Naval Medical Center.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees and former employees paid from appropriated funds serving under career, career-conditional, temporary and excepted service appointments on whom suitability, discipline, grievance, and appeal records exist.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents and information pertaining to discipline, grievances, and appeals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 1302, 3301, 3302, 7301; E.O. 11222; E.O. 115571; E.O. 11491.

PURPOSE(S):

For use by agency officials and employees in the performance of their official duties related to management of civilian employees and the processing, administration and adjudication of discipline, grievances, suitability and appeals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Appeals examiners of the Merit Systems Protection Board; the Comptroller General or his authorized representatives and the Attorney General of the United States or his authorized representatives in connection with grievances, disciplinary actions, suitability, and appeals, Federal Labor Relations officials in the performance of official duties. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in paper folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in locked security containers in a locked room accessible only to personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are destroyed upon separation of the employee from the agency or in accordance with appropriate records disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer, for Headquarters, Defense Nuclear Agency, Washington, D. C., 20305-1000, and for the Armed Forces Radiobiology Research Institute, Bethesda, MD, 20814-5145; Civilian Personnel Officer Kirtland AFB, New Mexico, 87115-5000, for Field Command, Defense Nuclear Agency.

NOTIFICATION PROCEDURE:

Information may be obtained from: Civilian Personnel Officer, HQ, Defense Nuclear Agency, Washington, D.C., 20305-1000, Telephone: (703) 325-7591, for Headquarters, and the Armed Forces Radiobiology Research Institute, Bethesda, MD, 20814-5145. Information may be obtained from the Civilian Personnel Officer, Bldg 2023A, Kirtland AFB, New Mexico, 87115-5000, Telephone: (505) 264-9253, for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to same address as stated in the notification section above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Supervisors or other appointed officials designated for this purpose.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

HDNA 004

SYSTEM NAME:

Nuclear Weapons Accident Exercise Personnel Radiation Exposure Records

SYSTEM LOCATION:

Field Command, Defense Nuclear Agency (FCDNA), Kirtland AFB, NM, 87115-5000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian employees of the Department of Defense and other federal, state, and local government agencies, contractor personnel, and visitors from foreign countries, who participate in planned exercises.

CATEGORIES OF RECORDS IN THE SYSTEM:

Note: System contains some data of nonpersonal nature and all informa- tion is not always appropriate for all categories of individuals. Name; Social Security Account Number; Date of Birth; Service; Grade/Rank; Specialty Code; Job Series or Profession; Experience with Radioactive Materials such as classification as 'radiation worker,' Use of Film Badge or other dosimetric device; Respiratory Protection Equipment Training and Actual Work in Anticontamination Clothing and Respirators; Awareness of Radiation Risks Associated with Exercises; Previous Radiation Exposure; Role in Exercise; Employer/Organization Mailing Address and Telephone; Unit Responsible for Individual's Radiation Exposure Records; Time in Exercise Radiological Control Area; and External and Internal Radiation Monitoring and/or Dosimetry Results.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

42 U.S.C. 2013 and 2201 (Atomic Energy Act of 1954) and 10 C.F.R. Parts 10 and 20; 5 U.S.C. 7902 and 84 Stat. 1599 (Occupational Safety and Health Act of 1970) and 29 C.F.R. Subparts 1910.20 and 1910.96; Executive Order 12196, Feb. 26, 1980, (Occupational Safety and Health Programs for Federal Employees).

PURPOSE(S):

For use by agency officials and employees in determining and evaluating individual and exercise collective radiation doses and in reporting dosimetry results to individuals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of other government agencies, authorized govern- ment contractors, national, state and local government organizations and foreign governments in the performance of official duties related to evaluating, reporting and documenting radiation dosimetry data. Officials of government investigatory agencies in the performance of official duties relating to enforcement of Federal rules and regulations. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, discs, computer print-outs and/or punched cards. Manual records are stored in paper file folders, card files and/or paper rosters.

RETRIEVABILITY:

Records are normally retrieved by individual's last name or social security account number; records may also be retrieved by Service, organization/employee, dose results or other input data.

SAFEGUARDS:

The computer facility and terminals are located in restricted areas accessible only to authorized personnel and computer access is password protected. Manual records and computer printouts are available only to authorized persons with an official need to know. Buildings employ security guards and/or intrusion detection systems.

RETENTION AND DISPOSAL:

All records are retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Field Command, Defense Nuclear Agency, Kirtland AFB, NM, 87115-5000, ATTN: Radiological Safety Officer.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, address as above.

RECORD ACCESS PROCEDURES:

Requests for information should be addressed to the System Manager and include full name and applicable dates of participation, if available. Visits can be arranged with the System Manager. Requests from current or potential employers must include signed authorization from individual.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents and appealing initial determinations may be obtained from the System Manager, address above, or the General Counsel, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000.

RECORD SOURCE CATEGORIES:

Information in this system of records is(1) supplied directly by the individual, or (2) derived from information supplied by the individual, or (3) supplied by a contractor or government dosimetry service, or (4) developed by radiation measurements at the exercise site.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

HDNA 005

SYSTEM NAME:

Manpower/Personnel Management System

SYSTEM LOCATION:

Manpower Management and Personnel Directorate, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000, Routing Symbol: OAMP. Also at the following subordinate commands: Field Command, Defense Nuclear Agency, Bldg 20364, Kirtland AFB, NM 87115-5000; Civilian Personnel Office, Armed Forces Radiobiology Research Institute, Bethesda, MD, 20814-5145, Bldg 42 located on the grounds of the National Naval Medical Center. Also supervisor maintained files at all three locations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, military or civilian, employed by DNA.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains following information on all personnel assigned to DNA: Social Security Number; Agency; Employee Name; Birth Date; Veteran's Preference; Tenure Group; Service Computation Date; Federal Employees Group Life Insurance; Retirement Code; Nature of Action Code; Effective Date of Action; Position Number; Pay Plan; Occupation Code; Functional Classification Code; Grade; Step; Pay Basis; Salary; Supervisory Position; Location Code/ Duty Station; Position Occupied; Work Schedule; Pay Rate Determinant; Sex; Citizen Status; Date Entered Present Grade; Date Entered Present Step; Separation Date; Reason for Separation (Quit Code); Cost Center; Academic Discipline; Career Conditional Appointment Date (Conversion to Career); Education Level; Degree Date; Purpose of Training ; Type of Training; Source of Training; Special Interest; Direct Cost; Indirect Cost; Date of Completion; On-Duty Hours; Off-Duty Hours; JTD Paragraph Number; JTD Line Number; Competitive Level; Military Service Retirement Date; Uniformed Service; Service Commissioned (military); Service Pay Grade (rank); Agency Sub-element Code; submitting Office Number; Retired Military Code; Bureau; Unit Identification Code; Program Element Code; Civil Function Code; Guard/; Reserve Technician; Appropriation Code; Active/Inactive Strength Designation; Work Center Code; Projected Vacancy Date; Targeted Grade; Position Title; Date of Last Equivalent Increase; Fair Labor Standards Act Designator; Health Benefits Enrollment Code; Type and Date of In- centive Award; Civil Service or other Legal Authority; Date Probationary Period Begins; Performance Rating; Due Date for Future Action; Position Tenure; Leave Category; Personnel Authorized; Projected Personnel Requirements; Special Experience Identifiers; Additional Duties; Man- power Track; Facility; Branch of Service; Date of Rank; Primary/Alternate Specialty; Control Specialty; Last OER/EER; Basic Pay Entry Date; Basic Active Service Date; Date of Arrival; Projected Date of Departure; Security Clearance; Marital Status; Spouse's Name; Dependents; Address (Nr and Street, City, State, Zip Code); Phones (Home and Duty); Handicap Code; Minority Group Designator; Aggregate Program Element Code; Position Indicator; Academic Degree Requirements; Directorate/ Department, Division, Branch, and Section Office Titles; Service Authorization Position Number; Physical Profile; Nature of Action Code ι2; Annuitant Indicator; Vietnam Veteran; Entered Present Position; Future Action Type; Agency Submitting Element; Submitting Office Code; Merit Pay Designator; Bargaining Unit Designator; Old SSN; Course Title Host; Tuition; Trans- portation Per Diem; Hourly Rate; Training Grade Level; Administrative Cost; Type of Career Training Program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 302, 4103; Pub. L. 89-554, September 6, 1966.

PURPOSE(S):

For use by officials and employees of the Defense Nuclear Agency in the performance of their official duties related to the management of civilian and military employee programs. To compile and consolidate re- ports relating to manpower authorization/ assigned strengths and to record personnel data and use that data to compile information as required by management officials within the agency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Representatives of the Merit Systems Protection Board on matters re- lating to the inspection, survey, audit or evaluation of the civilian programs or such other matters under the jurisdiction of that organiza- tion. The Comptroller General or any of his authorized representatives in the course of performance of duties of the General Accounting Office relating to civilian programs. Duly appointed Hearing Examiners or Arbitrators for the purpose of conducting hearings in connection with an employee grievance. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, discs, computer print-outs, and on punched cards. Manual records are stored in paper file folders and card file boxes.

RETRIEVABILITY:

Automated records are retrieved by social security number. Manual records are retrieved by employee's last name.

SAFEGUARDS:

The computer facility and terminal are located in restricted areas accessible only to authorized personnel that are properly screened, cleared, and trained. Manual records and computer printouts are avail- able only to authorized personnel having a need to know. Building employs security guards and is protected by an intrusion alarm system.

RETENTION AND DISPOSAL:

Computer magnetic tapes are permanent. Manual records are maintained on a fiscal year basis. Monthly reports are destroyed at the end of each FY; annual reports are retained in 5-year blocks, transferred to the WNRC, and offered to NARS 20 years after cutoff.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Manpower Management and Personnel Directorate, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000, Telephone: (202) 325-7047.

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests should be addressed to System Manager. Written requests for information should contain the full name of individual. For personal visits, the individual should provide military or civilian identification card.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents and appealing initial determinations may be obtained from the System Manager, address above, or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000.

RECORD SOURCE CATEGORIES:

Information is extracted from military and civilian personnel records, Joint Manpower Program documents and voluntarily submitted by indi- vidual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

HDNA 006

SYSTEM NAME:

Employees Occupational Health Programs

SYSTEM LOCATION:

Occupational Health Unit, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000, Routing Symbol: HU.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, military or civilian employed by DNA and GSA employees assigned to the building.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a variety of records relating to an employee's participa- tion in the DNA Occupational Health Program. Information which may be included in this system are the employee's name, SSN, date of birth, weight, height, blood pressure, medical history, blood type, nature of injury or complaint, type of treatment/medication received, immuni- zations, examination findings and laboratory findings, exposure to occupational hazards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7901 et seq., Pub L. 79-658.

PURPOSE(S):

For use by authorized medical personnel in providing any medical treat- ment or referral; to provide information to agency management officials pertaining to job-related injuries or potential hazardous conditions; and to provide information relative to claims or litigation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Office of Personnel Management, and the Federal Labor Relations Authority (including the General Counsel) in the performance of official duties. The Department of Labor in connection with claims for compensation. The Department of Justice in connection with litigation relating to claims. The Occupational Safety and Health Agency in connection with job-related injuries, illnesses, or hazardous conditions. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in paper file folders and card file boxes.

RETRIEVABILITY:

Records are manually retrieved either by last name or the terminal digit filing system.

SAFEGUARDS:

During the employment of the individual, medical records are maintained in files located in a secured room with access limited to those whose official duties require access.

RETENTION AND DISPOSAL:

Records are retained until the individual leaves the Agency. If they have no long term value, they are destroyed at this time. If they have continuing value, they may be combined with the Official Personnel Folder which is forwarded to the Federal Personnel Records Center or to the new employing agency, as appropriate.

SYSTEM MANAGER(S) AND ADDRESS:

Occupational Health Nurse, Occupational Health Unit, Headquarters, Defense Nuclear Agency, Washington, D.C. 20305-1000. Telephone: (202) 325-7073.

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests should be addressed to System Manager. Written request for information should contain the full name of the requester. For personal visits the individual should provide military or civilian identification card.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents and appealing initial determinations may be obtained from the System Manager, address above, or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000.

RECORD SOURCE CATEGORIES:

Information in this system of records is: (1) supplied directly by the individual, or (2) derived from information supplied by the individual, or (3) supplied by the medical officer or nurse providing treatment or medication, or (4) supplied by the individual's private physician.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

HDNA 007

SYSTEM NAME:

Security Operations

SYSTEM LOCATION:

Intelligence/Security Directorate (OAIS), Headquarters, Defense Nuclear Agency, Washington, D.C. 20305-1000. Also at the following subordinate commands: Security Division (FCSS), Field Command, Defense Nuclear Agency, Kirtland AFB, Albuquerque, New Mexico 87115-5000; and Armed Forces Radiobiology Research Institute, Bethesda, Maryland 20814-5145.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian personnel assigned to, or employed by HQ, Defense Nuclear Agency (DNA), Field Command, Defense Nuclear Agency (FCDNA), and the Armed Forces Radiobiology Research Institute (AFRRI). Other U.S. Government personnel, U.S. Government contractors, foreign government representatives, and visitors from foreign countries.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains following information on individuals (not all informa- tion is appropriate to all categories of individuals covered by the system): Name; Social Security Account Number; Date and Place of Birth; Height; Weight; Hair/Eye Color, Citizenship; Grade/Rank; Service; Organi- zation; Security Clearance; Date of Clearance; Basis Special Accesses; Courier Authorization; Continuous Access Roster Expiration Date; Expira- tion Date; Badge Number; Contracting Officer's Representative; Contract- ing Officer's Organization Special Intelligence Access; Expiration Date; Agency, Billet Number; List of Badges/Passes Issued; List of Keys Issued; Conference Title; Conference Duties; Location. Department of Defense Form 398, 'Statement of Personal History.' Reports of Investigation, Security

Incident Files, Visit Requests; Conference Rosters; Clearance and Special Access Rosters; picture and identification cards; correspon- dence concerning adjudication/passing of clearances.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order l0450, 'Security Requirements for Government Employment, 27 April 1953, as amended by Executive Orders 10491, 10531, 10548, 10558, 11605, and 11785, Executive Order 12065, 'National Security Information,' dated 28 June 1978. Section 21 of the Internal Security Act of 1950 (Pub L. 831). Section 145 of the Atomic Energy Act of 1954, as amended by Pub L. 83-703, 42 U.S.C. 2185.

PURPOSE(S):

For use by officials and employees of the Defense Nuclear Agency and other DoD Components in the performance of their official duties related to determining the eligibility of individuals for access to classified information, access to buildings and facilities, or to conferences over which DNA has security responsibility.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Officials and employees of Government contractors and other Government agencies in the performance of their official duties related to the screening and selection of individuals for security clearances and/or special authorizations, access to facilities or attendance at conferences. See also blanket routine uses at beginning of Defense Nuclear Agency listing and the applicable exemption at end of system notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, discs, computer printouts, and or punched cards. Manual records are stored in paper file folders, card files, and paper rosters.

RETRIEVABILITY:

Automated records are retrieved by individual's last name, conference title, and by type of badge issued. Manual records are retrieved by individual's last name, organization, or subject file.

SAFEGUARDS:

The computer facility and terminals are located in restricted areas accessible only to authorized personnel. Manual records and computer printouts are available only to authorized persons with an official need to know. Buildings employ security guards and/or intrusion detection systems.

RETENTION AND DISPOSAL:

Computer records on individuals are erased upon termination of an individual's affiliation with DNA, FCDNA, or AFRRI; personnel security files are destroyed within thirty days from the date of termination of an in- dividual's employment, assignment or affiliation with DNA, FCDNA or AFFRI. Manual records or conference attendees, visitors, and visit certifications to other agencies are maintained for two years and destroyed. Security incident files are retained for two years unless they concern compromise of classified information, in which case they may be retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Intelligence/Security Directorate, HQ, Defense Nuclear AGency, Washington, D.C. 20305-1000, for DNA and AFRRI. Chief, Security Division, Field Command, Defense Nuclear Agency, Kirtland AFB, NM 87115-5000.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, address above, for HQ, DNA and AFRRI, Telephone: (202) 325-7086; for FCDNA, from the System Manager, address above, Telephone: (505) 264-1423.

RECORD ACCESS PROCEDURES:

Requests for information should be addressed to the System Manager, addresses above. Written requests for information should contain the full name, home address, social security number, date and place of birth. For personal visits, the individual must be able to provide identifica- tion showing full name, date and place of birth, and social security number.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents and appealing initial determinations may be obtained from the System Manager, address above, or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000.

RECORD SOURCE CATEGORIES:

Information is extracted from military and civilian personnel records, investigative files, and voluntarily submitted by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Part of this system may be exempt under 5 U.S.C. 552a (k)(5) as applicable. The exemption rule for the system is contained in Title 32, Code of Federal Regulations, Part 291a, as amended.

HDNA 008

SYSTEM NAME:

Biographies

SYSTEM LOCATION:

Public Affairs Office, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000, Routing Symbol: PAO.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Senior military officers of the Army, Air Force, Navy and Marines; senior DoD civilians, and contractor personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Brief biographical data (sometimes including photographs).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 and 302.

PURPOSE(S):

To maintain biographical data for use by agency officials and employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information on key Defense Nuclear Agency personnel may be released to the media, individuals, businesses, or any other public or private re- quester for use in compiling background information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by last name.

SAFEGUARDS:

Files are secured in a locked file in an area accessible only to authorized personnel. The building is protected by security guards and an intrusion alarm system.

RETENTION AND DISPOSAL:

Files are retained in an active file until retirement, transfer, separa- tion, or death of the individual concerned or in accordance with current records management regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Public Affairs Officer, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000, Telephone: (202) 325-7095.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Written requests should be addressed to HQ, Defense Nuclear Agency, ATTN: Public Affairs Office, Washington, D. C. 20305-1000 and contain the full name of the requester. Visits can be arranged by the Public Affairs Officer, Telephone: (202) 325-7095.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager or from the General Counsel, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000.

RECORD SOURCE CATEGORIES:

Information is voluntarily submitted by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

HDNA 009

SYSTEM NAME:

Personnel Radiation Exposure Records

SYSTEM LOCATION:

Armed Forces Radiobiology Research Institute (AFRRI), Defense Nuclear Agency, Bethesda, MD, 20814-5145, on the grounds of the National Naval Medical Center, and Field Command, Defense Nuclear Agency (FCDNA, Kirtland AFB, NM 87115-5000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees, contractors, or visitors who enter the AFRRI building; other DNA/FCDNA employees who work in positions which might result in exposure to radiation; and individuals who participated in the cleanup of Enewetak Atoll.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Account Number, Sex, Date of Birth, Current and Previous Radiation Exposure History, Dates and Places of Employment, Dates of Exposures, Citizenship, Information on Pregnancy, Areas Visited or Worked, Dates of Arrival and Departure, Organization, Assigned Depart- ment, Bioassay Information, Grade/Rank, Work Phone and Location.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Atomic Energy Act of 1954, 42 U.S.C. 2013, Military Construction Appropriation Act of 1977 (Pub L. 94-367) and DNA OPLAN 600-77, Cleanup of Enewetak Atoll.

PURPOSE(S):

For use by agency officials and employees to provide documentation on any exposure to radiation experienced by an individual in the course of work-related activities or while present in agency facilities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be released to support legal or medical claims for or against the government; to regulatory agencies for use in measuring quality of radiation protection programs, or for licensing procedures; to current or potential employers; or to individuals or their authorized representatives. See also blanket routine uses at the beginning of Defense Nuclear Agency listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files, paper records in file folders, microfiche/film and automated records on magnetic tapes, disks and computer printouts.

RETRIEVABILITY:

Alphabetical by last name of individual. Automated records are select- able on all fields within the record.

SAFEGUARDS:

AFRRI and FCDNA facilities are in controlled access buildings which are protected by intrusion alarm systems. Records are further secured in controlled areas accessible only by authorized personnel. Automated records are protected by user identification codes and password.

RETENTION AND DISPOSAL:

For employees, records are kept permanently. For visitors, records are retired after two years to record holding areas for permanent retention. For foreign visitors, records are sent to State Department for retention. Enewetak records are retained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Department Head, Radiation Safety Department, Armed Forces Radiobiology Research Institute, Defense Nuclear Agency, Bethesda, MD 20814-5145; Health Physicist, Logistics Directorate, Field Command, Defense Nuclear Agency, ATTN: (FCLS), Kirtland AFB, NM 87115-5000.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Information may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000.

RECORD SOURCE CATEGORIES:

Information is voluntarily submitted by individuals or derived from exposure data.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

HDNA 010

SYSTEM NAME:

Nuclear Test Participants

SYSTEM LOCATION:

Biomedical Effects Directorate, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000; Field Command, Defense Nuclear Agency, ATTN: FCLS, Kirtland AFB, NM 87115-5000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian participants of the U. S. nuclear testing programs, (includes some personnel from the occupational forces in Japan).

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank, grade, service number, social security number, last known or current address, dates and extent of test participation, exposure data, unit of assignment, medical data, and documentation relative to administrative claims or civil litigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Atomic Energy Act of 1954, 42 U.S.C. 2013 and Tasking Memorandum from Office of the Secretary of Defense to the Director, Defense Nuclear Agency dated 28 Jan 78, Subject: DoD Personnel Participation in Atmos- pheric Nuclear Weapons Testing.

PURPOSE(S):

For use by agency officials and employees, or authorized contractors, and other DoD components in the preparation of the histories of nuclear test programs; to conduct scientific studies or medical follow-up programs and to provide data or documentation relevant to the processing of administrative claims or litigation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

National Research Council and the Center for Disease Control, for the purpose of conducting epidemiological studies on the effects of ionizing radiation on participants of nuclear test programs. Department of Labor, for the purpose of processing claims by individuals who allege job- related disabilities as a result of participation in nuclear test pro- grams and for litigation actions. Department of Energy, for the purpose of identifying DOE and DOE-contractor personnel who were, or may be in the future, involved in nuclear test programs; and for use in processing claims or litigation actions. Veterans Administration, for the purpose of processing claims by individuals who allege service-connected disabilities as a result of participation in nuclear test programs and for litigation actions; and to conduct epidemiological studies on the effects of radiation on nuclear test participants. Information may be released to individuals or their authorized representatives. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, computer magnetic tape disks and printouts in secure computer facilities.

RETRIEVABILITY:

Records are retrieved by name, military service number and social security number.

SAFEGUARDS:

Paper records are filed in folders stored in areas accessible only by authorized personnel. Buildings are protected by security guards and intrusion alarm systems. Magnetic tapes are stored in a vault in a controlled area within limited access facilities. Access to computer programs is controlled through software applications which require validation prior to use.

RETENTION AND DISPOSAL:

Records are retained for 50 years after termination of case.

SYSTEM MANAGER(S) AND ADDRESS:

NTPR Program Manager, Biomedical Effects Directorate, HQ, Defense Nuclear AGency, Washington, D.C. 20305-1000 (for atmospheric test records) and Field Command, Defense Nuclear Agency, ATTN: FCLS, Kirtland AFB, NM 87115-5000, (for underground test records).

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests for access may be addressed to the System Manager.

CONTESTING RECORD PROCEDURES:

Information on agency rules and procedures for contesting record contents or appealing initial determinations may be obtained from the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000.

RECORD SOURCE CATEGORIES:

DNA Form 10, DoD records from individuals voluntarily contacting DNA or other elements of DoD by phone or mail, dosimetry records and records from the Department of Energy, the Veterans Administration, the Social Security Administration, the Internal Revenue Service, and the Department of Health and Human Services.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

ORGANIZATION OF THE JOINT CHIEFS OF STAFF

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an

inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

JOJCS001MILPERS

SYSTEM NAME:

OJCS Medals and Awards Files and Report System; Microfilmed Historical Awards.

SYSTEM LOCATION:

Military Personnel Branch, Personnel Division, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military officer/enlisted personnel, regular and reserve, who are serviced by the Organization of the Joint Chiefs of Staff.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains, but not limited to, recommendations and substantiating documents for awarding of the medals and awards; orders authorizing awards, certificates of eligibility, memoranda for the record, vote sheets, status sheets, board memberships lists, criteria and analysis, agency historical file, reports, reclama actions, recommendations for foreign awards, special category and exception to policy, bulletins, miscellaneous correspondence, Decorations and Awards Board memoranda, memoranda and records and microfilmed historical awards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Chapter 5, Section 141-143.

PURPOSE(S):

This information is used by the Secretary of Decorations and Awards Board to retrieve information for the Maintenance of the Awards Program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Access to space is limited to personnel office personnel during nonworking hours via locked door. During working hours the space is occupied by personnel office personnel at all times.

RETENTION AND DISPOSAL:

Files are permanent. They are microfilmed and retained for historical purposes.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Joint Staff, OJCS, Pentagon, Washington, D.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Secretary, Decorations and Awards Board Organization of the Joint Chiefs of Staff Pentagon Washington, D.C. 20301 Telephone: 202-695-4759.

RECORD ACCESS PROCEDURES:

Request from individual should be addressed to: Secretary, Decorations and Award Board, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301. Written requests for information should contain the full name of the individual, current address and telephone number. For personal visits, the individual should be able to provide some acceptable identification, that is, at least, his identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Source of information is obtained from agencies which are serviced by the Organization of the Joint Chief of Staff.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

JOJCS002MILPERS

SYSTEM NAME:

Military Personnel Files.

SYSTEM LOCATION:

Military Personnel Branch, Personnel Division, Directorate of Administrative Services, Organization for the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel, assigned to, attached to or on temporary duty with the Organization of the Joint Chiefs of Staff.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain personnel information which has been extracted from the individual's official Military Personnel File. Files contain information pertaining to, but not limited to, name, grade, service number, service job title, expected date of arrival for duty with the Organization of the Joint Chiefs of STaff, expected date of departure from the Organization of the Joint Chiefs of Staff.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Chapter 5, Section 141-143.

PURPOSE(S):

To be used by Officials of Military Personnel Branch, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff to perform administrative functions required on individuals prior to their assignment to, during their assignment to, and after their assignment to the Organization of the Joint Chiefs of Staff. Uses include, but are not limited to, knowing when an individual will arrive, what agency they will be assigned to, who they will replace and when an individual will depart.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; paper card files; ringed binders.

RETRIEVABILITY:

Filed alphabetically by last name of individual, filed by agency; filed by requisition number.

SAFEGUARDS:

Building employs security guards. Records are stored in file cabinets. The room(s) are locked when unattended.

RETENTION AND DISPOSAL:

Files are retained in active file until individual departs the Organization of the Joint Chiefs of Staff. Upon departure, the individual's file is placed in the inactive file. The file is retained for approximately one year.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Military Personnel Branch Personnel Division, Directorate, of Administrative Services, Organization of the Joint Chiefs of Staff.

NOTIFICATION PROCEDURE:

Information may be obtained from: Chief, Military Personnel Branch Personnel Division Directorate of Administrative Services Organization of the Joint Chiefs of Staff Pentagon Washington, D.C. 20301 Telephone: 202-697-3540.

RECORD ACCESS PROCEDURES:

Request from individual should be addressed to: Chief Military Personnel Branch, Organization of the Joint Chiefs of Staff, the Pentagon, Washington, D.C. 20301. Written requests for information should contain full name of the individual, current address and telephone number. For personal visits, the individual should be able to provide some acceptable identifications.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Source of information is the individual and the individual's Official Military Personnel Files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

JOJCS003SMB

SYSTEM NAME:

Directorate Administrative Services Management Information System (DASMIS).

SYSTEM LOCATION:

Staff Management Branch, Directorate of Administrative Services, Organization of the Joint Chief of Staff, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals assigned to the OJCS; all persons with access into the OJCS restricted areas; personnel with SIOP clearance.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's security clearance, personal and office address, date or rank, date of birth, assignment and rotation dates, service, rank, grade, Social Security Account Number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Chapter 5, Section 141-143.

PURPOSE(S):

To be used by officials of the Personnel Division in performing all administrative functions as appropriate with respect to personnel assigned to the OJCS; for monitoring and processing requests for manpower and organizational management services, performing organizational and manpower reviews for OJCS. Used by the Service Division in developing and preparing financial data for the OJCS and carrying out associated programming and fiscal functions, assigning space and providing equipment, supplies and service support as may be required by the OJCS.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Disc, magnetic tape backup.

RETRIEVABILITY:

Record ID made up of billet number, record type and Social Security Account Number.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened and cleared, also access to data requires the proper users-ID and password.

RETENTION AND DISPOSAL:

Personnel records are permanent. All records are maintained in an active file. Security-OJCS records are permanent. Non-OJCS records are deleted upon termination/expiration of badges or passes.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Management Branch, Directorate of Administrative Service, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301. National Military Command System Support Center, Defense Communications Agency, Pentagon, WashingtonD.C. 20301.

NOTIFICATION PROCEDURE:

Information may be obtained from: Staff Management Branch, Directorate of Administrative Services, OJCS Room 1A724, Pentagon Washington, D.C. 20301 Telephone: 202-695-0475.

RECORD ACCESS PROCEDURES:

Requests for individuals should be addressed to: Staff Management Branch, Directorate of Administrative Service, OJCS, Pentagon, Washington, D.C. 20301. Written requests for information should contain the full name, rank and service and agency while assigned to the OJCS, plus Social Security Account Number. For personal visits, the individual should be able to provide some acceptable identification, that is: driver's license employing office identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing intitial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is obtained from various OJCS, DoD, and Standard Forms from the respective Services; from distributed documents routed to all personnel effected.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

JOJCS004SECDIV

SYSTEM NAME:

Personnel Security File, Security Division, DSS.

SYSTEM LOCATION:

Personnel Security Branch, Security Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel assigned to or employed by the OJCS who have been granted a security clearance; all individuals who are civilian applications or military nominees for duty with OJCS; all persons who have been authorized a pass for access to the restricted of the OJCS.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains, individual's records of security clearances granted; security briefing and debriefing certificates; personal history statements' record card file of request for pass or badge; and other related security processing papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Chapter 5, Section 141-143.

PURPOSE(S):

This information is used by Officials and personnel of the OJCS Security Division, DSS to perform all administrative functions necessary to determine eligibility of personnel for security clearance provide processing of all security clearances; processing and producing all passes and badges for personnel requiring access to OJCS restricted areas; devise and implement security policies and provide for the security of the OJCS areas.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; paper card files.

RETRIEVABILITY:

Filed alphabetically by individual's last name.

SAFEGUARDS:

Building employs security guards. Records are maintained in an alarmed vault accessible only to authorized Security Division personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are maintained in active file until individual departs the OJCS at which time entire file is destroyed; card

files are deleted upon termination/expiration of pass or badge.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Administrative Services, Organization of the Joint Chiefs of Staff.

NOTIFICATION PROCEDURE:

Information may be obtained from: Security Division, Directorate of Administrative Services, OJCS Room 2E949, The Pentagon Washington, D.C. 20301 Telephone: 202-695-0866.

RECORD ACCESS PROCEDURES:

Request from individual should be addressed to: Chief, Security Division, Directorate of Administrative Services, OJCS, Pentagon, Washington, D.C. 20301. Written requests for information should contain the full name, rank, Service, Social Security Account Number of the individual, current address, telephone number and agency to which assigned in OJCS or if non-OJCS, identify current employer. Visits are limited to the Security Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301. For personal visits, the requesting individual must provide acceptable proof of identity, such as full name, date and place of birth and some additional verbal information that can be verified by his 'case' record, as parents' names, recent addresses, etc.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Personal History Statements and related security forms from the individual being considered for security clearances or passes; clearance verification correspondence; correspondence originating from the Defense Investigative and other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DEFENSE COMMUNICATIONS AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

KCIV.01

SYSTEM NAME:

Records Relating to DCA Transactions under the Privacy Act of 1974

SYSTEM LOCATION:

Each office of the Defense Communications Agency (DCA) worldwide which is required to submit information it maintains for each system of records maintained under the provisions of the Privacy Act of 1974 and records of information released or withheld under the Act.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian personnel currently assigned to or employed by DCA. Also limited historical records on personnel previously assigned or employed by DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

All types of records which relate to release or withholding of data relating to the rights of the privacy of an individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

PL 93-579, 'The Privacy Act of 1974'

PURPOSE(S):

Used by the Civilian Assistant to the Chief of Staff, Headquarters, DCA for periodic reporting under provisions of the Act.

Used by the Comptroller, Headquarters, DCA for budgeting and manpower allocation within the Agency.

Used by the Counsel, Headquarters, DCA in preparing for possible litigation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records kept in file cabinets or safes.

RETRIEVABILITY:

By name or SSAN.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained for at least 5 years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA. The full name and organizational assignment, of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Office of the Civilian Assistant to the Chief of Staff, DCA, Code 104, to obtain information on whether the system contains records pertaining to him or her. As proff of identity the requester should present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Civilian Assistant to the Chief of Staff for assistance. The mailing address is listed in the organizational directory of the DCA published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Accountings submitted by those DCA officials who are SYSMANAGERS of Record Systems reportable under the Privacy Act of 1974.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDCE.01

SYSTEM NAME:

Visit notification/Clearance Verification Records NR501-11.

SYSTEM LOCATION:

Security Branch, Room 1A06, Defense Communications Engineering Center (DCEC), Code R121.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Same plus industrial contractors requiring admittance to the facility on official business.

CATEGORIES OF RECORDS IN THE SYSTEM:

Form listing the name, date and place of birth, SSAN, clearance status, and basis for that clearance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

PURPOSE(S):

To identify official visitors to defense installations and organizations responsible for work on Defense Department contracts and verify the level of classification to which each is authorized access.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

By folder identified by contractor or individual's name.

SAFEGUARDS:

Building security guards. Records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

RETENTION AND DISPOSAL:

Records not permanent. Retained one year after revocation of permit to enter premises, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC),1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. the requester may visit the Security Branch, Defense Communications Engineering Center (DCEC) 1860 Wiehle Avenue, Reston, Virginia 22090, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or drivers's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military and Civilian Personnel whose names appear on the form.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDCE.02

SYSTEM NAME:

Parking Permit Control Files 501-07.

SYSTEM LOCATION:

Security Branch, Defense Communications Engineering Center (DCEC)) Code R121

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and Civilian personnel employed by the Defense Communications Engineering Center (DCEC) and Command and Control Technical Center (CCTC).

CATEGORIES OF RECORDS IN THE SYSTEM:

Owner's name and vehicle identification data and parking number assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property Management Regulations, Temporary Regulation D-47, dated 22 May 1974, issued by the General Services Administration (GSA).

PURPOSE(S):

To assign specific parking spaces to personnel so authorized; and to identify parked vehicles when circumstances so dictate.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

By parking number

SAFEGUARDS:

Building security guards, records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

RETENTION AND DISPOSAL:

Records are not permanent. Retained while individual is authorized reserved parking, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090 to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's

systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military and Civilian personnel whose names appear on the form.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDCE.03

SYSTEM NAME:

DA Form 727 Classified Container Information File 503-02

SYSTEM LOCATION:

Security Branch, Room 1A06, Defense Communications Engineering Center (DCEC), Code R121.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Classified container information listing the name, address, and telephone number of each person authorized access to the container.

CATEGORIES OF RECORDS IN THE SYSTEM:

This form records the name,grade,address, and home telephone numbers of the above individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended; Executive Order 12356.

PURPOSE(S):

To identify, locate and contact each person authorized access when the need arises.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

By capital property number

SAFEGUARDS:

Building security guards, records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

RETENTION AND DISPOSAL:

Destroy when obsolete, i.e. when person departs, when combination changed, or when container no longer used.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military and Civilian Personnel whose names appear on the form.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.02

SYSTEM NAME:

Authorization to Sign for Classified Material List

SYSTEM LOCATION:

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records Systems contains the names of DECCO personnel who are authorized to receive classified material from the Commander 375 Air Base Group, Scott Air Force Base, Illinois.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of retained copy of letter containing names and specimen signatures of DECCO personnel who are authorized to pick up classified material from the 375 Air Base Group, Scott Air Force Base, Illinois.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended

PURPOSE(S):

Used by the Chief, Administrative Division, Cdoe D210, DECCO to determine which DECCO personnel are authorized to pick up classified mail from the 375 Air Base Group.

Used by the Commander, 375 Air Base Group to verify that DECCO personnel who appear at the unit to pick up classified mail are authorized to do so.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are filed in a folder which is kept in a safe.

RETRIEVABILITY:

Information is retrieved by name.

SAFEGUARDS:

Records are maintained in a safe in an area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records are not permanent. List is updated as personnel changes occur. The superseded list is then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO, Scott Air

Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Activity's rules for access and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of the individuals in the system are furnished by the Chief, Administrative Division, DECCO.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.03

SYSTEM NAME:

Classified Material Receipt Authorization List

SYSTEM LOCATION:

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records system contains names of DECCO personnel who are authorized to receive classified material upon delivery by mail room personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of name, social security number, and grade of individuals authorized to receipt for classified documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended

PURPOSE(S):

Chief, Administrative Division uses the list as a tracer to determine individuals who receive classified material.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in a locked safe.

RETRIEVABILITY:

Records are retrieved by name.

SAFEGUARDS:

Records are maintained in a safe in an area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records are not permanent. List is updated as personnel changes occur. Superseded list is then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code D200, DECCO, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of individuals in the system are furnished by the Chief, Administrative Division, DECCO.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.04

SYSTEM NAME:

Authority to Review/Sign for Classified Messages at 1918 Communications Center

SYSTEM LOCATION:

Administrative Division, Code D210, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records system contains the names of DECCO personnel who are authorized to review, sign for, and pick up classified messages in the Communications Center, 1918 Communications Squadron.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of a copy of a letter addressed to the Commander, 1918 Communications Squadron to show specimen signatures of DECCO personnel who are authorized to review, sign for, and pick up classified messages at that unit.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended

PURPOSE(S):

Used by Chief, Administrative Division, DECCO to determine which mail room personnel are authorized to review, sign for, and pick up classified messages.

Used by Commander, 1918 Communications Squadrom to verify that specific DECCO personnel who came to the Communications Center to pick up classified messages are authorized to do so.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are filed in a file folder which is kept in a safe.

RETRIEVABILITY:

Information is retrieved by name of individual.

SAFEGUARDS:

Records are maintained in a safe in an area which is accessible only to

authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records are not permanent. List is updated as required. The superseded list is then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, Code D210, DECCO. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code D210, DECCO, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of the individuals in the system are furnished by the Chief, Administrative Division, DECCO.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.05

SYSTEM NAME:

Access Listing to Classified Material (NATO)

SYSTEM LOCATION:

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records system contains the names and specimen signatures of DECCO personnel who are authorized access to NATO documents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of copy of letter sent to Code 240, Headquarters, A. Letter contains names and specimen signatures of DECCO personnel who are NATO control officers and alternates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11652

PURPOSE(S):

Used by the Chief, Administrative Division to determine personnel who are authorized access to NATO documents.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are filed in a folder which is kept in a safe.

RETRIEVABILITY:

Information is retrieved by name.

SAFEGUARDS:

Records are maintained in a restricted area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records are not permanent. They are updated when changes in personnel occur, and the superseded list is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of individuals are furnished by the Chief, Administrative Division, DECCO.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.06

SYSTEM NAME:

Nominations/Enrollments for Training Courses

SYSTEM LOCATION:

Administrative Division, Defense Commercial Communications Office (DECCO), Code D220, Scott Air Force Base, Illinois.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records required on military and civilian members who enroll in government training courses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record indicates personnel data and is not revealed to anyone other than individuals involved in obtaining or allocating classroom spaces.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S. Code, Chapter 41 and Executive Order 11348

PURPOSE(S):

Records are used by Chief, Administrative Division to enroll students who have been selected by operating officials to attend government training courses. Information includes name, social security number, office phone, home phone, home address, job title, grade, emergency phone, and emergency address, and name of individual to contact in case of emergency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are kept in a locked file cabinet.

RETRIEVABILITY:

Records are retrieved by name of trainee.

SAFEGUARDS:

Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records are retained five years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, DECCO, Code D220, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, DECCO, Code D220, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

DECCO's rules for access to records and for contesting their content and appealing initial determination by the individuals concerned are set forth in the Rules and Regulations Section of the Federal Personnel Manual.

RECORD SOURCE CATEGORIES:

Information provided by individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.07

SYSTEM NAME:

601-11 Duty Rosters

SYSTEM LOCATION:

Administrative Division, Defense Commercial Communications Office (DECCO), Code D210, Scott Air Force Base, Illinois

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

On a rotation basis all military and civilian Division Chiefs are on call after duty hours to take action on messages received at the 1918 Communications Center.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain names and telephone numbers of DECCO personnel on call for duty after regular work hours.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. code 133(b)

PURPOSE(S):

Listing is used to provide names and home telephone numbers of individuals who may be called after duty hours.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Rosters are locked in a file cabinet.

RETRIEVABILITY:

Records are retrieved by name of designated individuals.

SAFEGUARDS:

Records are stored in a locked file cabinet.

RETENTION AND DISPOSAL:

Records are retained two years then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois.

NOTIFICATION PROCEDURE:

Records from individuals should be addressed to Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois. The full namee of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

DECCO's rules for access to records will be determined by the Legal Counsel on a case by case basis.

RECORD SOURCE CATEGORIES:

Obtained from personnel records retained in D210/D220.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KDEC.08

SYSTEM NAME:

101-06 Request and Authorization for Temporary Duty Travel

SYSTEM LOCATION:

Administrative Division, Code D210, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian members who travel in performance of conducting DECCO business.

CATEGORIES OF RECORDS IN THE SYSTEM:

Provides traveler's name, social security number, purpose, travel schedule, job title, days involved, cost, and fund citation to cover cost of travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b)

PURPOSE(S):

Copies are provided to the Accounting and Finance Officer, DECCO, Code D532, to substantiate payment of travel voucher on return to duty.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in a locked safe.

RETRIEVABILITY:

Records are retrieved by name of traveller.

SAFEGUARDS:

Records are stored in a locked file cabinet and records are accessible to Administrative Division personnel only.

RETENTION AND DISPOSAL:

Records are retained two years then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, DECCO, Code D210, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

DECCO's rules for access to records will be referred to the Legal Counsel on a case by case basis.

RECORD SOURCE CATEGORIES:

Provided by traveler.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.02

SYSTEM NAME:

DCA Form 605, Personnel Data Sheet.

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel assigned to DCA Europe.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of information on each individual including name, grade, SSAN, date and place of birth, permanent home address, marital and dependent status, passport number, rotation date, forwarding address, date of rank, PAFSC/MOS/NEC, date reported, SAFC/MOS/NEC, civilian and military education, BASD/TAFMSD, residence and duty phone numbers, and emergency addressee.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.code 133(b)

PURPOSE(S):

Maintained for use by the Management Support Division as a reference file and routine or emergency locator file.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records maintained in file folders

RETRIEVABILITY:

Records filed alphabetically by last name of individuals.

SAFEGUARDS:

Records maintained in a locked container accessible to authorized personnel only. Military police are posted at entrance of the building.

RETENTION AND DISPOSAL:

Record maintained for one year after departure of individual then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Management Support Division, DCA Europe, APO New York 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

All information is provided by the individual upon initial assignment.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.03

SYSTEM NAME:

Incident Report File

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any personel(military or civilian) assigned to DCA Europe involved in a traffic, financial, criminal or other incident which is reported to the Commander DCA Europe for information or necessary action.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of Reports of Investigation, Military Police Incident Reports, Traffic tickets,Letters of Notification of Dishonored checks, and correspondence or documents concerning other matters brought to the attention of the Commander DCA Europe relating to personnel assigned to this Command.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b)

PURPOSE(S):

Maintained as a reference file for use by the Commander DCA Europe to document required actions taken in response to reports and notification of incidents involving assigned personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders.

RETRIEVABILITY:

Information is retrieved by name of the individual.

SAFEGUARDS:

Records are maintained in a locked security file container and may be accessed only by the Commander, Deputy Commander, Chief, Management Support Division, or other persons specifically designated by the Commander.

RETENTION AND DISPOSAL:

Records are maintained in an active file during the period of the individual's assignment to DCA Europe and destroyed on his or her departure.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, DCA Europe, APO New York 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is obtained from reports, documents, and correspondence received from Civilian and Military Police Service Investigative Agencies, Military Exchange and Commissary systems, or any other agency or individual that reports information of an incident nature to the Commander DCA Europe.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.04

SYSTEM NAME:

Security Clearance File

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel assigned to DCA Europe

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains roster by name and social security number which reflects the US and NATO security clearances held by DCA Europe personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

PURPOSE(S):

Information is maintained as a centralized reference document for verification of security clearances held by DCA Europe personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Clearances are certified to other US government agencies as required

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Roster is stored in a locked file container.

RETRIEVABILITY:

Information is retrieved by name.

SAFEGUARDS:

Roster is maintained in a locked file container with access limited to authorized personnel only.

RETENTION AND DISPOSAL:

Records are maintained during the period of current employment with DCA EUR & noncurrent information is deleted from the file at the time of departure of individual.

SYSTEM MANAGER(S) AND ADDRESS:

Management Support Division, Code E200, DCA Europe, APO New York 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records & for contesting contents & appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information maintained on the roster is obtained from the original clearance certification by HQ DCA and documents signed by the individual which acknowledge receipt of additional access.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.05

SYSTEM NAME:

Classified Container Information Forms

SYSTEM LOCATION:

Office of Security Officer, Headquarters, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who have been designated for access to the containers and who may be contacted for access in case of emergency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Retained copies of DA Forms 727, which contain name, home address, and phone number of individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended; Executive Order 12356.

PURPOSE(S):

Used to maintain current designation of persons who may be contacted for access to the container.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Forms maintained in locked file cabinet.

RETRIEVABILITY:

Information is retrieved by name of individual.

SAFEGUARDS:

Containers are located in locked or controlled access areas. Military police are posted at entrance of the building.

RETENTION AND DISPOSAL:

Forms are renewed every six months or when any individual having access to the container departs, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, DCA Europe, APO NY 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals designated by Division Supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.07

SYSTEM NAME:

Postal Directory File

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131, and Field Offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals currently assigned to DCA Europe and those who departed within preceeding 12 months.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of change of address recorded on DA Form 3955 (change of address and directory record).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

U.S.A. Postal Manual, Chapter 1, Part 158.

PURPOSE(S):

Card files are maintained by the Commander APO 09131 Post Office, and the APO Mail Distribution Center for the Stuttgart, Germany area located at Wallace Barracks. Files are also maintained at Postal Facilities serving the Field Offices: Worms - APO 09056, UK - APO 09378, Naples - FPO 09524, Athens - APO 09223.

Information is used by SYSMANAGER to direct mail delivery to the proper address.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in card file boxes in the mail room.

RETRIEVABILITY:

Information is retrieved by name of individual and organizational assignment.

SAFEGUARDS:

Records are maintained in rooms approved for the storage of US mail and are accessible only to authorized personnel. Military police are posted at the entrance of the building.

RETENTION AND DISPOSAL:

Records are maintained in an active file during period of current assignment to DCA Europe and for one year after departure, at which time they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Management Support Division, DCA Europe, APO New York 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to SYSMANAGER.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is provided by individuals upon initial assignment to DCA Europe.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.08

SYSTEM NAME:

Travel Order and Voucher File

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel who perform official travel under orders issued by DCA Europe

CATEGORIES OF RECORDS IN THE SYSTEM:

Records in the system consist of travel orders, transportation requests, commercial carrier transportation tickets, travel advance vouchers, records of travel claims and payments. Data in the system includes the individual's name, SSAN, home phone and address, and other pertinent travel information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b)

PURPOSE(S):

Records maintained by SYSMANAGER for budget and accounting purposes to verify amounts actually spent for travel, and for control of an accountability for travel orders issued by DCA Europe.

Used by prosecution authorities in case of fraud.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records maintained in file folders.

RETRIEVABILITY:

Records filed sequentially by travel order number.

SAFEGUARDS:

Records maintained in locked file containers accessible only to authorized personnel. Military police are posted at building entrance during duty hours.

RETENTION AND DISPOSAL:

Records are maintained for two calender years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Management Support Division, DCA-Europe, APO New York 09131

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, Defense Communications Agency Europe, APO New York, 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personal information is obtained from individual travelers and entered on the travel order form.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KEUR.09

SYSTEM NAME:

NONCOMBATANT Information Card, AEZ Form 6-106.

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency, European Area, (DCA-EUR), APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) All legal dependents of United States Forces personnel

(2) United States civilian employees of DoD Agencies and their dependents

(3) Department of Defense or a military service department sponsored United States technical representatives

(4) Bonafide members of households of United States Forces personnel and of persons in (2) and (3) above

(5) United States personnel who are special invitees possessing current Department of Defense or a military service department invitational travel orders.

(6) Dependents of United States personnel assigned to United States elements of any North Atlantic Treaty Organization military headquarters or agency when common facilities are used and that the Secretary of Defense has authorized to receive United States support

(7) Other United States nongovernmental, nonmilitary individuals and agencies in oversea military commands for whom military logistical support is authorized in joint military regulations (e.g., USO, American Red Cross).

CATEGORIES OF RECORDS IN THE SYSTEM:

AEZ Form 6-106, Noncombatant Information Card. It contains information on the following:

Sponsor. Name, grade, date arrived in theater, data of return from overseas; SSAN; organization and duty section; occupation specialty; branch of service or agency; military post or base name and city location; building number; room number; duty phone; ZIP Code; and APO or FPO.

Noncombatant. Local residence street number and name and city; area; building number; apartment number; home phone; ZIP Code; date assigned; Continental United States residence street number and name or Post Office Box number; city; state or terriroty; and ZIP Code.

Vehicle. vehicle number(s) and make(s); year(s); and capacity.

Names of all noncombatants. for each: passport number; SSAN; relationship; month and year of birth; whether or not has an identification tag; immunization record; and if or if not a driver of vehicle.

Briefings. Briefing by supervisor to sponsor; warden to noncombatant; route reconnaissance; and noncombatant Evacuation Operations rehersal. For each of the above items, dates information given; by whom given; frequency of review items; date and signature of sponsor and supervisor for each of the items to authenticate that all above items reviewed as required.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C., Section 3012.

PURPOSE(S):

Used by the Chief, Management Support Division, to determine preparedness of noncombatants for evacuation, if required.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Information is recorded on 8 x 10 1/2 cardboard cards and filed in notebook binder.

RETRIEVABILITY:

Information is retrieved manually by name.

SAFEGUARDS:

Records are filed in file cabinet and maintained in a restricted area which is accessible only to authorized personnel who are required to be in the area where records are kept.

RETENTION AND DISPOSAL:

Records are not permanent. Records are updated as changes occur and destroyed on departure of the sponsor from DCA-Europe.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Support Division, DCA-Europe, APO New York 09131.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Chief, Management Support Division, DCA European Area, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record of the requester. As proof of identity, the requester, if assigned to DCA European Area, must present a current DCA identification badge or current motor vehicle operator's license. If not assigned to the DCA European Area but still in the military service the requester must provide a current motor vehicle driver's license or Social Security Account Number. If no longer affiliated with the Department of Defense must provide Social Security Account Number.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA European Area, APO New York 09131, for assistance.

CONTESTING RECORD PROCEDURES:

The DCA rules for access to records for contesting contents and appealing initial determination by the individual concerned are contained in DCAI 210-225-2 or in C.F.R. Part 287a.

RECORD SOURCE CATEGORIES:

Information is furnished by the individual concerned; or from official records provided by personnel offices of the 1141st US Air Force Special Activities Squadron; Headquarters, European Command, Army, Navy, Air Force and Marine Corps Elements; Stuttgart Area Civilian Personnel Office; and the US Finance and Accounting Office, Europe.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

KEUR.10

SYSTEM NAME:

Personnel File.

SYSTEM LOCATION:

Management Support Division, Defense Communications Agency, (DCA) European Area, APO New York 09131.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCA Europe Military and Civilian Personnel

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of security clearance data, Air Force Form 47: Certificate of Eligibility and Record of Personnel Security Clearance, and DCA Form 548: Status of Clearance; requests for changes to assignment; job title and position (Air Force Form 2095: Assignment/Personnel Action, and Standard Form 52: Request for personnel action); leave data; special orders published by the DCA European Area pertaining to additional duties; and sponsorship information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C. 136(b).

PURPOSE(S):

Used by the Chief, Management Support Division, to verify security clearance status, initiate personnel actions such as effectiveness reports, changes in position, title or assignment; record of additional duties, and related routine personnel and administrative matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records filed in folder.

RETRIEVABILITY:

Information is retrieved by name.

SAFEGUARDS:

Records are maintained in a safe accessible only to personnel authorized in the performance of their official duties.

RETENTION AND DISPOSAL:

Records are maintained one year after departure of the individual from the DCA-European Area and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Support Division, DCA European Area, APO New York 09131.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Chief, Management Support Division, DCA European Area, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record of the requester. As proof of identity, the requester, if assigned to DCA European Area, must present a current DCA identification badge or current motor vehicle driver's license or Social Security Account Number. If no longer affiliated with the Department of Defense must provide Social Security Account Number.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA European Area, APO New York 09131, for assistance.

CONTESTING RECORD PROCEDURES:

The Defense Communications Agency rules for access to records for contesting contents and appealing initial determination by the individual concerned are contained in DCAI 210-225-2 or in 32 C.F.R. Part 287a.

RECORD SOURCE CATEGORIES:

Information is furnished by the individual concerned; or from official records provided by personnel offices of the 1141st US Air Force Special Activities Squadron; Headquarters, European Command, Army, Navy, Air Force and Marine Corps Elements; Stuttgart Area Civilian Personnel Office; and the US Finance and Accounting Office, Europe.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

KMIN.01

SYSTEM NAME:

Minority Identification File List

SYSTEM LOCATION:

Office of the Director of Equal Employment Opportunity, Headquarters, Defense Communications Agency (DCA), Washington, D.C.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Each civilian employee of DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee's name; social security number; grade and step; salary, job title; race or national origin; sex; DCA office code; and occupation code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual Chapter 713, Section 3-4(c) 'Use of Statistical Data; Agency Self-Evaluation'; 10 U.S.C. 136

PURPOSE(S):

Used exclusively by the Director of Equal Employment Opportunity in studies and analyses that contribute affirmatively to achieving the objectives of the Equal Employment Opportunity Program. That is, the list is used to identify whether or not any bias patterns may exist in hiring, advancement, and training opportunities

and also to provide information to the Office of Personnel Management in affirmative action plans.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The record is stored in a locked file cabinet.

RETRIEVABILITY:

Retrieved by the grade, job title, race or sex of employees, and SSAN.

SAFEGUARDS:

Building employs security guards. List locked in file cabinet. Only the Director of Equal Employment Opportunity has access.

RETENTION AND DISPOSAL:

The record is destroyed annually.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Equal Employment Opportunity, Headquarters, DCA (ATTN: Code 107), Washington, D.C. 20305.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107. The individual's full name and organization will be required to determine if the system contains a record about him or her. The requester may visit the Office of Equal Employment Opportunity, Headquarters, DCA, Code 107, to obtain information on whether the system contains records pertaining to him or her. Proof of identity will be by presentation of current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107, for assistance in this regard. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel Processing Clerks and personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KNCS.01

SYSTEM NAME:

National Communications Systems Continuity of Operations Plan (NCS COOP).

SYSTEM LOCATION:

Office of the Manager, National Communications Systems, 8th and South Court House Road, Arlington, Virginia 22204.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the National Communications Systems Staff.

Selected individuals of the National Communications Systems/ Defense Communications Agency Operations Center (NCS DCAOC).

Selected telecommunications officials of the major and minor NCS Operating Agencies and selected personnel of Federal agencies in the Washington Metropolitan Area.

Selected key personnel of the commercial communications carriers, for example, American Telephone & Telegraph (AT&T) Company, Chesapeake & Potomac (C&P) Telephone Company, Western Union Telegraph Company, etc.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a plan which provides the guidance and procedures for insuring the continuity of operations of the Office of the Manager, NCS, and the NCS/DCAOC in the event of enemy attack, periods of international crisis, tension, or national catastrophe. It provides a roster giving the office and residence phone numbers of personnel to contact as as emergency situation develops.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Presidential Memorandum, Subject: Establishment of the National Communications System, 21 August 1963.

PURPOSE(S):

Office of the Manager, NCS - To apprise individuals on the staff of their responsibilities and emergency relocation assignments in conditions of emergency.

Selected telecommunications officials of the NCS - Certain designated personnel of Office of Telecommunications Policy (OTP), Executive Office of the President, the Executive Agent of the NCS (who is the Secretary of Defense), the Department of State, Department of Defense, Federal Aviation Administration, General Services Administration, National Aeronautics and Space Administration, and the Central Intelligence Agency use this plan as their guidance for procedures to follow under conditions of emergency. Provides them the focal point for contacts and coordination on short notice.

Certain telecommunications officials of the Office of Telecommunications Policy, Executive Office of the President, the Executive Agent of the NCS (who is the Secretary of Defense), the Department of State, the Department of Defense, Federal Aviation Administration, General Services Administration, Central Intelligence Agency, Energy Research and Development Administration, the Department of Commerce and Department of the Interior. - To be informed of their responsibilities in the face of worsening emergency conditions and to know where to report.

Selected personnel of the following commercial carriers: AT&T Company, offices in New York and and Washington, D.C., C&P Telephone Company Headquarters, General Telephone and Electronics, International Telephone & Telegraph (IT&T) Corporation, offices in New York and Washington, D.C., Radio Corporation of America Company, offices in New York, San Francisco, California and Washington, D.C., Western Union International and Western Union. - To be knowledgeable of current telecommunications problems so that certain priorities for support and services can be coordinated with designated Federal officials.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

This is a classified plan filed in standard secure safes.

RETRIEVABILITY:

Filed by category of plan.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

This is a permanent plan. It will be an active file indefinitly and will be updated periodically by the Manager, NCS.

SYSTEM MANAGER(S) AND ADDRESS:

The Manager, National Communications System, Washington, D.C. 20305.

NOTIFICATION PROCEDURE:

Information may be obtained from the Office of NCS Plans and Operations, 8th and South Court House Road, Arlington, Virginia 22204.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Manager, National Communications System, Washington, D.C. 20305.

Written requests should contain the full name of the individual, current address and telphone number.

For personal visits, the individual should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Informal coordination with representatives of the agencies concerned. Informal telephonic coordination with personnel of the common carriers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KNCS.02

SYSTEM NAME:

National Communications System (NCS) Plan for Emergencies and Major Disasters.

SYSTEM LOCATION:

Office of the Manager, National Communications System, 8th and South Court House Road, Arlington, Virginia 22204.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Federal Disaster Assisstance Administration (FDAA) Regional Directors.

General Services Administration (GSA) Regional Emergency Communications Coordinators.

Selected members of the National Communications Sysytem Staff.

Federal Emergency Management Agency (FEMA) Regional Directors.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a plan which prescribes procedures for providing communication support in Presidentially declared emergency and major disaster operations. It provides the names, office and residence phone numbers of the key Federal personnel nationwide to contact and coordinate communications support in emergencies and major disasters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Presidential Memorandum, Subject: Establishment of the National Communications System, 21 August 1963.

PURPOSE(S):

Office of the Manager, NCS - To ensure that Federal agencies and certain telecommunications officials understand what their responsibilities and functions are in pre-disaster planning.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Regional representatives of FDAA, GSA, and FEMA - To know under which conditions of emergency they are to function and what roles they perform under each phase.

personnel assigned to States' Emergency Operations Center To know where the focal points are to contact for assistance.

Quasi-government agencies - (i.e., American National Red Cross) - To know where the focal points are to contact for assistance.

Major US telephone companies - To be informed on the plan and which regional representative will be contacting the telephone companies for assistance in conditions of disaster.

All Federal departments and agencies of the US Government in the Washington Metropolitan area - To be knowledgeable of the provisions made in the plan to assist their agencies located outside the Washington Metropolitan area.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The plan is filed in the office bookcases.

RETRIEVABILITY:

Filed by category of plan.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accesible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

This is a permanent plan. It will be an active file indefinitely and will be updated periodically by the Manager, NCS.

SYSTEM MANAGER(S) AND ADDRESS:

The Manager, National Communications System, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Information may be obtained from the Office of NCS Plans and Operations, 8th and South Court House Road, Arlington, Virginia 22204.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Manager, National Communications Systems, Washington, D.C. 20305.

Written requests should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of regional representatives, state officials, and Federal agency representatives secured through an Interagency Task Group established for the purpose of publishing the plan with this information. Information on major US telephone companies secured from an American Telephone & Telegraph Company Washington office representative.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KNCS.03

SYSTEM NAME:

National Communications System Emergency Action Group (NEAG)

SYSTEM LOCATION:

Office of the Manager, National Communications System (NCS), 8th and South Court House Road, Arlington, Virginia 22204.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Selected communications officials of the major operating agencies of the National Communications System who are designed by name as members of an interagency telecommunications group (NEAG) which is convened under national communications emergencies.

Selected personnel on the National Communications System Staff.

CATEGORIES OF RECORDS IN THE SYSTEM:

This file contains the objectives, membership and activation procedures for the National Communications System Emergency Action Group (NEAG) which is an on-call interagency telecommunications group whose purpose is to assist the Manager, NCS, in dealing with national communications emergencies. This NCS Instruction 45-1 lists the members of the group by name and gives the office and residence phone numbers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Presidential Memorandum, Subject: Establishment of the National Communications System, 21 August 1963.

PURPOSE(S):

Office of the Manager, NCS, - To inform the NCS staff of its responsibilities under conditions of a worsening emergency and who to contact in the Federal agencies to keep them apprised.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Selected telecommunications officials of the Major Operating Agencies of the NCS which are: Department of State, Department of Defense, Federal Aviation Administration, General Services Administration, National Aeronautics and Space Administration, and the Central Intelligence Agency -- To be informed on the conditions of emergency under which the NEAG convenes and the total membership thereof for purposes of immediate coordination.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

This is a classified directive which is filed in standard secure safes.

RETRIEVABILITY:

Filed by category of plan.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

This is a permanent directive. It will be an active file indefinitely and will be up-dated periodically by the Manager, NCS.

SYSTEM MANAGER(S) AND ADDRESS:

The Manager, National Communications System, Washington, D.C. 20305.

NOTIFICATION PROCEDURE:

Information may be obtained from the Office of NCS Plans and Operations, 8th and South Court House Road, Arlington, Virginia 22204.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Manager, National Communications System, Washington, D.C. 20305.

Written requests should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Informal coordination with representatives of the NCS member agencies concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KPAC.01

SYSTEM NAME:

Classified Container Information Form DA 727

SYSTEM LOCATION:

Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco 96515

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DCA-PAC employee who is responsible for the combination of a vault or container used for the storage of classified material.

CATEGORIES OF RECORDS IN THE SYSTEM:

DA Form 727 which contains name, address, and phone number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended; Executive Order 12356.

PURPOSE(S):

Used to obtain the names of persons who have direct knowledge of the combination of a safe or vault.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in safe.

RETRIEVABILITY:

Filed numerically by divisions.

SAFEGUARDS:

Records are maintained in a locked vault.

RETENTION AND DISPOSAL:

Destroyed when obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Defense Communications Agency Pacific, APO San Francisco, California 96515.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Security Officer, Defense Communications Agency Pacific, APO San Francisco, California, 96515. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the Security Officer, DCA-PAC, APO San Francisco 96515, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Security Officer, DCA-PAC, APO San Francisco, California 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency'S systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Security Officer, DCA-PAC, APO San Francisco, California 96515.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KPAC.02

SYSTEM NAME:

Authorization to sign for classified material lists.

SYSTEM LOCATION:

Primary Systems Management. Defense Communications Agency Pacific, (DCA-PAC), ATTN: P200, APO San Francisco, California 96515.

Decentralized Segments - Individual divisions of DCA-PAC

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of DCA-PAC authorized to receipt for, have custody of or access to classified material by level and type of classifiaction.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include lists of individuals authorized to receipt for or have access to classified material, appointing letters as primary and alternate custodians, control officers, etc., and other miscellaneous documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended; Executive Order 12356.

PURPOSE(S):

Information from these files is used to determine who has authority to receipt for and maintain custody of classified material.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are paper records stored in file folders

RETRIEVABILITY:

Records are filed by the type of material the individual is authorized access.

SAFEGUARDS:

Records are stored in locked vault or with copies maintained in locked file cabinets in the office of the division to which the file is applicable.

RETENTION AND DISPOSAL:

Records are maintained during the period the employee is authorized access to the particular material, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Defense Communications Agency Pacific, APO San Francisco, California 96515.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Security Officer, DCA-PAC, APO San Francisco, California 96515. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Officer, DCA-PAC, APO San Francisco, California, 96515, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification Badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Security Officer, DCA-PAC, APO San Francisco, California, 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The DCA rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information obtained from the Army, Navy, Air Force, Civil Service Commission filess or security files of DCA Headquarters.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KPAC.03

SYSTEM NAME:

420-20 permanent change of station and temporary duty travel order file.

SYSTEM LOCATION:

Primary System, Management Support Division, Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco 96515

Decentralized segments: NCS PEARL Harbor, FPO San Francisco, California 96610; CCPD WBO, NAS Barbers Point, FPO San Francisco, California 96611, and appropriate offices of the Army, Navy, and Air Force.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those DCA-PAC personnel who are required to perform temporary travel and individuals who are transferred from this headquarters on permanent change of station orders issued by competent authority.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records would include copies of original travel order, travel claims and substantiating documents, i.e., receipts for car rental, air line tickets, travel requests, laundry services, lodging, records of advance travel payments and other miscellaneous vouchers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133 (b).

PURPOSE(S):

Copies of temporary duty and permanent change of station orders issued by Headquarters, DCA-PAC are used by Chief, Management Support Division to obligate funds for payment of claims, obtain transportation requests and to account for the movement of assigned personnel. Permanent change of station orders are filed in order to forward mail.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name, social security number and/or order number.

SAFEGUARDS:

Records are stored in file cabinets in offices locked during non-duty hours.

RETENTION AND DISPOSAL:

Permanent change of station and temporary duty orders issued by Headquarters, DCA-PAC are temporary. They are retained in the active files for one year, held for three additional years, then destroyed. Permanent change of station orders issued by other commands/agencies are maintained for one year and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Support Division, P200, Headquarters, DCA-PAC

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, P200, Headquarters, DCA-PAC. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, P200, Headquarters, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, P200, Headquarters, DCA-PAC. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information supplied by Headquarters, DCA-PAC, Army, Navy or Air Force as appropriate plus individual travel claims filed in conjunction with a particular permanent change of station and temporaty duty movement.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KPAC.04

SYSTEM NAME:

Time and attendance cards and labor distribution cards

SYSTEM LOCATION:

Primary Systems Management, Naval Communications Station (NCS), Pearl Harbor, FPO San Francisco 96610

Decentralized segments - Individual Division of Defense Communications Agency Pacific (DCA-PAC).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees assigned to Headquarters, DCA-PAC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Forms included in this file are: NAVCOMPT FM 911A (REV 7-55) and Labor Distribution Card. 14ND NSC 5230/28 (9-69).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual Supplement 293-11, Subchapter 57-2

PURPOSE(S):

Information from these files is used to compute payrolls, compute the amount of annual/sick leave accumulated and used as set forth in Civil Service Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on paper cards maintained in file folders.

RETRIEVABILITY:

Files individually identified by name and social security number.

SAFEGUARDS:

Records are stored in locked file cabinets located in offices locked during non-duty hours.

RETENTION AND DISPOSAL:

Records are maintained during the period the employee is attached to DCA-PAC, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Support Division, Headquarters, DCA-PAC, APO San Francisco, California 96515.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Management Support Division, Headquarters, DCA-PAC. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, Headquarters, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, Headquarters, DCA-PAC. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Records prepared from individual's attendance (duty) compiled by Headquarters, DCA-PAC in accordance with Civil Service Commission Regulations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KPAC.05

SYSTEM NAME:

403-03 Injury Records

SYSTEM LOCATION:

Management Support Division, Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco, California 96515

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those DCA-PAC employees, both military and civilian, who sustain an injury in the performance of their duties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records would include copies of investigative reports compiled by police, either military or civilian, statements from witnesses, medical records, insurance claims, and other miscellaneous documents relating to specific accident.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133 (b).

PURPOSE(S):

To maintain records on industrial safety and make periodic reports to higher headquarters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Retrieved by name and social security number.

SAFEGUARDS:

Records are stored in locked file cabinets.

RETENTION AND DISPOSAL:

Records are temporary. They are retained in active files for one year, held one additional year and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Support Division, Defense Communications Agency Pacific, APO San Francisco, California 96515.

NOTIFICATION PROCEDURE:

Request from individuals should be addressed to Chief, Management Support Division, DCA-PAC, APO San Francisco, California, 96515. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Management Support Division, DCA-PAC, APO San Francisco 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information supplied by the individual, witnesses, investigative and medical agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.01

SYSTEM NAME:

Agency Training File System

SYSTEM LOCATION:

Primary System-Adjutant, Defense Communications Administrative Unit Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military employee undergoing formal, informal, on the job, or MOS training.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual training cards and information on training progress and testing during the course of instruction and application.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S. Code Chapter 41.

PURPOSE(S):

Provide agency and individual training for job efficiency and advancement. Used to increase efficeincy and individual production. Qualify individuals in all occupations and details within agency. Meet service requirements for annual occupation testing. Instill confidence and motivation for self-improvement and enhance promotion potential. Establish clear path for increase in qualification throughout career development.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit (DCAU),Building 94, Anacostia Naval Station, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from individual, performance tests, recommendations, service departments, written tests, previous commands and records custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.02

SYSTEM NAME:

Military Personnel Files System

SYSTEM LOCATION:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments - Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned or attached military personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual's enlistment contract, MOS evaluation data, Serviceman Life Insurance Elections, Emergency Data, Record of Induction, Qualification Record, Oath of Office, Recommendation for Promotion, Medical Examination, Retirement Application, Correction of Records, Report of Transfer or Discharge, Review for Correction of Discharge, Language Proficiency, Police Records Check, Statement of Personal History, Application for ID Cards, Recommendations for Awards, Awards, Certificate of Security Clearance, Cryptographic Training and Experience Record, Defense National Agency Check Request, Oath of Enlistment, Certificate of Achievement, Reports of Change to Qualification Record, In/Out Processing Check Sheet, Installation Clearance Record, Hold Letters, Personnel Data Card, Assignment, Waiver of Enlistment, Enlisted Evaluation Report, Change in Reporting Official, Career Counseling Record, Training Upgrade, Passport Application, Letters of Recommendation and Appreciation, Commendation, Special Orders, TDY Orders, Personnel Action requests, Certificates of Appreciation and Commendation, Extension Certificates, Officer Evaluation Reports, Application for Appointment, Application for Active Duty, Application for Social Security Number, Suspension of Favorable Personnel Action, Sign In/Out Register, Morning Reports, Leave Request, Suspense File, Duty Roster.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 3012, 6011, 8012.

PURPOSE(S):

Provide management and control of military personnel and monitor and assist in personnel actions affecting their entire career. Used to classify and reclassify personnel and monitor testing, assign and reassign personnel, process and assign overseas and Continental United States (CONUS), provide port call instructions, provide rosters, promotion and reduction, training schooling, special assignments, details, disciplinary action rotation, fix personnel authorization, determine authorizations, submit personnel requisitions, monitor utilization, identify personnel for elimination, proficiency testing, report promotion eligibles, process retirement, enlistments, branch transfers, extensions, curtailments, Awards, foreign service decorations, special correspondence, security clearance, photographs, appointment, emergency leave, report casualities, dependent travel, marriage, adoption, readiness files, travel clearance, passports, visa, service benifits, life insurance, voting, control of identification cards and tags, maintain historical record of service, strength, prepare rosters and reports for personnel information systems, process incoming and out going personnel, prepare personnel data cards, obtain security clearance. Transfer information to Department of the Army, Air Force, and Navy, Washington, D.C. 20310.

Disclosure to investigate authorities on possible prosecution action. Department of Service, Staff Agencies and commands, to coordinate and control and accomplish assigned mission of military personnel. Develop requirements and training of military personnel world-wide.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current Defense Communications Agency identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374.

Written Request for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from the individuals, service departments, Defense investigative service, previous commands, Federal and State Agencies and records custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.03

SYSTEM NAME:

Personnel Locator File System

SYSTEM LOCATION:

Primary System-Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned, attached or controlled personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual information categories of states, occupation, MOS, marital status, dependents, active service dates, separation, rank, home telephone, duty title, station, home of record, unit, emergency contact and location, and rotation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

PURPOSE(S):

Provides individual and supervisors a purely internal management tool designed to be used when individuals do not have immediate access to military personnel files. Used for Emergency location and notification of personnel under unusual circumstances. Used in normal notification and forwarding of information, messages and mail. Used in event of loss of individual military records and in preparation of recommendations for promotion, awards, reduction, discipline and personnel actions. Used on leave approval, travel, enlistments, training and security clearances.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are retained during individual assignment and destroyed upon transfer.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant, DCAU, Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some identification or military identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military Personnel Files and individual submission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.04

SYSTEM NAME:

Military Financial File System.

SYSTEM LOCATION:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements - Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned or attached military personnel

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's military pay records, substantiating documents, such as certificates for deduction's and retained pay orders, records of travel and dislocation pay, record data folder, miscellaneous vouchers, leave records, witholding exemption certificate, civilian clothing voucher and various collection vouchers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

PURPOSE(S):

Maintain historical record of all pay. Administer military pay and allowance in a accurate and legal manner. Provide maximum benefits, provide input data, substantiate pay, process morning reports, provide pay allowances, provide income tax information, referrals to Department of Justice and DoD, prompt processing miscellaneous pay, post travel cards, audit leave record, process adjustments, notice of exemptions and levy, provide copys to individual, verify VA benefits, audits, re-emburse travel, maintain accuracy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determiations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting pay action, service departments and command document, state and federal agencies and records custodians, birth certificates, marriage licenses, previous employees, and financial institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.05

SYSTEM NAME:

Personnel Information System

SYSTEM LOCATION:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned or attached personnel

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual information categories of procurement, positions, duty, hold, location, address, suspense actions, passports, separation, birthdays, service badges, medal eligibility, survivor benefits, promotion, photographs, physicals, projected loss, orders, MOS testing, information change, rotation, state, age dependents, travel and duty status change.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

PURPOSE(S):

Provide verification and notification to individual on accuracy of military personnel file. Used to verify, correct and update procurement summaries, locator files, address, suspense items, passports, separation dates, service badge eligibility, medal eligibility, clothing allowance eligibility, survivor benefits, promotion eligibility, photograph and physical completion, personnel rosters, loss reports, issuance of orders, MOS testing, notification change and new dependents. Used by individual to insure accuracy of Agency information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed by information category.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are destroyed after verification by individual and posting in military personnel files.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit, Building 94, Anacostia Naval Station, Washington, D.c. 20374.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, defense Communications Administrative unit, anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adutant, Defense Communications Administrative Unit , Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category of information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military Personnel File, application from individual, service departments, previous commands, Federal and State Agencies and record custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.06

SYSTEM NAME:

Personnel Security Files

SYSTEM LOCATION:

Primary System-Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty military personnel, DoD Civilian employees, and DoD Contractor Personnel nominated and approved for assignment to the White House Communications Agency (WHCA).

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual nominations for assignment to the WHCA. Files include retained copies of individuals' Statements of Personal History; periodic updates of statement of personal history data; individual building pass and identification security badge requirements; security briefing certificates; reports of involvements in accidents and incidents; retained copies of application for off-duty employment; notification of security clearance indoctrination/debriefing; notification of completion of spouse National Agency Checks; individual certificates of clearances; personal interview results.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended; Executive Order 10865.

PURPOSE(S):

Nomination files for assignment to WHCA are initiated to transmit completed background investigations to the following activities (in the order listed):

The Office of the Special Assistant to the Secretary and Deputy Secretary of Defense.

The Office of the Military Assistant to the President.

Nomination files are used to evaluate the background, character, and qualifications of persons for assignment to the agency.

Individual pass and security identification requirements records are collected to control or limit access of personnel to sensitive facillties.

Individual reports of involvements in accidents or incidents are used to monitor the security and security-related conduct of personnel who are assigned to a Presidential support activity and who have access to classified information.

Individual requests for approval of off-duty employment of active duty military personnel. The formal request documents that a determination has been made that the off-duty employment does not involve any conflict of interest.

Retained copies of notifications of the indoctrination of personnel for various security clearances and special access programs. Notifications are used to insure that only properly indoctrinated personnel are permitted access to these security clearances and programs.

Retained copies of correspondence advising the Commander, Naval Support Facility, Camp David, Maryland, of the completion of a National Agency Check on the spouses of WHCA personnel assigned to Camp David. Notifications are used as the basis for the preparation of access lists to Camp David.

Individual certificates of security clearances issued by the Defense Communications Agency. These certify that personnel assigned to the agency have met all requirements for access to classified material.

Interview notes dealing with the personal interview of individuals tentatively accepted for assignment to the White House Communications Agency, pending completion of the bakcground investigation. Notes are used to assess the overall qualifications of personnel tentatively selected for assignment to the agency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Nomination files for assignment to WHCA are initiated to transmit completed background investigations to the following activities (in the order listed):

The Staff Assistant for Security, Office of the Counsel to the President;

Special Agent in Charge, Technical Security Division, United States Secret Service.

Statements of Personal History, as well as the periodic update of personal history data, is used to furnish the Defense Communications Agency, the White House Office, and other Federal Agencies personal data on applicants for assignment or duty with the agency. Statements of Personal History serve as the basis for initiation of background investigations and assessing the eligibility of individual for special access programs.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active status during period of access and retired to records storage facility.

SYSTEM MANAGER(S) AND ADDRESS:

Adjutant, Defense Communications Administrative Unit, Building 94, Anacostia Naval Station, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant, Defense Communications Administrative Unit (DCAU) Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requestor must present a current Defense Communications Agency (DCA) identification badge or driver's license. license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant, (DCAU),Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Written requests for information should contain the full name of the idividual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Statements of Personal History and related personal information forms and reports from each individual; Notification of personal (security) clearance from the Defense Communications Agency and other appropriate Federal Agencies; incident and accident reports from the investigating agency.

Card files are originated in the Security Office, White House Communications Agency, extracting pertinent information from the Statement of Personal History and related personal information forms which the individual provides.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

KWHC.07

SYSTEM NAME:

Agency Access/Pass File System

SYSTEM LOCATION:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Assigned and attached personnel, contractors, visitors and civilian employees, whose trustworthiness has been established (in accordance with appropriate regulations), who applies for

and are granted access to classified records, sites, equipment, containers, or areas within agency's scope of responsibilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains registers for recording pertinent information on persons authorized entry or access to classified records, sites, equipment, containers and areas.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended; Executive Order 10865.

PURPOSE(S):

Used to record names, signatures and identity of those authorized access.

Used to obtain and grant clearance or extension of clearance for access to classified information, equipment, sites or containers. Used to prevent unauthorized access or disclosure of classified material or information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and cards in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active status during period of access and retired to records holding facility.

SYSTEM MANAGER(S) AND ADDRESS:

adjutant, Defense Communications Administrative unit (DCAU) Bldg 94 Anacostia Naval Station, Washington, D.C. 20374

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Adjutant,(DCAU) Anacostia Naval Station. The full name of the rquesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requestor must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Adjutant (DCAU) Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Written requests for information should contain the full name of the individual, current address and telephone number and category of information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is a driver's license, employee identification or military identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting access, personnel security clearance from Defense Investigative Service, service staffs, commands and other Federal agencies. Records custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K105.01

SYSTEM NAME:

208.10 Confidential Statement of Employment and Financial Interest.

SYSTEM LOCATION:

Office of the Counsel, Headquarters, Defense Communications Agency (DCA), Code 105.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those DCA military personnel, on duty, in the rank of Lieutenant Colonel, Commander, or above and those DCA civilian personnel, on duty, in the grade of GS-13 and above whose duties require them to exercise judgment in actions relating to contracting or procurement.

CATEGORIES OF RECORDS IN THE SYSTEM:

The completed DD Form 1555, 'Confidential Statement of Employment and Financial Interests - Department of Defense Personnel'; lists of those DCA employees who must fill out the form. The responsibility for determining the list of which employees must fill out the form is vested in: (1) the Director, DCA, for the Office of the Director; (2) the Deputy Directors, the Comptroller, and the Assistants to the Director for Administration and Personnel for their respective organizations; (3) the Chairman or Chief responsible individual for source selection boards, committees, etc., or bid or proposal evaluation groups, formally designated; and (5) the Chief of Staff, Headquarters, DCA, for any other positions not covered in (1) through (4) above.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

18 U.S. Code 208.

PURPOSE(S):

Office of Counsel, DCA. To assure that the applicable DCA personnel refrain from any private business or professional activity or refrain from having any direct or indirect financial interest which would put them in a position where there is a conflict between their private interest and the public interests of the United States, particularly those related to their duties and responsibilities as DCA personnel. And even though a technical conflict may not exist, the Counsel, DCA, must assure that DCA personnel avoid the appearance of such a conflict from a public confidence point of view. The resolution of a conflict or appearance of a conflict may be accomplished by one or more means, such as changes in assigned duties, divestment of a conflicting interest, disqualification for a particular assignment, disciplinary action, or criminal action. A DCA employee who falls within the applicable categories will have his OF8 (the covering form with his position description) stamped with the notation, 'Requires confidential statement of employment and financial interest . as required by DoD Directive 5500.7'.

DCA Management - To review where there is an unresolved conflict of interest and an adverse action is to be taken.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Information is accessed and retrieved by name and organizational assignment.

SAFEGUARDS:

Building employs security guards. Records are stored in locked safe and are accessible only to the Office of Counsel, DCA.

RETENTION AND DISPOSAL:

Records are temporary. They are destroyed when 6 years old except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Code 105, Headquarters, DCA

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Counsel, DCA, Code 105. The full name and organizational assignment of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Office of Counsel, DCA, Code 105, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact Counsel, DCA, Code 105. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Completed DD Form 1555 supplied by the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K107.01

SYSTEM NAME:

Investigation of Complaint of Discrimination

SYSTEM LOCATION:

Office of the Director of Equal Employment Opportunity, Headquarters, Defense Communications Agency (DCA) (Code 107), Washington, D.C.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of, or applicants for employment with, DCA who have filed formal, written complaints alleging that they had been discriminated against.

CATEGORIES OF RECORDS IN THE SYSTEM:

Signed affidavits; copies of personnel documents; copies of official personnel promotion records; report of investigator; EEO Counselor's report; inter-office memoranda; employee's complaint of discrimination; employee career appraisal reports; letters from complainant's representative.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Part 713, 'Equal Opportunity.'

PURPOSE(S):

Used by the Director of Equal Employment Opportunity in making a recommendation to the Director, DCA regarding the formulation of a finding with regard to whether or not a complaining employee has been discriminated against.

The Director, DCA also examines the system in writing his decision.

Civil Service Commission's Appeal Review Board uses file if appeal is filed with the Board.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in file folders in locked file cabinet.

RETRIEVABILITY:

Retrieved by the name of the complaining employee or applicant.

SAFEGUARDS:

Building employs security guards. Files locked in file cabinet. No one has direct access except for the Director, Equal Employment Opportunity.

RETENTION AND DISPOSAL:

Record is retained until three years after a final decision in the complaint involved and retired to the Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Equal Employment Opportunity, DCA (Code 107), Washington, D.C. 20305.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Director of Equal Employment Opportunity, Headquarter DCA, Code 107. The individual's full name and organization will be required to determine if the system contains a record about him or her. The requester may visit the Office Equal Employment Opportunity, Headquarters, DCA, Code 107, to obtain information on whether the system contains records pertaining to him or her. Proof of identity will be by presentation of current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107, for assistance in this regard. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial Determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Previous employers and supervisory officials; present supervisor; present and previous co-workers; officials in personnel office; personnel records; payroll records; promotion files; and training and education records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K232.01

SYSTEM NAME:

Travel Orders Records System

SYSTEM LOCATION:

Services Branch, Code 232, and Travel Branch, Code 234, Headquarters, Defense Communications Agency (DCA). Decentralized Segments: Defense Communications Engineering Center Administrative Offices, Code R120; Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those DCA military and civilian personnel who have performed official travel in connection with DCA business or employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records in the system would cover authorized official travel for civilian, military, and contractor personnel and be comprised of travel orders, transportation requests, commercial carrier transportation and excess baggage tickets, travel advance vouchers, records of travel claims and payments, DD Form 1056, Authorization to Apply for a 'No Fee' Passport. Also supporting documentation including messages, correspondence, and coordination papers. Data in the system would include names, social security numbers, office assignments, rank/grade, DCA office code number, DCA telephone number, home addresses, transportation and per diem allowances and actual amounts paid, and itineries.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

PURPOSE(S):

Used by personnel in the Services Branch, Code 232, and personnel in the Travel Branch, Code 234, Headquarters, DCA, in maintaining appropriate and accountable records for individuals performing official travel on DCA business and to ensure individual travel advances are liquidated.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Disclosures may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Credit Bureaus and Debt Collection Agencies - Records may be referred to private contract organizations to comply with the provisions of the Debt Collection Act of 1982 (10 U.S.C. 136) for non-payment of an outstanding debt.

Other Federal Agencies - Records of debtors obligated to DoD, but currently employed by another Federal agency may be referred to the employing agency under the provisions of the Debt Collection Act of 1982 for the purpose of the debt.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by the name of the individual.

SAFEGUARDS:

Building employs security guards. Records are kept in security file (MP combination lock) and are accessible only to authorized personnel that are properly screened, cleared and their duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records maintained in the Travel Branch, Code 234 are not permanent. They are retained in active file until travel advances are liquidated and then transferred to completed files and held for one fiscal year and subsequently retired to the appropriate Washington National Records Center.

Records maintained in the Services Branch, Code 232, are retained for two years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Supply and Services Division, Code 230, Headquarters, DCA. Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, Code R120.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Supply and Services Division, Code 230, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the Services Branch, Code 232, Headquarters, DCA, to obtain information whether the system contains records pertaining to him or her for local travel. For other than local travel, the requester may visit the Travel Branch, Code 234, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. In either instance, as proof of identity, the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Supply and Services Division, Code 230, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names and other personnel information on those individuals in the system are obtained/gathered from authorized and approved travel orders issued to the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K232.02

SYSTEM NAME:

Injury Record File

SYSTEM LOCATION:

Services Branch, Code 232, Headquarters, Defense Communications Agency (DCA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those DCA civilian employees who are treated for an occupational injury or illness by the Dispensary located on the Headquarters DCA Compound.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records in the system are Injury Records, Civilian Employee Health Service (CEHS) Form CH-4 (Rev 10 Jun 64) which shows the date form was completed, name of employee injured, the Department, Agency, Branch, building, room and telephone numbers, date and time of injury, brief description of injury, disposition of case and the signature of the CEHS representative submitting the report.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b); 5 U.S.C., chapters 11, 31, 61, 63, and 83; Executive Orders 12107 and 12196.

PURPOSE(S):

Used by personnel in the Services Branch, Code 232, Headquarters, DCA, to ensure that causes of occupational injuries or illnesses are corrected. Also serves as a tickler file to ensure that a more detailed report (Employees Compensation Forms CA 1 and 2) are due in from the employee.

After screening the CA 1 and 2, they are forwarded to the Civilian Personnel Division, Code 720, Headquarters, DCA, for file in official file folder.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in a 5' x 8' card file box.

RETRIEVABILITY:

Information is accessed and retrieved by the name of the individual

SAFEGUARDS:

Building employes security guards. Records are kept in security file (MP combination lock) and are accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for two years following the date of execution, at which time they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Supply and Services Division, Code 230, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Supply and Services Division, Code 230, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Services Branch, Code 232, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requester must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Supply and Services Division, Code 230, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The CEHS Representative operating the Dispensary located on the Headquarters, DCA Compound.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.01

SYSTEM NAME:

Personnel Security Investigative Dossier File (PSIDF)

SYSTEM LOCATION:

Office of the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency (DCA). Decentralized Segment - Security Branch, Defense Communications Engineering Center, Code R121.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This file includes individual personnel security investigative dossiers on: U.S. military personnel who have been selected for assignment to, are now, or have been assigned to the DCA; U.S. Government civilian personnel who are being processed for employment, are now or have been employed by the DCA; U.S. military or civilian personnel who are being processed for, or have been granted, access to sensitive compartmented information (SCI) by the DCAat the request of their parent organization; industrial employees who are performing, expect to perform, or have performed duties under DCA SCI cognizance as a result of a U.S. Government contract; or personnel who are or have been, affiliated with the DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual personnel security investigative dossiers. Individual dossiers may contain submissions by the individual such as Statement of Personal History/ personnel security questionnaire, appropriate release statements and related personal documentation, i.e., educational diplomas, marriage and divorce records, etc.; information obtained as a result of a National Agency Check, investigative action and/ or volunteer sources. Information may consist of acquisitions from listed or developed character references, co-workers, supervisors, present and past employers, financial or trade institutions, credit bureaus, personnel of the legal, medical, educational or religious professions, educational institutions, present and former neighbors, courts, U.S. federal, state or local agencies and departments; foreign law agencies, private investigative sources, active and retired U.S. military or civilian personnel records, interview of the individual, his spouse, relatives or associates, fingerprint identification check. This information normally covers the period of the individual's life for a fifteen year period immediately preceding the investigation or from the date of his eighteenth birthday. However, if derogatory information is developed or if the individual has a long tenure of U.S. Government service, the file may cover a greater period of time; information on the individual's spouse, relatives or associates; correspondence between the individual and DCA or other U.S. Government activity or correspondence related to the individual between his employer, organization of assignment and DCA (Code 240) or other U.S. Government activity; correspondence related to National Agency Checks, investigations, evaluations, clearance or special accesses for the individual; certificates of clearance, security determination or special access authorizations and terminations thereof; content, adjudicative and clearance action sheets; certificates of release or review of personnel security investigative dossiers; results of review of personnel and/or medical files; photographic likeness with identifying data such as name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended; Executive Order 10865.

PURPOSE(S):

Information is collected and used for the purposes of determining the suitability, eligibility or qualification of personnel previously defined for assignment, employment or qualification for access to various levels of U.S. Government classified and sensitive compartmented information and to certify clearances and accesses as required.

Counterintelligence and Security Division (DIA): The personnel security investigative dossier for each individual previously defined who has, or had, a valid requirement for access to compartmented intelligence information is reviewed to determine, for the responsible United states Intelligence Board Member, the individual's eligibility for such access.

Also released to law enforcement and investigatory authorities of the U.S. Government for conduct of official investigations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Any component or official of the U.S. Government having established a need-to-know: Used as a basis for gaining access to classified information upon reassignment employment, etc..

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, Microfiche, in file folders; ADP cards or magnetic tapes.

RETRIEVABILITY:

Information is retrieved by the individual's name.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only by authorized personnel that are properly cleared and trained. Records, during non-duty hours, are additionaly protected by storage in locked electrical filing cabinets.

RETENTION AND DISPOSAL:

Individual records are maintained from the date of initial nomination for assignment, employment or affiliation with the DCA until at least one year but not more than two years, following his departure. Individual records which contain information upon which an adverse determination was based are maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Security Division, Code 240, Headquarters, DCA. Decentralized Segment - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenus, Reston, VA 22090.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Division, Code 240, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license. For the Decentralized Segment requests should be addressed to - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's system notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is placed into the system by the SYSMANAGER after an individual has been nominated for assignment, employment or affiliation with the DCA as previously defined. Information may be obtained from the individual's submissions, listed or developed character references, co-workers, supervisors, present and past employers, financial or trade institutions, credit bureaus, personnel of the legal, medical, educational or religious professions, educational institutions, present and former neighbors, courts, U.S. federal, state or local law agencies/departments, active and retired U.S. military or civilian personnel records, interview of the individual, his spouse, relatives or associates, any component of the U.S. Government having an identifiable record on the individual or volunteer sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Investigative records compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, or access to classified information are exempt to the extent outlined in Subsection (k)(5) of the Privacy Act.

K240.02

SYSTEM NAME:

Sensitive Compartmented Info (SCI) Posn/Pers Accountability System

SYSTEM LOCATION:

Primary System--Office of the Chief, Security Division, Headquarters, Defense Communications Agency (DCA), Code 240.

Decentralized Segments--Office of the Chief, Computer Operations Division, Defense Communications Agency Operations Center (DCAOC).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who requires access to Special Intelligence (SI), Special Activities Office (SAO) information and/or Single Integrated Operational Plan--Extremely Sensitive Information (SIOP-ESI) in order to perform their duties are identified which includes: U.S. military personnel assigned to the DCA or certified to the DCA by their parent organization; U.S. Government civilian personnel employed by the DCA or certified to the DCA by their parent organization; U.S. military or civilian personnel who are being processed for access to SCI by the DCA at the request of their parent organization; industrial employees who are visiting DCA or performing duties under DCA cognizance as a result of a U.S. Government contract, or who are certified to the DCA as authorized representatives of industrial firms concerned with matters related to contractual, advisory or consultant support, or whose functions are such that visits to the DCA, or to facilities under DCA cognizance, are required.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the SI/SAO Billet Roster which is a compilation by name, military grade or civilian counterpart, military service or social security account number , position number and title and parent organization . The roster identifies those positions (billets) which have been approved for specific SI/SAO access and lists the incumbents of those billets with the categories of access for which they have been briefed; the SIOP-ESI Billet Roster which contains the same identifying elements described above but pertains exclusively to SIOP-ESI accesses; the Contractor Facility Control Record which lists all contractor facilities for which the Special Security Branch has security cognizance. Facilities are listed by name and location, with a separate section for each facility. Within each section the contractor employees assigned to that facility are listed by name, clearance and categories of SCI to which they are authorized access; the Special Security Control Card which is an alphabetical card file of all personnel previously defined listing the individual's name, date and place of birth, military service or social security account number, billet number, organization of assignment or employment, job title, the status of clearance and access actions, dates National Agency Checks were completed , dates Background Investigations were completed and identification of the agency which conducted them, record of clearances and special accesses granted and dates of briefings. The record also contains, if applicable, the name, date and place of birth and social security account number of the individual's spouse and indicates the date of completion of the required partial National Agency Check

for compilation of all incoming and outgoing notifications of clearance and access status made in connection with visits of non-DCA personnel to DCA and visits of personnel previously identified to facilities which require request clearance/ access notification. Individuals are identified by name, grade, military service number or social security account number, position title, and the organization of assignment or employment. The clearance and categories of special access authorized are also listed; Billet Request Records which are a compilation of all requests for establishment of SCI billets received by the Special Security Branch. Proposed incumbents are normally identified by name, grade, position military service number or social security account number and organizational affiliation; Special Access Suspense Record which contains the names of individuals on whom actions are in progress; ADP Record consisting of ADP punch cards and magnetic tape as the input and storage media for publication of the SI/SAO Billet Roster All information described above for the SI/SAO Billet Roster is included.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended; Executive Order 10865.

PURPOSE(S):

Special Security Branch-Information is collected and used for management and control of access to SCI by personnel previously identified. Individuals are accounted for by name grade, military service number or social security account number, position and organization. Also used for the certification of SCI accesses for which an individual has been granted access.

Counterintelligence and Security Division and Systems Operations Division, Defense Intelligence Agency (DIA)-the SI/SAO Billet Roster, previously defined, is used for integration into the DIA Security Management Information System (SMIS)

Strategic Operations Division and Office of the Directorate of Administrative Services, the Joint Staff, Organization of the Joint Chiefs of Staff-the SIOP-ESI Billet Roster, previously defined, is used for integration into the master SIOP-ESI Billet Roster.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Any component of the U.S. Government having an official need-to-know: used to verify that an individual has been granted access to a specific category of SCI and verification of information contained in the record as previously defined.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes; visible file cards; computer paper printouts; paper record in three-ring binders; IBM cards; paper records in file folders.

RETRIEVABILITY:

Information on computer magnetic tapes retrieved by a unique ten digit billet number

Information on all other media retrieved by the unique ten digit billet number or by the individual's name.

SAFEGUARDS:

Records are maintained in safes and vaults and are routinely accessible only by personnel of the Office of the Chief, Security Division, Code 240, and by personnel of the Special Security Branch, Code 241, Headquarters, DCA.

RETENTION AND DISPOSAL:

Individual records are maintained from date of initial nomination for access to SCI until 3 years following the individual's debriefing, which is when the individual no longer has a need-to-know for SCI, then records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Special Security Branch, Code 241, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Division, Code 240, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is placed into the system by the SYSMANAGER after an individual is nominated for access to SCI by his organization or employer or after an individual has been certified to the DCA by his cognizant security officer as having such access. SYSMANAGER obtains required information from the nomination or certification document, individual's personnel/ employment records, forms submitted by the individual, formal briefing actions accomplished by personnel of the Special Security Branch, Code 241, Headquarters, DCA, and from information developed during the personnel security investigation conducted on the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.03

SYSTEM NAME:

Clearance Card File for Defense Communications Agency (DCA) Personnel

SYSTEM LOCATION:

Office of the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency. Decentralized Segments: Security Branch, Defense Communications Engineering Center, Code R121; Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This file includes all DCA personnel requiring a security clearance. Since all positions in DCA are sensitive requiring at least a Secret clearance, all DCA military and civilian personnel world-wide are covered. The file also includes those persons previously assigned to or employed by DCA since 1962.

CATEGORIES OF RECORDS IN THE SYSTEM:

The Clearance Card File is an alphabetical card file (5' x 8', DCA Form 136) of all personnel requiring a security clearance, listing the individual's name, service or social security account number, grade or rank, job title, date and place of birth, date entered on duty with DCA, and date departed DCA if applicable. The file also includes the

date requested, date received, and indicated results of each check within the National Agency Check (NAC), and for Background Investigation (BI) requests. Dates interim and final security clearances were granted and some special accesses are indicated.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended, Security Requirements for Government Employment, 27 April 1953.

PURPOSE(S):

Information is used by personnel of the Security Branch, Code 240, Headquarters, DCA, as a convenience or ready reference file to determine the security clearances and dates of issue for personnel assigned to or employed by DCA world-wide.

Used to certify security clearances of individuals in writing or telephonically for attendance at classified conferences at other U.S. Government agencies and at private industry organizations having an industrial clearance and generally engaged in classified contract work for DCA.

Information is available to the individual and to DCA supervisors of the individual to verify that the individual has the necessary security clearances for attendance at meetings and conferences where classified information is discussed.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

This is a manual system consisting of 5' x 8' card records maintained in two rotary file cabinets.

RETRIEVABILITY:

Information is retrieved by the individual's name.

SAFEGUARDS:

Records are maintained in two rotary file cabinets equipped with key locks. The file cabinets are locked during non-duty hours.

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Records have been maintained since 1962 for all DCA personnel presently or previously assigned or employed. Reccords are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Security Division, Code 240, Headquarters, Defense Communications Agency. Decentralized Segment - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license. For the Decentralized Segment requests should be addressed to - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is placed into the record system by the system manager after an individual is nominated for assignment to or employment by DCA. Information is obtained from National Agency Checks which may include: Federal Bureau of Investigation (FBI), Civil Service Commission (CSC), Department of State, Central Intelligence Agency (CIA), Immigration and Naturalization Service (I&N), Defense Intelligence Agency (DIA), Defense Investigative Service (DIS), investigative offices of the military Department (Army, Navy, Air Force), and the Credit Bureau Incorporated.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.04

SYSTEM NAME:

Identification Badge System

SYSTEM LOCATION:

Office of the Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities.

Civilian contractors; civilian and military members of the U.S. Government whose official duties require frequent and continuing access to Headquarters, DCA and collocated field activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The DCA Permanent Badge, (DCA Form 21), issued to civilian and military personnel assigned to Headquarters, DCA and collocated field activities, contains a photograph of the individual with his or her surname, first name and middle initial, and a badge number. The badge is signed on the reverse side by the individual and countersigned by a representative of the Office of the Chief, Physical Security Branch (Code 243). A duplicate photograph is mounted on a 3' x 5' control card, containing the individual's name, grade or rank, badge number, office code and date of issue, and filed alphabetically.

The DCA Visitor Badge, (DCA Form 80 or 184), is issued to civilian contractors and U.S. Government civilian and military personnel, whose security clearance is on file with the Office of the Chief, Physical Security Branch, Code 243, Headquarters, DCA and who is sponsored by a Headquarters, DCA official. The badge contains a photograph of the individual with his surname, first name, middle initial, badge number, expiration date (not to exceed one year from date of issue) and is signed by the individual and countersigned by the issuing official of the Physical Security Branch (Code 243). Duplicate photographs are retained in an envelope and filed alphabetically, and are used for renewal of badges.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

PURPOSE(S):

Physical Security Branch, DCA - This system is established for the purpose of issuing identification badges to

authorized DCA employees and for maintaining proper processing controls in the authorizations for issuance, the production of, and recall and controlled destruction of, security badges.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Control card or envelope containing duplicate photograph is filed in a locked container.

RETRIEVABILITY:

Control card or envelope containing duplicate photograph is filed alphabetically by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in an area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Badge and control card with extra photographs are destroyed upon termination of the individual's assignment to or need for access to the DCA.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

For DCA assigned personnel notification is received from the Office of the Chief, Personnel Security Division, Code 242, Security Division, Headquarters, DCA. Information is obtained from application forms submitted by the individuals.

For civilian contractors and civilian or military personnel from other U.S. government agencies the notification is received from the Headquarters, DCA or collocated field activity sponsor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.05

SYSTEM NAME:

visitor Clearance File

SYSTEM LOCATION:

Office of the Chief Physical Security Branch, Security Division, Headquarters, Defense Communications Agency (DCA), Code 243.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian personnel cleared under the Defense Industrial Security Program and all civilian or military members of the U.S. Government cleared by their respective components for access to classified material, whose official duties require them to have access to classified information in the performance of contractural obligations, or participation in defense projects with the DCA, or whose functions, services, logistics support are required by the DCA or to facilities under the cognizance of the DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

This card records, as applicable, name, social security number, date of birth, place of birth, citizenship, alien registration number, clearance and date, authority, organization, persons or offices to be visited, date visit authorized of the individual requesting access to the DCA and classified information. All data is supplied in letter form by the Security Officer of the individual's company or organization. The file also includes a remarks section which is used to record the DCA's sponsor's request for a badge; badge number, if assigned; a file number cross-indexed to the letter; and disposition instructions. The file is updated as requested by the individual's organization or company, usually once annually.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

PURPOSE(S):

Physical Security Branch, DCA - Information is collected and used for management use and control of access to classified information; daily certification of clearances to DCA project officers; certification of clearance on travel orders; request for DCA badges.

Department of Army, Military District of Washington - Identifying data (name, date and place of birth, sex, height, weight and organization) used on DoD and Pentagon Building passes (DD Form 1466 and 1467).

Joint Chiefs of Staff (JCS) - Identifying data (name, grade, height, weight, color of hair and eyes, date and place of birth, security clearance) used on JCS passes or badges and is submitted on JCS Form 8.

provost Marshal, Fort Ritchie, Md. - Identifying data (name, grade, rank, title, branch of service, social security number, date and place of birth, weight, height, color of hair and eyes, sex, organization or employer, security clearance) used on Fort Ritchie badges and is submitted on Fort Ritchie ACCN Form 19.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Certification of clearances to any US government agency or DoD component participating in DCA projects, or where the DCA is a participant in another agency or component project.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Visible file cards (5'x8') in rotary power file; correspondence in file folders, in safe.

RETRIEVABILITY:

Information on file cards filed alphabetically by name.

Correspondence filed with sequential number cross-indexed to file card.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

File cards are maintained indefinitely as long as recertification is received

annually from the individual's organizational or company security officer. Inactive cards are removed and destroyed periodically, usually within six months from the expiration of the visit request.

Correspondence files are removed and destroyed annually and as replaced by new certification.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The Full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

All information maintained on the individual is furnished by the Security Officer of the individual's organization, company, or institution.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.06

SYSTEM NAME:

Classified Container Information on Form (DA Form 727)

SYSTEM LOCATION:

Office of the Chief, Physical Security Branch, Code 243, Security Division, Headquarters, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities who have been designated responsible officials of a classified container, or who are to be notified if the container is found open and unattended.

CATEGORIES OF RECORDS IN THE SYSTEM:

This form records the name, grade, address and telephone number of the above individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

PURPOSE(S):

Physical Security Branch, DCA - Used to record, in duplicate, each container used for storage of classified material and identify individuals who have knowledge of the combination.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The original copy is posted on the outside of the container in the DCA office concerned; the carbon copy is attached to the outside of a sealed envelope which contains a smaller envelope containing the classified combination and is stored in an approved classified container in the Office of the Chief, Physical Security Branch, Code 243, Headquarters, DCA.

RETRIEVABILITY:

Filed numerically by container number.

SAFEGUARDS:

Building employs security guards. Carbon copy records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

This form is retained only as long as the information remains accurate, but not to exceed one year, at which time it is destroyed by burning. The original copy on the safe is removed, discarded and replaced by an updated copy.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, name of staff element, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names of the individuals in the system are submitted on the form which is completed by the DCA office concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.07

SYSTEM NAME:

Vehicle and Parking Registration Card

SYSTEM LOCATION:

Office of the Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian and military personnel assigned to Headquarters, DCA and collocated field activities, and who register their vehicles for parking on base.

Civilian contractor personnel assigned desk space at Headquarters, DCA and who apply for parking privileges on base.

CATEGORIES OF RECORDS IN THE SYSTEM:

This file records name, address, office code, office telephone number, social security account number (SSAN), make, year, body style, and color of vehicle, license plate number and state, insuring company and policy number, amount of liability insurance, expiration date of

insurance policy carpool members and their address, place of employment and SSAN. The card also includes a certification statement signed and dated by the individual that he has read and understands the DCA Parking Regulations and attests to the accuracy of the information the individual provided. The amount of liability insurance is restricted to the term 'minimum required by the State of Virginia'. No dollar amounts are requested or required by the DCA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

PURPOSE(S):

Physical Security Branch, DCA - Information is used to REPORT TO THE GSA STATISTICAL DATA ON DCA PARKING SPACES: THE TOTAL NUMBER OF PARKING SPACES; THE NUMBER USED FOR GOVERNMENT-OWNED OR leased vehicle parking; other official parking; visitor vehicle parking; employee parking; number of employee spaces assigned to physically handicapped employees; number and percentage of employee parking spaces assigned to executive personnel and persons assigned unusual hours; number of employee parking spaces used by carpools; and total number of persons using carpool spaces.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Visible file cards (5' x 8') in metal file cabinet.

RETRIEVABILITY:

Filed alphabetically by name and parking status, that is, Handicap Area, Carpool Area, Executive Area, and Open Area.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

File cards are maintained during the period of the incumbent's assignment, then removed and destroyed when asignment is terminated.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Completed form filled out by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K240.08

SYSTEM NAME:

Security Violation Case File

SYSTEM LOCATION:

Office of the Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA). Decentralized Segments - Security Branch, Defense Communications Engineering Center, Code R121, and Physical Security Branch, Command and Control Technical Center (CCTC) Code C122.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities, who committed or contributed to a security violation involving classified defense information.

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities, who discovered the violation, were witnesses in connection with the violation, or were interviewed to determine whether they were involved.

Civilian contractors under contractural obligation to the DCA and who were witnesses in connection with the violation, or were interviewed to determine whether they were involved.

Any individual in the civilian community, government employ, military or civilian, who reported a security violation, or who could furnish information relative to the violation, or who may have been involved in the violation.

CATEGORIES OF RECORDS IN THE SYSTEM:

This file contains the results of an investigation involving classified defense information which has been compromised or subjected to compromise through loss, unauthorized disclosure, improper handling or transmission, or failure to safeguard. It contains the facts and circumstances surrounding the violation, the personnel involved, the findings, affixes responsibility, and recommendations for remedial, administrative or disciplinary actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

PURPOSE(S):

Security Division, Headquarters, DCA - This file which consists of a Report of Security Violation, and an Investigation Officer's Report of Investigation, is used to determine the adequacy of the investigation, a review of the circumstances which led to the violation, and a review of the security policies and procedures established by the DCA and the office concerned with the aim of improving the procedures to preclude further violations. It is also used, when compromise cannot be precluded, to notify the original classification authority for the specific classificaton involved, and to request an impact statement on national security, and whether the information can be downgraded or declassified. A copy may also be furnished to an appropriate military service or government agency involved in prosecution proceedings.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The correspondence is stored in case folders and secured in a safe.

RETRIEVABILITY:

Each case folder is filed in numerical sequence by calendar year and cross-referenced to an index sheet containing case number, code, date of violation and name(s) of individuals involved.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

RETENTION AND DISPOSAL:

Case files that preclude compromise are considered administrative and destroyed upon departure of the individual.

Case files that reflect compromise are retained for two years then retired to the Federal Records Center for an additional eight years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Physical Security Branch, Code 243, Headquarters, DCA. Decentralized Segments - Chief, Security Branch, Defense Communications Engineering Center, 1860 Wiehle Avenue, Reston, VA 22090, and Chief, Security Branch, CCTC, Code C122, Washington, D. C. 20301.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license. For the Decentralized Segments requests should be addressed to - Chief, Security Branch, Defense Communications Engineering Center, 1860 Wiehle Avenue, Reston, VA 22090 or Chief, Physical Security Branch, Command and Control Technical Center , Code C122, Washington, D. C. 20301.

RECORD ACCESS PROCEDURES:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information developed by the Investigating Officer investigating the violation includes, interviews with the individual(s) involved in the violation; witnesses to or having knowledge of the violation; co-workers and supervisor; it may include sworn statements, depositions, photographs or sketches of the area or equipment involved in the violation; office security procedures or instructions; and, in some cases, a copy of the classified document involved.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K660.01

SYSTEM NAME:

303-41-42 Claims Files, Requests for Waiver of Pay and Allowances

SYSTEM LOCATION:

Office of Financial Services Division, Code 660, Headquarters, Defense Communications Agency (DCA), Washington, D.C. 20305.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees or former civilian employees of DCA who submit requests for waiver of claims of the US arising from erroneous overpymt of pay & allowances.

CATEGORIES OF RECORDS IN THE SYSTEM:

The initial request for waiver of claim. The report of investigation, including copies of all documentation, affidavits, statements, vouchers, and other papers containing information bearing on the case. A summary of the report of investigation and a register of requests for waiver. Correspondence with the General Accounting Office concerning claims waivers. Correspondence with the individual who submitted the waiver request. Decisions concerning waivers of the Comptroller, DCA or the Comptroller General of the United States.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5.U.S.C. 5584 'Claims for Overpayment of Pay and Allowances, other than travel and transportation expenses and allowances and relocation expenses.'

PURPOSE(S):

Records residing in these files represent the history of a request for waiver of claim & the action taken thereon, including disposition.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Comptroller, DCA or Comptroller General of the United States to reach a decision concerning requests for waiver. Records are used to administer and process requests for waivers of claims.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The record is stored in a locked safe.

RETRIEVABILITY:

Retrieved by the name of the individual who submits a request for a waiver of claim.

SAFEGUARDS:

Records are stored in a locked safe. Access is limited to Code 660, DCA, the investigating officer if other than from Code 660, and the individual concerned, if he so desires, as well as the DCA Counsel, the Director and personnel of the Claims Division of the GAO.

RETENTION AND DISPOSAL:

Records are retained by Code 660, Hq DCA for 2 years, then retired to Federal Records Center for permanent storage.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Financial Services Division, Code 660, Headquarters, Defense Communications Agency, Washington, D.C. 20305

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Chief, Financial Services Division, Code 660, Headquarters, DCA, Washington, D.C. 20305. Individual must provide his full name and social security number to determine whether or not the system contains a record on him. For personal visits the individual must present proof of identity to include his full name and social security number as well as positive identification, such as identification card or driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Financial Services Division, Code 660, Headquarters,

Defense Communications Agency, Washington, D.C. 20305 for assistance.

CONTESTING RECORD PROCEDURES:

The Defense Communications Agency's rules for access to records and for contesting content and appealing initial determination by the individual concerned are promulgated in the Rules and Regulations section of the Federal Register.

RECORD SOURCE CATEGORIES:

Official Personnel Records of Individuals; Finance and Accounting Offices for financial records; individuals having knowledge concerning the subject of the claim, for statements and affidavits; and any other source from which pertinent information may be drawn.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.01

SYSTEM NAME:

Employee-Management Relations and Services Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCA civilian employees in the Washington Metropolitan Area who have a requirement for the employee-management service except the grievance file which is applicable to all DCA civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Blood donor program records, grievance file containing all documents realted to a grievance, reconsideration file containing all documents relating to a negative determination of within-grade salary increase and the request for reconsideration of the determination, DCA Form 169, Exit Interview

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Supplement 990-1, Book III, Part 531, Section 531.407 Work of an Acceptable Level of Competence, Part 771, Employee Grievances, Part 715, Subpart B. Voluntary Separations; 10 U.S.C 136

PURPOSE(S):

Used by the Civilian Personnel Office staffs and supervisors of employees to process and record actions pertinent to employee-management relations and services.

Used by the Director/Vice Director and heads of major staff elements DCA Headquarters and Commanders of DCA field activities in the Washington Metropolitan Area to render decisions concerning individual employees and as a basis for future management action.

Used by Department of Defense and Office of Personnel Management inspectors to review records for compliance with applicable Federal Personnel Manual policies.

Used by the Office of Personnel Management to review agency records concerning grievances and negative determinations of within-grade salary increase.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records stored in file folders and card files.

RETRIEVABILITY:

Information is retrieved by name.

SAFEGUARDS:

Building employs security guards. Records are maintained by operating officials in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to bein the area where records are maintained. Files are locked in secure file cabinets during non-duty hours.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for two years and subsequently destroyed except for blood donor records which are retained until the employee terminates his/her employment with DCA and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720 Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Official personnel folder, individual employees, employee representatives, supervisors of employees, civilian personnel staff, hearing examiners reports and other reports of inverstigation, statements of witnesses and management representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.02

SYSTEM NAME:

Civilian Awards Program File

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCA civilian employees who merit special recognition for performance either within or outside the employee's job responsibilities and length of service to the Government. Suggestions from civilian and military personnel assigned to Defense Communications Agency, Department of Defense and other government agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of minutes of DCA Awards Board meetings, action by approving officials, record of individuals receiving awards, DCA Form 89, Service Award Work Sheet and Record, suggestions and report of evaluation of suggestions, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapters 430 Performance Evaluation, 450 Incentive Awards, 531 Pay Under the General Schedule

Department of Defense Directive 5120.15 Department of Defense Incentive Awards Program; Assignment of responsibility.

Department of Defense Instruction 5120.16, Department of Defense Incentive Awards Program: Policies and Standards

PURPOSE(S):

Used by the civilian personnel office staff to process and record actions for individuals who merit special recognitions.

Used by suggestion evaluators in the Defense Communications Agency, Department of Defense and other government agencies to recommend adoption or non-adoption of suggestions.

Used by the Department of Defense and Civil Service Commission to process and approve nominations for awards.

Used by DCA Awards Boards to review nominations for awards and recommend approval/disapproval to the Director, DCA.

Used by the Director DCA to approve/disapprove recommendation for awards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name and type of award.

SAFEGUARDS:

Building employs security guards. Records are maintained in file cabinets with a combination lock and are accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained in active file for two calendar years and subsequently destroyed except for minutes of Awards Boards which are retained for five years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors, Commanders and Chiefs of DCA field activities.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System -Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Directors, Commanders and Chiefs of DCA field activities.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Director, Commander or Chief of the appropriate DCA field activity.

The official maining addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder, supervisors of employees, individuals submitting suggestions, evaluators of suggestions, DCA Awards Boards, civilian personnel office staff, Department of Defense, Civil Service Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.03

SYSTEM NAME:

MANPOWER AND PERSONNEL SYSTEM (MAPS)

SYSTEM LOCATION:

PRIMARY SYSTEM - PERSONNEL AND ADMINISTRATION DIRECTORATE, CODE 300, HEADQUARTERS (HQ), DEFENSE COMMUNICATIONS Agency (DCA);

Decentralized Segments - DCA Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian and military personnel currently or formerly employed by or assigned to the DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains personal information in several categories: biographical data (Name, SSAN, Sex, Minority Group Indicator, BIRTH DATE, CITIZENSHIP, DCA EMPLOYMENT (DCA START DATE RECRUITMENT SOURCE, DCA SERVICE COMPUTATION DATE, Geographic Location, Submitting Office Number, DCA Area, Office CODE, SALARY, APPOINTMENT TYPE, WORK SCHEDULE, PAY PLAN, GRADE, STEP, DATE OF GRADE, PAY DETERMINANT, PAY BASIS, DATE OF LAST WITHIN-GRADE, COMPETITIVE LEVEL, TENURE-EXCEPTED, REEMPLOYED EMPLOYEE CODE, POSITION CODE, POSITION DESCRIPTION NUMBER, JOB TITLE, CAREER FIELD, CIVILIAN JOB CODE, FUNCTION CODE FOR SCIENTISTS AND ENGINEERS, ROTATION DATE, NOT-TO-EXCEED CODE, NOT-TO-EXCEED DATE, NATURE OF ACTION CODE, PERFORMANCE RATING DATE, PERFORMANCE RATING CODE, SUPERVISOR CODE, REASON FOR DEPARTURE CODE, TYPE OF PROMOTION, VIETNAM ERA

INDICATOR; MILITARY SERVICE INFORMATION, SERVICE COMPONENT, BRANCH OF SERVICE, DATE OF COMMISSION, PRIMARY JOB CODE, SECONDARY JOB CODE, TERTIARY JOB CODE, ADDED JOB CODE, PERMANENT GRADE, DATE OF PERMANENT GRADE, MILITARY EDUCATION LEVEL, RATING OFFICIAL, MILITARY PERFORMANCE RATING, MILITARY JOB CODE, OFFICE ASSIGNMENT OF MILITARY RATER, INDORSING Official, Office Assignment of Military Indorser, MOS Prefix, MOS Suffix); civilian federal employment (Service Computation Date, Date Entered Federal Service, Veterans Preference, Reduction In FORCE CODE, TENURE GROUP, PROBATION START DATE, CAREER START DATE, Leave Category, Handicap Code, Position Occupied Code); education (EDUCATION LEVEL, ACADEMIC SPECIALITY, YEAR OF DEGREE), (TYPE OF TRAINING, PURPOSE OF TRAINING, TRAINING FACILITY, COURSE NUMBER, COURSE NAME, ON-DUTY TRAINING HOURS, OFF-DUTY TRAINING HOURS, DIRECT TRAINING COSTS, INDIRECT TRAINING COSTS, Date of Training, Training Status, Training Sponsor, Special Interest Training, Degree Program School, Type of Degree Program, ACADEMIC SPECIALITY OF DEGREE PROGRAM, *TOTAL TRAINING COST, TOTAL TRAINING HOURS, TYPE OF COMPETITIVE TRAINING; AWARDS AND RECOGNITION (TYPE OF AWARD, DATE OF AWARD, AMOUNT OF AWARD, TANGIBLE AWARD, INTANGIBLE AWARD); BENEFITS (FEDERAL EMPLOYEES GROUP LIFE INSURANCE COVERAGE, FEDERAL EMPLOYEES HEALTH BENEFITS PLAN, FEDERAL EMPLOYEES HEALTH BENEFITS CARRIER; LOCATOR INFORMATION, (HOME PHONE NUMBER, OFFICE PHONE NUMBER, DCA BUILDING NUMBER, ROOM NUMBER). NOTE: THIS INFORMATION IS BEING RETAINED AS A RESULT OF COURT ORDER.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 133(b).

PURPOSE(S):

DCA and DCA Field Activities - collect and maintain personal data for internal management purposes and to meet external report requirements. Data is used by the Director, DCA and those DCA officials to whom the Director has delegated authority to command, organize, direct, and manage the DCA and DCA Field Activities.

Civil Service Commission and Department of Defense - data is used for statistical and by name reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes/disks/drums and/or punched cards.

RETRIEVABILITY:

Retrieved by SSAN or random access.

SAFEGUARDS:

System is in areas accessible only to authorized personnel who are properly screened, cleared and trained. Building employs security guards to control access. Computer software restricts access by use of a series of passwords and levels of security codes for each data element.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in the active system during the individuals employment/assignment to DCA. Upon departure from DCA, individual records are transferred to a history file within DCA.

SYSTEM MANAGER(S) AND ADDRESS:

ASST DEP DIR FOR CIV PERS, CODE 306, PERSONNEL AND ADMINISTRATION DIRECTORATE, HQ DCA.

NOTIFICATION PROCEDURE:

Personnel currently assigned to/employed by Headquarters DCA or personnel formerly assigned to DCA and DCA Field Activities may obtain information from:

PERSONNEL AND ADMINISTRATION DIRECTORATE
Defense Communications Agency
8th & S. Courthouse Road
Arlington, Va. 22204

Personnel currently assigned to/employed by DCA Field Activities may obtain information by contacting the Commander of their organization.

For personal visits, requests for information concerning an individual must contain name and SSAN. Proof of identity is either an employee ID card or driver's license.

RECORD ACCESS PROCEDURES:

CONTACT THE PERSONNEL AND ADMINISTRATION DIRECTORATE FOR INFORMATION concerning access to individual records. The official mailing address is in the Department of Defense directory in the apendix to the DCA systems notice.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the individual either verbally or in writing and from source documents found in individual Official Personnel Folders/Files or submitted by employee supervisors, personnel office employees, EEO officials, and security office employees.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.035

SYSTEM NAME:

602-11 Active Application Files (Applicant Supply Files)

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for employment with DCA organizations in the Washington Metropolitan Area for positions which the organizations have beenauthorized by the Civil Service Commission to make temporary or term appointments outside Civil Service Commission registers.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of Standard Form 170, Application for Federal Employment, Standard Form 171, Personal Qualifications Statement, Standard Form 172 Supplemental Experience and Qualifications Statement, Qualifications evaluations of the applicants, positions for which application is made, opening date for acceptance of applications and date that recruitment for the position is closed, priority groupings, alphabetic index of

applications on file, index to the eligible applicants by occupational area, priority group and grade, name of individual selected and date of selection for appointment, qualifications standard used, written record of the positive efforts made to recruit preference eligibles for any appointment of a non-preference eligible to a restricted position and correspondence relating to the file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 333, Appendix A, Mechanics of the Applicant Supply System

PURPOSE(S):

Used as prescribed by Civil Service Commission regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for two years or after receipt of a Civil Service Commission report of inspection of the agency's civilian personnel program, whichever occurs first, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals submitting applications for employment, civilian personnel office staff, selecting officials, Civil Service Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.04

SYSTEM NAME:

Priority Reassignment Eligibles File

SYSTEM LOCATION:

Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCA civilian employees who are assigned to DCA activities located at the Headquarters DCA compound and the Military Communications-Electronics Board whose positions have been declared excess to current or planned Joint Table of Distribution (JTD) authorizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a Reassignment List comprised of employees who are in positions which are not authorized by current or planned JTD's, positions for which the employee qualifies for reassignment and a record of the action taken for each employee.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 351, Reduction in Force

PURPOSE(S):

Used by personnel in the Civilian Personnel Division, Headquarters, DCA to screen the Reassignment List to identify employees who are qualified for vacant positions and to maintain a record of action taken for each referred employee.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records filed in loose leaf folder.

RETRIEVABILITY:

Information is accessed and retrieved by name

SAFEGUARDS:

Building employs security guards. Records are maintained in area accessable only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained until the individual is reassigned to an authorized DCA JTD position or terminates his/her employment with DCA and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

NOTIFICATION PROCEDURE:

Requests should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The individual's full name and office code to which assigned will be required to

determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address is in the Department of Defense directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DCA Comptroller - Joint Table of Distribution; Qualifications Statement in the Official Personnel Folder as analyzed by a personnel specialist; and selecting officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.05

SYSTEM NAME:

Executive Level Position Files

SYSTEM LOCATION:

Civilian Personnel Division, Code 720, Headquarters, Defense Communications Agency (DCA)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former DCA civilian employees assigned to an executive level position (GS-16,17,18 and 10 USC 1581 positions) and GS-15 employees proposed for the executive level position category.

CATEGORIES OF RECORDS IN THE SYSTEM:

Executive Level Position Files contain the names of the individuals, Official Position Description, Civil Service Commission Form 915 Notification of Executive Personnel Vacancy, Civil Service Commission Form 916 Request for Executive Personnel Action, Civil Service Commission Form 917 Request for Approval of Executive Selection, Standard Form 171 Personal Qualifications Statement and a record of correspondence pertinent to the established/proposed supergrade position. Executive Level Position Report contains the name of the individual assigned to an established or proposed executive level position, type of executive level authorization, and a summary of projected actions required to obtain Department of Defense and Civil Service Commission approval of executive level positions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual Chapter 305, Employment Under the Executive Assignment System.

PURPOSE(S):

Used by the staff of the Office of the Assistant to the Director for Personnel to compile supporting data for authorized and projected supergrades and to provide DCA management with a monthly report of the status of executive level positions.

Used by the Director, Vice-Director, Chief of Staff, Deputy Directors, Deputy Manager, National Communications System, Comptroller; Office of the Counsel, Assistant to the Director for Administration and Commanders, DCA Field Activities located in the Washington Metropolitan Area to determine executive level position needs of the Agency and to keep abreast of the status of current and projected executive level positions.

Used by the Department of Defense to review DCA requests for establishment of supergrade positions and approval of selections for executive level positions.

Used by the Civil Service Commission to approve/disapprove the agency request for classification of executive level positions and selection for executive level positions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper Records stored in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name, position title/ series/grade and organizational location.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder Files; DCA Joint Table of Distribution; correspondence originating in DCA staff organizations, Department of Defense and the Civil Service Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.06

SYSTEM NAME:

Report of Defense Related Employment

SYSTEM LOCATION:

Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of DCA who were previously employed by or performed services for defense prime contractor.

CATEGORIES OF RECORDS IN THE SYSTEM:

Department of Defense Form 1787, Report of Defense Related Employment as Required by Public Law 91-121 and lists of civilian employees who were previously employed by or performed services for a defense prime contractor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 91-121, section 410.

PURPOSE(S):

Used by the Civilian Personnel Division staff to assure that applicable DCA civilian employees submit a completed DD Form 1787 to review information as submitted for the possibility of a violation of the law or Department of Defense Directive, and to transmit a composite listing by employee name and defense contractor together with completed DD Forms 1787 to the Assistant Secretary of Defense (Manpower and Reserve Affairs).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by the Assistant Secretary of Defense (Manpower and Reserve Affairs) to prepare and transmit reports to the President of the Senate and the Speaker of the House of Representatives.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Retrieved by employee name.

SAFEGUARDS:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are retained for two calendar years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The individual's full name and office code to which assigned will be required to determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address is in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Individual employees submitting the DD Form 1787.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.07

SYSTEM NAME:

Employee Record File

SYSTEM LOCATION:

These cards are maintained by all supervisors of civilian employees.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of DCA organizations in the Washington Metropolitan Area.

CATEGORIES OF RECORDS IN THE SYSTEM:

Standard Form 7B, Employee Record Card.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Supplement 293-31, Subchapter S7-2, Employee Record

PURPOSE(S):

Used by operating officials as a source of data to initiate requests for personnel actions, to plan and schedule employee training to counsel employees on their performance, to establish a basis for proposing commendations or disciplinary actions and to carry out their personnel management responsibilities in general.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Vertical File Cards.

RETRIEVABILITY:

Information is accessed and retrieved by employee name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. Cards for employees who are moving within the Agency are sent to the new operating office; Cards of employees who terminate employment with DCA are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

NOTIFICATION PROCEDURE:

Requests should be addressed to the employee's supervisor. The individual's full name will be required to determine if the system contains a record about him or her.

RECORD ACCESS PROCEDURES:

The individual can contact his/her supervisor to gain access to the record. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and

appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder, individual employees, supervisors of employees, official personnel actions, civilian personnel staff.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.09

SYSTEM NAME:

603-02 Service Record Card Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

DecentralizeD Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees or former civilian employees of DCA organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains Standard Form 7, Service Record; Standard Form 7A, Service Record Continuation; and Standard Form 7D, Position Identification Strip

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Supplement 293-31, Subchapter S2, The Service Control File

PURPOSE(S):

Used as prescribed by Civil Service Commission regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Vertical file cards in metal and cardboard containers.

RETRIEVABILITY:

Information is accessed and retrieved by name and organizational location.

SAFEGUARDS:

Recoreds are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained in an active file until the individuals terminate their employment with DCA; held for five additional years in an inactive file in DCA and then transferred to Washington National Records Center where they are held for an additional ten years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary Ststem - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's liense.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder Files

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.10

SYSTEM NAME:

603-08 Annual Classification Maintenance Review File

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the washington, dc, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCA civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a report of the annual classification maintenance review by individual employee, position description number, position title/series/grade

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 1310 of the Supplemental Appropriation Act, 1952 as amended (5 USC 3101, Note) Whitten Amendment

PURPOSE(S):

Civilian Personnel organizations -- used to identify positions subject to the annual maintenance classification review and to take appropriate position classification action for positions which require adjustments.

Civilian employees and supervisors-- used to identify the need for each position and to certify the accuracy and completeness of each officially classified position.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Retrieved by employee name and position description number.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained in active file for two calendar years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to mine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the rquestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the Personnel Management Information System, Official Positon Descriptions, civilian employees and their supervisors, and civilian personnel employees.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.11

SYSTEM NAME:

602-18 Promotion Register and Record Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Candidates who apply for job vacancies under the DCA Civilian Merit Promotion Program

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains the Job Opportunity Announcement; list of candidates; rating sheets; evaluation instrument; supervisory appraisals; DCA Form 237, Eligibility List; SF 171, Personal Qualifications Statements; DCA Form 326, Applicants Card Record; and other supporting documentation generated in the evaluation of candidates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 335, Promotion and Internal Placement

PURPOSE(S):

Used by the Civilian Personnel Office staffs to prepare and issue Job Opportunity Announcements; evaluate candidates' qualifications and develop promotion certificates in coordination with promotion panels and supervisors, notify candidates of selection or nonselection, monitor the DCA Civilian Merit Promotion Program, and to otherwise complete and document merit promotion actions.

Used by supervisors and members of promotion panels to evaluate candidates, interview candidates and to notify the Civilian Personnel Office staffs when selections are made.

Used by Department of Defense and Civil Service Commission inspectors to review promotion actions for compliance with merit promotion policy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

information is accessed and retrieved by employee name and Job Opportunity Announcement Number.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained in active file for two calendar years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, Defense Communications Agency Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, Defense Communications Agency

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office o the Assistant to the Director for Personnel, Civilian Personnel Division,

Code 720, Headquarters, Defense Communications Agency

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Job application from individuals, current and former supervisory appraisals, Official Personnel Folder, promotion panels and civilian personnel office staff, selecting officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.12

SYSTEM NAME:

602-10 Civil Service Certificate Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants who are eligible for competitive appointments from Civil Service Commission registers to positions in DCA organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of Standard Form 39, Request for Certification, Civil Service Commission Form 1844, Certificates of Eligibles, Civil Service Commission Form 2934, Statement of Reasons for Passing Over and Preference Eligible and Selecting a Nonpreference Eligible, Civil Service Commission Form 775, Authority to Examine and Appoint Under Open Examination, and related correspondence supporting the action.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 332, Recruitment and Selection Through Comptetitive Examination.

PURPOSE(S):

Used as prescribed by Civil Service Commission regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by position title and position description number.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for two calendar years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to detetmine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directorv in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Civil Service Commission certificates of eligibles and reports of action taken on certificates of eligibles.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.13

SYSTEM NAME:

602-26 Retention Register Files (Reduction-in-Force)

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of organizations who compete during a Reduction-In-Force (RIF); civilian employees who receive a RIF notice and are eligible for registration in the Department of Defense Program for Stability of Civilian Employment and the Civil Service Commission Displaced Employee Program and the Reemployment Priority List.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of Retention Registers and Reduction-in-Force Notices, Civil Service Commission Displaced Employee Program Registration; Department of Defense Form 1817, Program for Stability of Civilian Employment Registration;

Reemployment Priority List, Qualifications Appraisal.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 351, Reduction-in-Force

Department of Defense Directive 1400.20, Program for Stability of Civilian Employment in the Department of Defense

Department of Defense Program for Stability of Civilian Employment Policies, Procedures and Programs Manual, DoD 1400.20-1-m.

PURPOSE(S):

Used as prescribed by Civil Service Commission and Department of Defense regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and computer printout of Retention Registers.

RETRIEVABILITY:

Information is accessed and retrieved by name.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for five years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contais records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder, computer printout of retention register, DCA management, individual employees and supervisors, civilian personnel office staff, official position description, Civil Service Commission, Department of Defense.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.15

SYSTEM NAME:

603-05 Chronological Journal Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees or former civilian employees of DCA organizations for whom a personnel action affecting their employment with DCA was processed within the last two calendar years.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of Standard Form 50, Notification of Personnel Action, Standard Form 50A, Notice of Short Term Employment and list forms used in lieu of Standard Form 50.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Supplement 239-31, Subchapter S3, The Chronological Journal File

PURPOSE(S):

Used as prescribed by Civil Service Commission regulations

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records filed in three-ring binders.

RETRIEVABILITY:

Information is accessed and retrieved by name or type of personnel action.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for two calendar years and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about

him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official Personnel Folder Files, official position description, individual employees, supervisors of employees, civilian personnel staff members, and Civil Service Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.16

SYSTEM NAME:

Classification Appeals File

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of DCA who appeal a position classification action to the Agency; civilian employees who appeal a classification action to the Civil Service Commission and Agency appeals to the Civil Service Commission.

CATEGORIES OF RECORDS IN THE SYSTEM:

Official position description of the employee and the supervisor evaluation statements, organizational charts, employee/supervisor statements concerning completeness and accuracy of the position description and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 511, Classification Under the General Schedule; Chapter 532, Coordinated Federal Wage System

PURPOSE(S):

Used by the civilian personnel office staff to process classification appeals and render classification decisions; to advise employees of classification decisions; to submit information concerning employee and agency appeals to the Civil Service Commission; and as a reference document for future classification actions.

Used by the Civil Service Commission to process classification appeals and to notify the agency and employees of classification decisions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by employee name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are destroyed when obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personne, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the rquesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the rquestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Civilian personnel office employees, DCA management officials appellant and their supervisors, and Civil Service Commission.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K700.17

SYSTEM NAME:

603-01 Official Personnel Folder Files (Standard Form 66)

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of DCA organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Standard Form 171 Personal Qualifications Statement
Standard Form 172 Supplemental Experience and Qualifications Statement
Standard Form 50 Notification of Personnel Action
Standard Form 50A Notice of Short Term Employment
Standard Form 52 Request for Personnel Action
Standard Form 15 Claim for Veteran's Preference
Standard Form 51 Request for Insurance
Standard Form 176 Election, Declination, or Waiver of Life Insurance Coverage, FEGLI
Standard Form 176A The Federal Employees Group Life Insurance Program
Standard Form 54 Designation of Beneficiary, Group Life Insurance
Standard Form 61 Appointment Affidavits
Standard Form 61B Declaration of Appointee
Standard Form 70 Proof of Residence
Standard Form 78 Health Qualification Placement Record
Standard Form 144 Prior Federal & Military Service
Standard Form 2809 Health Benefits Registration Form
Standard Form 2810 Notice of Change in Health Benefits Enrollment
Standard From 39 Request for Certification
Standard Form 39A Request for FSEE Certification
Standard Form 59 Request for Approval of Noncompetitive Action
Standard Form 75 Request for Preliminary Employment Data
Standard Form 144 Statement of Prior Federal and Military Service
Standard Form 161 Executive Inventory Record
Standard Form 161A SF 161 Continuation Sheet
DA Form 2515 Payroll Change Slip
Standard Form 1126 Payroll Change Slip
Standard Form 1152 Designation of Beneficiary, Unpaid Compensation of Deceased Employee
CA1/CA-1&2 Notice of Injury of Occupational Disease
DA2515 Notice of Within Grade/Pay Adjustment
WA18, WA8 Direct Hire Authority
Optional Form 8 Position Description
DD Form 214 Armed Forces of the United States Report of Transfer or Discharge
DD Form 1559/1917 Employee Career Appraisal (Test)
DD Form 1617 Transportation Agreement - Overseas Employee
DD Form 1618 Transportation Agreement - Transfer of DoD Civilian Employees to and within Continental ! United States
CSC Form 2800A Proof of Selection for Career/Career Conditional Appointment
CSC Form 813 Request for Verification of Military Service
DCA Form 89 Service Award Work Sheet & Record
DCA Form 103 Notice of Performance Rating
DCA Form 104 Recommendation for Outstanding Performance Rating
DCA Form 222 Quality Salary Increase Recommendation and Approval
DCA Form 105 Recommendation for Performance Award Records of Training
Civil Service Commission Letters authorizing waivers and exceptions
Official Letters of Commendation
Debt Correspondence
Official Disciplinary Actions
Reduction-in-Force Letters

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Supplement 293-31, Subchapter S5, The Official Personnel Folder File.

PURPOSE(S):

Used as prescribed by Civil Service Commission Regulations and to provide data for the automated Defense Communications AGENCY MANPOWER AND PERSONNEL SYSTEM (MAPS)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records stored in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name.

SAFEGUARDS:

Records are maintained in Lektriever with combination lock and are accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Temporary Records - Must be retained in the Official Personnel Folder (left side) for a minimum period of one year or until the eemployee transfers or separates, whichever occurs first, except that official letters of admonishment, warning, caution, reprimand, and similar disciplinary action papers may be removed at any time if it is decided later that the action was unwarranted. Otherwise, most temporary records may remain in an employee's personnel folder as long as he remains with the same agency, except that letters of caution, warning, admonishment, reprimand, and similar disciplinary action papers must not be kept in the folder longer than three years, unless the agency has received an exception from the Civil Service Commission.

Permanent Records - Personnel action reports and other doduments filed on te right side of the folder are permanent records and 'travel' with the employee throughout his or her entire Federal career. Records are maintained in DCA until the individuals terminate their employment with DCA and subsequently are transferred to another government agency or if the employee is separated from the Federal service the records are transferred to the National Personnel Records Center (Civilian), St. Louis, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistnat to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining him or her. As proof of identity the requestor

must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Former government agencies with which the individual was employed, individual employees, supervisors of employees, official personnel actions, military service records, Civil Service Commission records, and information listed in the records category and civilian personnel staff.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K890.01

SYSTEM NAME:

Freedom of Information Act File (FOIA)

SYSTEM LOCATION:

Central - Office of Civilian Assistant to Chief of Staff, DCA, Code 104. Decentralized - DCA Field Activities World-wide.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who request information under FOIA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Consists of (1) policy file which contains DoD Directive 5400.7, Availability to the Public of DoD Information, 14 February 1975; DCA Instruction 210-225-1, Availability to the Public of DCA Information 31 March 1975; USAF Regulation 12-30, Disclosure of Air Force Records to the Public, 19 February 1975; Department of Health, Education and Welfare, Public Information, contained ir Federal Register Vol 39, Number 248, Part II, 24 December 1974; Commanders Digest, Vol 17, Number 8, Freedom of Information Actions, 18 February 1975; DoD Directive 5400.9, Publication of Proposed and Adopted Regulations Affecting the Public, 23 December 1974; and DCA Messages to Field Activities implementing the FOIA. (2) Log File which consists of a record of all written requests for information under the FOIA which have been processed within DCA since 1 January 1975. (3) Correspondence received in DCA relating to FOIA, including replies thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 552, as amended by P. L. 93-502, Freedom of Information Act.

DoD Directive 5400.7, 14 February 1975, Availability to the Public of DoD Information.

PURPOSE(S):

For making available to the public the maximum amount of information concerning the operations and activities of DCA. DCA Management - to receive, process, and respond to requests for information under FOIA. DCA Counsel and Director, DCA - to review and deny requests for information under provisions of FOIA and to forward applicable correspondence to DoD when the denial may be contested or appealed.

DoD and Department of Justice - for review and in event of judicial action.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The paper records in file folders.

RETRIEVABILITY:

Retrieved by the control number and the name of the individual who requested the information.

SAFEGUARDS:

Records are stored in a locked safe. Records pertaining to policy are permanent. Correspondence maintained for two years, then destroyed. Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

All records (except the Authorities which are permanent) are retained by Code 104, Headquarters, DCA, for two years. Logs are kept until reference need expires.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Assistant to the Chief of Staff, Headquarters, DCA, Code 104, Defense Communications Agency, Washington, D.C. 20305.

NOTIFICATION PROCEDURE:

Requests from individuals relating to information from DCA Headquarters or DCA Field Activities in the Washington Metropolitan area should be addressed to the Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA, Washington, D.C. 20305. Requests from individuals relating to information from DCA Field Activities outside the Washington Metropolitan area should be addressed to the Commanders of those activities. Individual must provide his full name, a detailed description of the record desired. For personal visits, the individual must present proof of identity to include full name and social security number as well as positive identification, i.e., such as driver's license, etc., and fully identify record desired.

RECORD ACCESS PROCEDURES:

Contact Civilian Assistant to the Chief of Staff, Headquarters, DCA, Code 104. The mailing address is listed in the organization directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agencies' rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

From individuals concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

As specified by the requested record system.

K890.03

SYSTEM NAME:

Awards Case History File

SYSTEM LOCATION:

Military Personnel Division, Code 710, Hq, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records are maintained on military personnel of the Army, Air Force, Navy and Marine Corps, assigned to the Defense Communications Agency, that have been recommended for an award while assigned/received an award that was presented by the Director/Vice Director/or received a promotion and the ceremony was conducted by the Director/Vice Director.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain recommendation for an award, citation, memorandum and copy of ceremony announcement and the Director's brief sheet, biographical summary sheet and minutes of the awards board meetings. Categories of information are: Personnel identification and narrative justification for an award.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.Code 1121.

PURPOSE(S):

Used by the DCA awards personnel to manage the awards program of this Agency.

Department of the Army uses to grant or deny service awards.

Department of the Navy uses to grant or deny service awards.

Department of the Air Force uses to grant or deny service awards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders and locked in filing cabinets.

RETRIEVABILITY:

Information is accessed and retrieved by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are destroyed 2 years after individual has departed from this Agency/or upon approval of the award whichever is later.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Assistant to the Director for Personnel, Code 700, Hq, DCA. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requester may visit the Military Personnel Division, Code 710, Hq, DCA to obtain information on whether the system contains records pertaining to the individual. As proof of identiy the requester will present his U.S. Armed Forces ID Card.

RECORD ACCESS PROCEDURES:

Contact the Assistant to the Director for Personnel, Code 700, Hq, DCA. The official mailing addresses are in the DoD Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Activity/Area Commanders, Deputy Directors, Vice Director, Director, Comptroller, Assistant to the Director for Administration and Assistant to the Director for Personnel, who submit recommendations for awards on individuals assigned to their activity. Source data documents are: DA Form 638, Recommendation for Award (Army), AF Form 642, Recommendation for Decoration (Air Force), NAVPERS Form 1650/6, Recommendation for Award (Navy). Letter recommendations following the format prescribed in DCAI 220-15-39.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K890.04

SYSTEM NAME:

Military Personnel Management/ Assignment Files

SYSTEM LOCATION:

Military Personnel Division, Code 710, Headquarters, Defense Communications Agency (DCA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records are maintained on military personnel of the Army, Air Force, Navy and Marine Corps currently assigned to the Defense Communications Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain qualification records, duty status, special orders, assignment actions, personnel action requests, and suspense items for individuals to update Military Personnel Records maintained by the Military Department's Personnel Office. The category of data maintained is: personnel identification, assignment history and eligibility, medical profile status and military and civilian education history.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 3012, 6011, 8012.

PURPOSE(S):

DCA uses this information to manage the military personnel assigned. The majority of the information is furnished by the Military Departments. This information is used: to determine acceptance/non-acceptance for assignment to this Agency, to determine requisition base, to determine qualifications for requirements peculiar to the Agency, performance evaluations, position manning reports, strength accountability, data upon which to base individual requests for personnel actions, and biographical and statistical reports to top DCA management.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders in filing cabinets.

RETRIEVABILITY:

Information is access and retrieved by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are destroyed upon reassignment from DCA.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Assistant to the Director for Personnel, Code 700, Headquarters, DCA. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requester may visit the Military Personnel Division, Code 710, Hq, DCA to obtain information on whether the system contains records pertaining to the individual. As proof of identity the requester will present his U.S. Armed Forces Identification Card.

RECORD ACCESS PROCEDURES:

Contact the Assistant to the Director for Personnel, Code 700, Hq, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Basic sources of data are the Military Departments: Army, Air Force and Navy. Qualification records furnished when the individual is nominated for assignment to the Agency. The types of forms that are used as source data are: Army DA Form 2475-2 (Personnel Data-SIDPERS), DA Form 31 (Request and Authority for Leave), DA Form 2/2-1 (Qualification Record), PERSINCOM Form 260 Officers Record Brief), Special Orders; Air Force AF Form 47 (Personnel Security Certificate), AF Form 298-1 (Career Brief Officer), AF Form 1074 (Career Brief Enlisted), AF Form 899 (Reassignment Orders), AF Form 152/988 (Leave Forms), AF Forms 2095/2096/2097/2098 (Personnel Actions Forms); Navy Career Brief Officers, NAVPERS 1070/602 (Dependency Application/Record of Emergency Data), Orders, OPNAV Form 5521-420 (Certificate of Clearance), NAVPERS 601-3 (Enlisted Classification Record), NAVPERS 601-4 (Navy Occupation and Training History), NAVPERS 601-9 (Enlisted Performance Record), NAVPERS Form 1616/18 (Performance Evaluation Report); Marine Corps, Career Brief. All services file letters, messages and general correspondence, DA Form 2490 (Disposition Form), relative to the individuals assigned to the Agency.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K890.05

SYSTEM NAME:

Overseas Rotation Program Files

SYSTEM LOCATION:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of DCA organizations in the Continental United States (CONUS) assigned to a position with a government organization outside the CONUS.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of Standard Form 30, Notification of Personnel Action; Standard Form 55, Notice of Conversion Privilege, Group Life Insurance; Standard Form 56, Agency Certification of Insurance Status; Standard Form 171, Personnel Qualifications Statement; Standard Form 172, Supplemental Experience and Qualifications Statement; Standard Form 2810, Notice of Change in Health Benefits Enrollment; DD Form 1617, Transportation Agreement-Overseas Employees; DA Form 2515, Payroll Change Slip; Statement of Agreement; Position Description; Request for Extension of Reemployment Rights; General correspondence pertaining to the overseas assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 301, Overseas Employment

Department of Defense Instruction 1404.3, Standardized Overseas Tours of Duty for United States Citizens Employees of the Department of Defense.

Department of Defense Instruction 1404.8, Rotation of Employees from Foreign Areas and the Canal Zone.

Department of Defense Directive 1400.6, Statement of Personnel Policy for Civilian Personnel of the Department of Defense in Overseas Areas.

Department of Defense Program for Stability of Civilian Employment Policies, Procedures and Programs Manual, DoD 1400.20-1-M.

PURPOSE(S):

Used by the personnel office staff as a source document to resolve questions concerning overseas employees who have reemployment rights to DCA/CONUS activities, to determine placement rights and to process actions for the exercise of reemployment rights.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name and occupational location.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained until the employee exercises reemployment rights within the CONUS and are subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

NOTIFICATION PROCEDURE:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the

applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present either a current DCA identification badge or a driver's license.

RECORD ACCESS PROCEDURES:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's system notice and should be referenced by the requester.

Decentralized Segments - Commander, DCA-Western Hemisphere, Building 6286, Fort Carson, Colorado 80913; Commander, Defense Commercial Communications Office, Scott Air Force Base, Illinois 62225.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained for the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Official personnel folder; individual employees; personnel office staff.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K890.06

SYSTEM NAME:

Card File for Forwarding Mail of Departed Personnel

SYSTEM LOCATION:

Correspondence and Mail Processing Branch, Code 212, Headquarters, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Engineering Center, Administrative Offices, Code R120.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records system contains the names of personnel who have been reassigned who had been receiving their mail through the correspondence and Mail Processing Branch, Code 212, Headquarters, DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Card file consisting of individual's name and forwarding address for mail.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Post Office Department, USA, Postal Manual, Chapter 1, Part 158.

PURPOSE(S):

Used by personnel of the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA for forwarding mail to personnel of Headquarters, DCA; Headquarters, National Communications System; and the Defense Communications Agency Operations Center, who have departed.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in a card file box.

RETRIEVABILITY:

Information is accessed and retrieved by name.

SAFEGUARDS:

Building employs security guards. Records are maintained in area which is alarmed and is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

RETENTION AND DISPOSAL:

Records are not permanent. They are retained for one year after an individual's departure and are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Division, Code 210, Headquarters, DCA. Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, R120.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to Chief, Administrative Division, Code 210, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, R120.

RECORD ACCESS PROCEDURES:

Contact the Chief, Administrative Division, Code 210, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Names and addresses of individuals in the system are furnished by the individuals who have been reassigned who had been receiving their mail through the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

K890.07

SYSTEM NAME:

Education, Training, and Career Development Data System

SYSTEM LOCATION:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian personnel currently or formerly assigned to or employed by the DCA.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains individual career development plans (for civilians only); education and training historical data; applications for training funded, sponsored, or arranged by DCA; evaluations (by the trainee) of education or training received; applications for programs for which candidates are competitively selected; for example senior military service schools and other long-term training; agreements to continue government service in return for training received; and supervisor

evaluations of the results of training given to their employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Personnel Manual, Chapter 410 'Training'

PURPOSE(S):

Used by supervisors and by training specialists for career development planning and for determining appropriate training for individuals. Also used to determine an individual's eligibility for training and to justify education and training courses and their associated expenditures.

Used by managers in the DCA and by training specialists to determine agency training needs and the ability of specific courses to satisfy those needs. Also used to determine results and accomplishments of the DCA training programs (often presented in statistical form for this purpose).

Used by Career Development Specialists to prepare reports of training for the Civil Service Commission and for DoD.

Used by DCA procurement personnel and DCA legal staff as the basis for supporting or enforcing legal obligations, such as payment of tuition and fees, reimbursement of trainee's expenses, contractual obligations, or continued-service agreement.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and punched cards.

RETRIEVABILITY:

Retrieved by name or SSAN

SAFEGUARDS:

System is in building which uses security guards to control access to the building. Only authorized personnel are allowed access to the building. Files are kept in standard drawer-type filing cabinets.

RETENTION AND DISPOSAL:

Individual records are maintained as long as the individual is employed by or assigned to the DCA. After a person leaves the DCA, his/her individual files are destroyed within one year of the departure.

Consolidated reports may be maintained for as long as five (5) years before they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant to the Director for Personnel, Code 700, Hq, DCA

NOTIFICATION PROCEDURE:

Personnel currently assigned to or employed by the DCA Headquarters or DCA Field Activities in the Washington Metropolitan Area, and all personnel formerly assigned to or employed by DCA Headquarters or any DCA Field Activity may obtain information from: Assistant to the Director for Personnel Defense Communications Agency 8th St. & South Court House Road Arlington, Virginia 22204

Personnel currently assigned to or employed by DCA Field Activities outside the Washington Metropolitan Area may obtain information from the commander of their activity.

Requests for information must contain name, SSAN, DCA activity to which assigned, and dates employed by or assigned to DCA.

Proof of identity for those appearing in person is an employee's ID card, driver's license, passport, or similar identification which contains both the name and a photograph of the individual. Proof of identity for individuals not appearing in person will be a notorized statement certifying that the person requesting the information has been identified by the notary public by means of an employee ID card, driver's license, passport, or other identification containing both the name and a photograph of the individual.

RECORD ACCESS PROCEDURES:

Contact the Assistant to the Director for Personnel for information concerning access to individual records. The official mailing address is in the Department of Defense Directory, in the appendix to the DCA systems notice.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Data in this system is obtained from individual Official Personnel Folders/ Files or is supplied by the individual or by his/her supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

SAFEGUARDS:

STATION LIST DIRECTORY

ALASKA *DCA Alaska Field Office *Code N250 *Elmendorf AFB, AK 99506 *Defense Commercial Communications Office Alaska *Elmendorf AFB, AK 99506

CALIFORNIA *DCA Guam Field Office *Box 141, NAVCAMS WESTPAC *FPO San Francisco 96630 *DCA Northwest Pacific Region *APO San Francisco 96328 *DCA Korea Field Office *APO San Francisco 96301 *DCA Southwest Pacific Region *APO San Francisco 96274 *DCA Los Angeles Field Office *Post Office Box 92960, Worldway Postal Center *Los Angeles, CA 90009

DISTRICT OF COLUMBIA *Joint Data Systems Support Center *Washington, DC 20301 *Headquarters Defense Communications Agency *Washington DC 20305 *National Communications System/Defense Communications Agency Operations Center *Washington DC 20305 *White House Communications Agency *Washington DC 20500 *Planning and Systems Integration Center *Washington DC 20305 *Command and Control Systems Organization *Washington DC 20305 *Defense Communications System Organization *Washington DC 20305

FLORIDA *DCA Field Office *Building 540 *MacDill AFB, FL 33608

HAWAII *DCA Pacific Area *Wheeler AFB, HI 96854 *Defense Commercial Communications Office Pacific *Ft Shafter, HI 96858

ILLINOIS *DCAOC Allocation and Engineering Directorate *Code N400 *Scott AFB, IL 62225 *Defense Commercial Communications Office *Building 3189 *Scott AFB, IL 62225

NEW YORK *DCA Field Office Turkey *JUSMMAT APO New York 09254 *DCA European Area *APO New York 09131 *Defense Commercial Communications Office Europe *APO New York 09130

VIRGINIA *Defense Communications Engineering Center *1860 Wiehle Avenue *Reston, VA 22090

WASHINGTON *DCA Okinawa Field Office *Box 959 *FPO Seattle 98773

DDENDUM TO DCA STATION LIST DIRECTORY * The Director, DCA is also the Manager, National Communications System (NCS), the Chairman, U.S. Military Communications Electronics Board (USMCEB), and the Director, Worldwide Military Command and Communications System (WWMCCS) Systems Engineering. To the extent that the Director, DCA performs these other functions, the records systems described herein pertain to and are available to

employees of these organizations, and may be corrected by means of the same process described for DCA files systems, unless specified otherwise herein. * The official military personnel records of military personnel assigned to DCA are maintained by the parent department and that department has the only complete official copies of the military members personnel records file. Responsibility for the completeness and accuracy of these files is invested in the military department. While the DCA commander or office chief may assist the military members in obtaining access or making corrections, DCA does not have the authority either to grant access or make corrections. The documents maintained by DCA on military personnel are copies of records provided by the military departments during the nomination process, copies of personnel correspondence generated during the members tenure in DCA, promotion rosters furnished by the military departments, and copies of orders published by the departments. A few documents are maintained as a result of requirements imposed by the departments (leave forms for Army, Navy and Air Force personnel and SIDPERS for Army personnel).

DEFENSE INTELLIGENCE AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department

in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

LDIA0005

SYSTEM NAME:

Personnel Management Information System (PMIS).

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former military and civilian employees of DIA, to include military and civilian personnel as well as their dependents nominated for assignment to the Defense Attache System.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system consists of a variety of personnel and directory data, security, education, training, financial and health information, location, telephone and employment related records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

The Personnel Management Information System collects employment information on current and former military and civilian employees of DIA, to include military and civilian personnel as well as their dependents nominated for assignment to the Defense Attache System. The system contains a variety of personnel and directory data, security, education, training, financial and health information, location telephone and employment related records which are required by the Agency to facilitate its day-to-day operations. Records are used by staff, administrative and operating officials to: prepare individual administrative transactions; make decisions on the rights, benefits, entitlements and the utilization of individuals; provide a data source for the production of reports, statistical surveys, rosters, documentation and studies required for the orderly personnel administration within DIA. Information collected concerning home phone, address and emergency notification data is used to provide postal and locator service, to identify next-of-kin for emergency notification and as a source document to prepare recall and special rosters required for the Agency's day-to- day operation and emergency functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information will be disclosed to such other Federal agencies, state and local governments, as may have a legitimate use for such information and which agree to apply appropriate safeguards to protect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained. At overseas locations information may be provided to host country officials, Department of State, Department of Justice, Department of Treasury and the Central Intelligence Agency. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated, maintained on magnetic tape and manual in paper files and cards, and on microfilms.

RETRIEVABILITY:

By name or social security account number.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Paper files are destroyed when employment with the Agency ceases. Temporary microfilm records are destroyed when replaced with an updated film and magnetic tape files are retained indefinitely as a permanent record. Directory Service files are destroyed 1 year after the individual departs the Agency. Defense Attache System records are maintained for 1 year beyond the individual's tour completion date and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Director for Human Resources, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Agency officials, Ambassadors, employees, educational institutions, parent Service of individual and immediate supervisor on station, and other Government officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0010

SYSTEM NAME:

Requests for Information

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who make requests to DIA for information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence from requester, and documents related to the receipt, processing and final disposition of the request.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

To provide records and documentation in response to requests from the public sector for information which is originated by or contained in the files of the Defense Intelligence Agency in accordance with public disclosure statutes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is released to provide for compiling reports required by public disclosure statutes and to assist the Department of Justice in preparation of the Agency's defense in any law suit arising under these statutes. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Granted access: destroy 2 years after date of Agency reply. Denied access, but no appeals by requester: destroy 5 years after date of Agency reply. Contested records: destroy 4 years after final denial by Agency, or 3 years after final adjudications by courts, whichever is later.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Director for Technical Services and Support, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests can be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used

solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Individual requesters and Agency officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0011

SYSTEM NAME:

Student Information Files

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former students of the Defense Intelligence College.

CATEGORIES OF RECORDS IN THE SYSTEM:

Student's biographic data and administrative/academic documents related to the student's enrollment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

Information pertaining to personnel, past, present and projected assignments, educational background, academic/fitness reports, letters of course completion rosters, grades and academic transcripts. This information is collected to provide data for managing the student population at the Defense College and for historical documentation. Information is used to document, monitor, manage, and administer the student's performance at the College.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is released to provide verification of training accomplished to Federal agencies, Military Departments and educational institutions when requested. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated on magnetic disc and tape and manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Registration cards are held 2 years and then retired to the Washington National Records Center. They are destroyed when 25 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant, Defense Intelligence College, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Individual, parent Service, educational institutions, previous employees and other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0014

SYSTEM NAME:

Employee Grievance Files

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former civilian employees of DIA who have submitted grievances in accordance with DIAR 22-12.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain all records and documents relating to grievances filed by Agency employees to include statements of witnesses, reports of interviews and hearings and examiner's findings, recommendations, decisions and related correspondence or exhibits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

To record all information collected in the course of a formal grievance including statements, findings, exhibits, recommendations and decisions. Files may be used as part of subsequent administrative or judicial proceedings concerning central or peripheral issues. These records and information in these records may be used: to disclose information to any source from which additional information is requested in the course of processing a grievance to the extent necessary to identify the individual, inform the source of the purpose(s) of the request and identify the type of information requested; to another Federal agency or to a court when the Government is party to a judicial proceeding before the court; by the Agency in the production of summary descriptive statistics, analytical studies and training in support of the function for which the records are collected and maintained or for related work force studies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is provided to officials of the Merit Systems Protection Board including the Office of the Special Counsel, or the Equal Employment Opportunity Commission when requested in performance of their authorized duties; to disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Record is destroyed 3 years after closing of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Director for Human Resources, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specific limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

By the individual, testimony of witnesses, Agency officials and from related correspondence from organizations or persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0015

SYSTEM NAME:

Biographic Sketch

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who interface with the DIA on a fee or non-fee basis.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains biographic data to include name, date and place of birth, educational background, lists of published works or notable achievements in the intelligence scientific or academic community, intelligence experience, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

Information is collected on Agency higher ranking civilian and military personnel assigned to offices in the Washington, D.C. area and the DAOs world-wide to provide managers of branches, divisions and higher levels of management with a capsule summary of biographic type information on assigned personnel so as to acquaint the managers, quickly, with an individual's background prior to visits, informal discussions, counseling sessions and other types of personnel actions. Biographic sketches are also collected on speakers at the Defense Intelligence College. To establish an individual's bona fide as a noted authority in a specialized area for the purpose of utilizing that expertise to fill a gap in the Defense Intelligence Agency's resources.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information will be disclosed to such other Federal agencies, state and local governments, as may have a legitimate use for such information and which agree to apply appropriate safeguards to protect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records are destroyed when no longer required.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Director for Technical Services and Support, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Individual, academic institutions or the individual's employer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0140

SYSTEM NAME:

Passports and Visas

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DIA personnel requiring passports.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files containing passports and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

Information is collected to obtain and safekeep official passports until needed for travel and to obtain necessary visas from appropriate Embassies; to notify individuals to reapply when passports expire and to return passports to the Department of State upon departure of the individual from DIA.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is provided to U. S. Embassies and the Department of State. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Passports are returned to Department of State upon departure of the individual from DIA.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Director for Technical Services and Support, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests can be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester shall provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Individual applicant and Department of State, Passport Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0209

SYSTEM NAME:

Litigation and Disposition Documentation.

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Files involving legal and administrative matters involving individuals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence or legal documentation relating to individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

Information is collected pertaining to litigation, disciplinary matters and administrative actions concerning civilian and military personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is compiled to support various legal-related activities of the Department of Justice, the Office of Personnel Management and the Military Services or adjudicative agencies of the U.S. Government as may be necessary or required in the disposition of an individual case. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Some records are retired to the Washington National Records Center and others destroyed when no longer needed for current operations.

SYSTEM MANAGER(S) AND ADDRESS:

The General Counsel, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Proviiding of the social security number if voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Other offices within the DIA and the DoD, the individual involved and other departments and agencies of the Executive Branch.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0271

SYSTEM NAME:

Investigations and Complaints

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former civilian and military personnel who filed a complaint acted upon by the Inspector General, DIA, or who were the subject of an Inspector General, DIA, investigation or inquiry.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to the organization, planning and execution of internal/external investigations and records created as a result of investigations conducted by the Office of the Inspector General, including reports of investigations, records of action taken and supporting papers. These files include investigations of both organizational elements and individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

Information is collected to determine the facts and circumstances surrounding a complaint filed with the office of the Inspector General by a Defense Intelligence Agency employee or to determine the facts and circumstances of matters under Inspector General inquiry or investigation. Information collected by the Inspector General is for the purpose of providing the Director, DIA, with a sound basis for just and intelligent action. Records are used as a basis for recommending actions to the Command Element and other DIA elements. Depending upon the nature of the information it may be passed to appropriate elements within the DoD.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information maybe passed to the Department of State, Department of Justice, Central Intelligence Agency and to other appropriate Government agencies. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records are held in current files for 5 years after completion and adjudication of all actions and retired to the Washington National Records Center. Investigations will be offered to the National Archives and complaints destroyed when 20 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector General's Office, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social securiity number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to

provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Personal interviews, personal history statements, abstracts or copies of pertinent medical records, abstracts from personnel records, results of tests, physician's notes, observations from employee's behavior, related notes, papers from counselors and/or clinical directors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5, U.S.C., 552a, subsections k(2), k(5), or k(7). For additional information see Agency rules contained in 32 CFR Part 292a.

LDIA0335

SYSTEM NAME:

Alcohol and Drug Abuse Reporting Program

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of the Defense Intelligence Agency who has been diagnosed as an alcohol/drug abuser by a physician and subsequently enrolled in an alcohol/drug abuse treatment program. Former employees who were undergoing treatment at time of termination are retained in the file for 2 years and other former employees who were enrolled in a program less than 2 years before their termination may also be included.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains employee intake and follow-up records, initial interview forms, counselor observations and impressions of employee's behavior and rehabilitation progress, copies of medical consultation and procedures performed, results of bio-chemical urinalysis for drug abuse, and similar or related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

Information is collected and maintained to provide the Agency an accurate accountability of individuals involved in alcohol and drug abuse activities, education and training, and rehabilitation programs. Quarterly and annual program reports are generated based on the systems maintained in the DIA. Blanket routine uses" for DIA systems of records do not apply to this system of records. Records concerning the identity, medical diagnosis, prognosis, or treatment of any person irrespective of whether or when the individual ceased treatment, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, are confidential and may be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175 (as amended) and Title 42 U.S.C., Section 4582 (as amended).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Therefore, the record in the system may be disclosed outside DIA: to Government personnel for the purpose of obtaining benefits to which the person undergoing treatment is entitled; to qualified personnel for the purpose of conducting scientific research, management or financial audits, or program evaluation; to appropriate elements within the Department of State, Department of Justice and Office of Personnel Management when required for actions relative to the employees' employment, access to classified material or areas; to a court of competent jurisdiction upon authorization by an appropriate order. Any safeguards against unauthorized disclosure imposed by the court in its order shall be honored.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records maintained in file folders (manual).

RETRIEVABILITY:

By name and social security account number.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared, and trained in the protection of this information and have a need for access in connection with their official duties.

RETENTION AND DISPOSAL:

Records are maintained in the DIA personnel office, and destroyed 2 years after the individual leaves the treatment program or the case is terminated.

SYSTEM MANAGER(S) AND ADDRESS:

Special Assistant for Equal Employment Opportunity, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security

account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting for the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Personal interviews, personal history statements, abstracts or copies of pertinent medical records, abstracts from personnel records, results of tests, physician's notes, observations from employee's behavior, related notes, papers from counselors and/or clinical directors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0435

SYSTEM NAME:

DIA Awards Files

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel recommended for an award while assigned to DIA.

CATEGORIES OF RECORDS IN THE SYSTEM:

This file contains supporting documents for the awards nominated and the results of actions or recommendations of endorsing and approving officials.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

Information is collected and submitted to determine eligibility for awards and decorations to individuals and units while assigned or attached to the DIA. Information is required for preparation of orders and for inclusion in individual's Service record. Records are used to obtain the approval for the awarding of the decoration, for the compilation of required statistical data and provided to the Military Departments when appropriate.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records are maintained for approximately 2 years within the Agency and then retired to the Washington National Records Center where they are destroyed when 5 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Director for Human Resources, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Inteligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her requests for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for

his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Agency officials and parent Service and personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0480

SYSTEM NAME:

Reserve Training Records

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military Reserve personnel who have performed active duty training with the DIA or corresponded with the DIA regarding reserve matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain correspondence with the reservist and documentation related to the reservist periods of active duty with DIA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.2 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

The Reserve Affairs Office is required to maintain current biographical information on all personnel who are assigned to a DIA Reserve billet or perform Reserve duty with the Agency. The data is used to help provide productive tours for the Reservists. It is also used by DIA staff personnel and the Reserve Affairs Officer to evaluate the Reservists for Reserve billets or assignments. Biographical information will be maintained in the Reserve Affairs Office if person is accepted for assignment; otherwise, it will be destroyed. Records are used by Agency officials for the administrative, control and utilization of reservists and may be provided to the Military Departments when appropriate.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records are destroyed 1 year after reservists become inactive.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Director for Human Resources, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Individual reservists requesting assignment and/or active duty training, Agency officials and parent Service of Reservists.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0590

SYSTEM NAME:

Defense Intelligence Special Career Automated System (DISCAS).

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DoD civilian positions and employee grades GS-05 and above in the GS-0132 intelligence series, scientific and technical series and other related professional series which are assigned to an organizational component performing an intelligence function. Cryptologic personnel and those enrolled in the National Security Agency (NSA) career system are excluded.

CATEGORIES OF RECORDS IN THE SYSTEM:

Data on employment history, qualification and skills and performance appraisals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

Information is collected in order to register all eligible DoD civilian employees in the DISCAS. The information provides for verification and in some cases updates previous provided information. It is used for automatic referral for position vacancies throughout the DoD Intelligence Community and includes the individual's own (local) organization. The DISCAS forwards inquiries to employees regarding their availability for specific position vacancies when requested by the DoD component. DISCAS will maintain files and records for historical or user research purposes such as annual reports for DoD components or management information furnished to appropriate DoD users.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated, maintained on magnetic tape and manual in paper files.

RETRIEVABILITY:

By name or social security account number.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records are temporary. They are retained until the employee concludes his DoD intelligence career at which time they are retired to an inactive file for 1 year and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Office of Training, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Source data for DISCAS is provided by the employees, the employee's supervisor and the servicing civilian personnel office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0660

SYSTEM NAME:

Security Files

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military/civilian applicants and nominees to DIA; current and former DIA and Defense Attache System personnel; and other DoD-affiliated personnel under the security cognizance of DIA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records associated with personnel security functions; nomination notices, statement of personal history, indoctrination/debriefing memoranda, secrecy and non- disclosure agreements, certificates of clearance, adjudication memoranda and supporting documentation and in- house investigations, security violations, identification badge records, retrieval indices, clearance status records, and access control records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

Information is collected regarding individuals covered by the system in order to accomplish those administrative and personnel security functions relating to initial and continued assignment/employment and eligibility for access to classified information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be disclosed to other Federal agencies, state and local governments, as may have a legitimate use for such information and agree to apply appropriate safeguards to protect the data in a manner consistent with the conditions or expectations under which the information was provided, collected or obtained. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated on magnetic tape, manual in paper files, or on microform.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records of civilian and military applicants not hired by or assigned to DIA are maintained up to 1 year and then destroyed. Other records are destroyed when no longer required. Indoctrination/debriefing memoranda and non- disclosure agreements pertaining to access to SCI information are retained for 70 years or until notification of the death of the signer, whichever is sooner. Non-SCI security agreements and records associated with litigation or litigation matters are destroyed when no longer required.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Office of Security, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

The individual, other Federal agencies, firms contracted to the DoD and Agency officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5, U.S.C., 552a, subsections k(2) and k(5). For additional information see Agency rules contained in 32 CFR Part 292a.

LDIA0800

SYSTEM NAME:

Operation Record System

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals involved in foreign intelligence and/or training activities conducted by the Department of Defense, who are of interest either because of the actual, apparent, or potential use.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include include operational, biographic, policy, management, training, and administrative matters related to the foreign intelligence activities of the Department of Defense.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

Information is collected to support the administration, operation, and management of foreign intelligence and/or training activities conducted by the Department of Defense. To provide information within the Department of Defense.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be provided to other Federal agencies for the conduct of foreign intelligence operations and to provide staff management over foreign intelligence training conducted by the Department of Defense. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated on magnetic tapes and discs, microfilm and aperture cards and manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a building protected by security guards and are

stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Master files are retained indefinitely. Temporary records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Director for Attaches and Operations, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social securiity number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

DoD, other intelligence agencies, educational institutions, Federal agencies, research institutions, foreign governments and open source literature.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5. U.S.C., 552a, subsections K(2) and K(5). For additional information see Agency rules contained in 32 CFR Part 292a.

LDIA0813

SYSTEM NAME:

Bibliographic Data Index System

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have published works of general interest to the Agency, and individuals involved in foreign intelligence activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

An index of names of authors, title of published works, subject matter of writing and the location of source documents of open source literature and intelligence reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

File is used for basic reference purposes for open source and classified documents. Information is used by Agency analysts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by other authorized Federal agencies and contractor personnel for research on intelligence subjects related to foreign intelligence activities. Serves as a traditional library reference service for open source literature and intelligence reports. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated on magnetic tape and disc.

RETRIEVABILITY:

By name

SAFEGUARDS:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Open source literature is destroyed once material is out dated. Intelligence reports are retained for 2 years and retired to the Washington National Records Center for permanent retention. They will be offered to the National Archives when they are 40 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Deputy Director for Technical Services and Support, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntarv and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your

request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

DoD, other intelligence agencies, educational institutions, Federal agencies, research institutions, foreign governments and open source literature.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA0900

SYSTEM NAME:

Accounts Receivable, Indebtedness and Claims

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former active duty military personnel, current and former civilian employees, Reserve and National Guard personnel, dependents of employees and military personnel exchange officers and other individuals who may be indebted to the Defense Intelligence Agency or another Government agency or have a claim pending against the Defense Intelligence Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records maintained in this system include but are not limited to documentation pertaining to telephone bills; dishonored checks; reports of survey; erroneous payments; property losses and damages; administratively determined indebtednesses; losses of funds; records of travel payments, travel orders, travel vouchers, statements of nonavailability of quarters and mess, paid receipts, and certifications of payment; delinquent accounts receivable from other Federal agencies including returned checks, medical service billings and collection records; summaries of reports from investigative activities such as the military investigative services, the U.S. Secret Service or the Federal Bureau of Investigation, reports from probate courts and bankruptcy courts; credit reports, promissory notes; individual financial statements; correspondence from and to the debtor or claimant; applications for waiver of erroneous payments or for remission of indebtedness with support documentation; claims of individuals requesting additional payments with supporting documentation such as time and attendance records and leave and earning statements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5512; 5 U.S.C. 5513; 5 U.S.C. 5514; 5 U.S.C. 5584; 5 U.S.C. 5705; 10 U.S.C. 2274; 10 U.S.C. 2276; 31 U.S.C. 3322; 31 U.S.C. 3527; 31 U.S.C. 3702; 31 U.S.C. 3711; 31 U.S.C. 3716; 31 U.S.C. 3717; 31 U.S.C. 3718; 37 U.S.C. 1007; 40 U.S.C. 721-729.

PURPOSE(S):

Information is collected to determine eligibility for waiver of erroneous payments or additional payments for service rendered. Information is also used to support customer billings and collection of claims of the United States for money or property arising out of the activities of the Defense Intelligence Agency or other Federal agencies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information from this system may be disclosed to credit bureaus and credit reporting activities, the Comptroller General and the General Accounting Office, the Defense Investigative Service, the Internal Revenue Service, the Federal Bureau of Investigation, U.S. Secret Service, state and local law enforcement authorities, trustees in bankruptcy and probate courts and other Federal agencies (for possible collection by offset). Disclosures may also be made to the Department of Justice for criminal prosecution, civil litigation, or investigation. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information. Records are stored in locked cabinets when not in use.

RETENTION AND DISPOSAL:

Records are retained in office files through the fiscal year following the fiscal year in which final action was taken on the accounts receivable, indebtedness or claim. Records are then transferred to the Washington National Records Center where they are retained for up to 9 years and then sold to salvage paper companies to be destroyed by shredding, tearing, mascerating, pulping or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. You must include in your request your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written,

notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreements with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request and administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Information is obtained from DoD and other Federal financial records systems; financial, educational and medical institutions; automated system interfaces; police and investigative officers; state bureaus of motor vehicles; Internal Revenue Service; Social Security Administration; Veterans Administration; the Office of Personnel Management and commercial credit reporting agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

LDIA1728

SYSTEM NAME:

Southeast Asia Operational Casualty Records

SYSTEM LOCATION:

Defense Intelligence Agency, Washington, D.C. 20301-6111.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals identified as casualties in Southeast Asia and other persons of Department of Defense interest because of their substantive or alleged knowledge of the status of the casualties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records maintained by this system include, but are not limited to, operational and information reports, biographic records, personal statements and correspondence, interviews and media reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 552a; 5 U.S.C. 5512; 5 U.S.C. 5513; 5 U.S.C. 5514; 5 U.S.C. 5584; 5 U.S.C. 5705; 10 U.S.C. 2274; 10 U.S.C. 2776; 31 U.S.C. 3322; 31 U.S.C. 3527; 31 U.S.C. 3702; 31 U.S.C. 3711; 31 U.S.C. 3718; 37 U.S.C. 1007; 40 U.S.C. 721- 729.

PURPOSE(S):

Information is collected to develop a detailed factual and viable data base concerning Southeast Asian casualties. Information in this system will be used to produce evaluated information to be provided to agencies and offices within the DoD concerned with casualty matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is released to Federal agencies at the national level as background for the promulgation of national policy. Disclosures are made under the Freedom of Information Act. Also, see Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual in paper files and automated on magnetic tape.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in a restricted access building protected by security guards and are stored in a secured vaulted work area. Records are accessable only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

RETENTION AND DISPOSAL:

Records in this system will be retained in office files until they are not longer needed for current/frequent use and are then retired to the Washington National Records Center. Records will be maintained there until such time as the Secrtary of Defense and/or the Executive Office terminate the effort and then they will be offered to the National Archives as historical documentation.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Director for Management and Operations, Defense Intelligence Agency, Washington, D.C. 20301-6111.

NOTIFICATION PROCEDURE:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20301-6111. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not effect the individual's rights.

RECORD ACCESS PROCEDURES:

All requests for copies of records must be in writing. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. You should also state that whatever cost is involved is acceptable to you or is acceptable up to a specified limit. Requests submitted on behalf of other persons must include their written, notarized authorization. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. Providing the social security number is voluntary and it will be used solely for identification purposes. Failure to

provide the number will not bar access to these records.

CONTESTING RECORD PROCEDURES:

An individual who disagrees with the Agency's initial determination, with respect to his or her request for access, may file a request for review. Requests are to be in writing and made within 30 days of the date of notification of the initial determination. The requester must provide a statement setting forth the reasons for disagreement with the initial determination and provide such additional material to support an appeal. Requests should be mailed to: RTS-1 (FOIA Office), Defense Intelligence Agency, Washington, D.C. 20301-6111. An individual who disagrees with the content of any information contained in a record pertaining to him or her, may request an administrative review of the record. Such request should be submitted in writing to the office cited above. It should include a statement setting forth the reasons for his or her disagreement with the contents of the record and it should be augmented by any appropriate supporting documentation.

RECORD SOURCE CATEGORIES:

Information is obtained from DoD and Federal agencies, private citizens and organizations, resident aliens, foreign sources, and overt publications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

UNITED STATES MARINE CORPS

HOW SYSTEMS OF RECORDS ARE ARRANGED. In the Marine Corps, records are categorized by subject series. Each series has assigned a subject title, a three-letter prefix and followed by a five-digit number. For Example, the systems of records containing pay data may be found in the Fiscal/Disbursing series (MFDOOOOX). The letter M stands for Marine Corps; the next two letters indicate that the records are pay related; and the following five digit number is a further breakdown of the series for identification purposes.

HOW TO USE THE INDEX GUIDE. The system of records maintained by the Marine Corps are contained within the subject series that are listed below. This list identified each series in the order they appear in this compilation. Use the list to identify subject areas of interest. Having done so, use the appropriate system identification series to locate the systems of records grouping in which you are interested.

SUBJECT SERIES
SYSTEM IDENTIFICATION SERIES

Aviation
MAAOOOOX

Fiscal/Disbursing (Matters relating to pay)
MFDOOOOX

Historical
MHDOOOOX

Installations and Logistics
MILOOOOX

Intelligence (Includes POW/MIS Files)
MINOOOOX

Judge Advocate/Legal Matters
MJAOOOOX

Miscellaneous (Admin Matters)
MMCOOOOX

Manpower/Personnel
MMNOOOOX

Training
MMTOOOOX

Reserve
MRSOOOOX

Telecommunications/Telephone Billing
MTEOOOOX

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in

connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

MAA00001

SYSTEM NAME:

Flight Readiness Evaluation Data System(FREDS)

SYSTEM LOCATION:

Addresses are in the Directory of the Department of the Navy Mailing Addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active Marine Corps Air Crewmembers (Naval Aviators/Naval FLight Officers and Enlisted Crewmembers).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personal identifying information such as name, rank, social security number, organization etc., and specific information with regard to aviation qualifications.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To maintain records on all Marine Corps air crewmembers to able officials and employees of the Marine Corps to administer and manage air crewmembei assets.

Title 5, U.S. Code 30l; Title 10, U.S. Code 5031

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

On magnetic tape.

RETRIEVABILITY:

Social security number of the individual addressed.

SAFEGUARDS:

Tapes are stored in limited access areas and handled by personnel that are properly trained in working with personal information.

RETENTION AND DISPOSAL:

File is maintained on individual as long as he is in an active flight status, information pertaining to individual so removed in erased from tape.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps,Code AA, Headquarters, U.S. Marine Corps, Washington,D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are listed in the Directory of the Department of the Navy Mailing Addresses.

RECORD ACCESS PROCEDURES:

Written requests form individuals should be addressed to the commanding officer of the aviation unit to which they are assigned for duty. Addresses are shown in the Directory of the Department of the Navy Mailing Addresses.

Personnel not permanently asigned to an aviation command may request information from the Commandant of the Marine Corps (Code AA), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Written requests should include name, and social security number.

For personal visits the individual should be able to provide personal identification, such as valid military identification card, drivers license, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The primary source is the individual, however, the individual's commanding officer or the commanding officer's designated individual fulfills certain criteria.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MAA00002

SYSTEM NAME:

Marine Corps Aircrew Performance/ Qualification Information

SYSTEM LOCATION:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington,D.C. 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps aeronautically designated personnel (Naval Aviators, Naval Aviators, Naval Flight Officers, and aircrew members) who have been the subject of medical qualification, flight pay entitlement, and/or Flight Status Selection Board (FSSB) correspondence.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains information on medical qualification, flight pay entitlements, and/or FSSB correspondence and the background data addressing such correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To maintain records on Marine Corps aeronautically designated personnel for use by officials and employees of the Marine Corps in the administration and management of such personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

The Attorney General of the U.S. - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By The Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Information is contained on paper records in file folders.

RETRIEVABILITY:

Information is retrieved alphabetically by the last name of the individual concerned.

SAFEGUARDS:

Building containing files employs 24 hour security guards. Offices containing files are locked after working hours and personnel handling records do so only on a 'need-to-know' basis. Such personnel are trained and screened for dependability. Material that could be considered 'career-sensitive' is retained in a safe.

RETENTION AND DISPOSAL:

Files are permanent. They are retained in active file until it is determined they are no longer required, then transferred to Marine Corps Central Files for historical deposit.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps(Code AA)
Headquarters,U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202/694 1391

RECORD ACCESS PROCEDURES:

Written requests from the individual should be addressed to the Commandant of the Marine Corps (Code AAZ), Headquarters, U.S. Marine Corps, Washington, D.C. 20380 and should contain the full name, social security number and signature.

For personal visits the individual should provide valid identification such as military identification card, Department of Defense building pass, drivers license, or other type identification that includes picture and signature. In the absence of such identification, the individual must provide sufficient data to insure that the individual is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial

determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is obtained from official reports, boards, inquiries and requests. Information is also obtained from the review of Naval Aviator/Naval Flight Officer Reporting Management System(NANFORMS) data.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00001

SYSTEM NAME:

Automated Leave and Pay System (ALPS)

SYSTEM LOCATION:

Primary System - The Commandant of the Marine Corps, Headquarters,U.S. Marine Corps, Washington, D.C. 20380

Decentralized System - Major Marine Corps commands

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps civilian employees at major Marine Corps commands

CATEGORIES OF RECORDS IN THE SYSTEM:

Pay and Leave Records of Marine Corps Civilian Employees

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S.Code 30l; Title 10, U.S. Code 5031

PURPOSE(S):

To maintain records required by officials and employees of the Marine Corps who administer and manage all pay and leave matters for civilian employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning at the beginning of the Marine Corps compilation apply to this system.

The Attorney General of the U.S. - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

The Internal Revenue Service - By officials and employees of the Internal Revenue Service in connection with such matters relating to their official duties.

State and local governmental agencies - By officials and employees of state and local governmental agencies in connection with such matters relating to their official duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape or disk.

RETRIEVABILITY:

Employee Badge Number or SSN.

SAFEGUARDS:

Restricted access to areas where maintained.

RETENTION AND DISPOSAL:

Permanent files.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps (Code FD), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from the Marine Corps installation or activity to which the individual is employed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the commanding officer to which the individual is employed. Addresses of Marine Corps installations, activities, and organizations are listed in the Directory of the Navy Mailing Addresses. Written requests should contain full name, social security number or employee badge number, and signature of the individual concerned.

Personal visits may be made to the appropriate installation, activity or organization during the normal work week between the hours of 8:00 AM-4:30 PM. For personal visit, the individual should be able to provide valid personal identification such as employee badge, drivers license, medicare card, etc.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms provided by the employee in matters relating to his/her employment. Employment data to include time cards, standard pay increases, leave etc. provided by the employer or official representative. Data such as tax rates, employee benefit information etc. provided by appropriate federal, state or local government agencies or their designated representatives. Information obtained from courts and attorney having to do with employee wages entitlements and benefits.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00002

SYSTEM NAME:

Primary Management Efforts(PRIME)/ Operations Subsystem

SYSTEM LOCATION:

Primary System - The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington,D.C. 20380

Decentralized System - Major Marine Corps commands

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps civilian employees and selected military personnel at major Marine Corps commands.

CATEGORIES OF RECORDS IN THE SYSTEM:

Labor Distribution Records

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 30l; Title 10, U.S. Code 5031

PURPOSE(S):

To maintain a record of the work distribution on civilian employees and certain military personnel for use by officials and employees of the Marine Corps in the management of work distribution.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

The Attorney General of the U.S - By officials and employees of the Office of

the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S.- By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape or disc.

RETRIEVABILITY:

Employee badge number or social security number.

SAFEGUARDS:

Restricted access to areas where maintained.

RETENTION AND DISPOSAL:

Permanent record. Completely deleted upon termination of employee.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Code FD, Headquarters, U.S. Marine Corps, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code FD)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area code 202/694 1080

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to the individual's employing activity. Activity addresses are as shown in the Directory of Department of the Navy Mailing Addresses.

Written requests should contain the individual's full name, social security number, employee number (if applicable) and signature.

For personal visits, the individual should provide sufficient identification to insure the individual is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employing activity of the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00003

SYSTEM NAME:

Joint Uniform Military Pay System/ Manpower Management System(JUMPS/MMS)

SYSTEM LOCATION:

Primary System - Marine Corps Central Design and Programming Activity, 1500 East 95th Street, Kansas City, missouri 64131; Marine Corps Finance Center, 1500 East 95th Street, Kansas CIty, Missouri 64197

Decentralized Segments - There are nine Satellite/Command Data Processing Installations (SDPI/CDPI) which maintain files with similar records at the following locations: SDPI 02, Marine Corps Base, Camp Lejeune, NC 28542; SDPI 03, Marine Corps Base, Camp Pendleton, CA 92055; SDPI 06, FMF Pacific, FPO San Francisco, CA 96610; SDPI 09, Headquarters U.S. Marine Corps, Washington, D.C. 20380; SDPI 11, Marine Corps Corps Recruit Depot, Parris Island, SC 29905; SDPI 15, Marine Corps Recruit Depot, San Diego, CA 92140; CDPI 17, Marine Corps Base, Quantico, VA 22134; SDPI 27, Marine Corps Base, Camp S.D. Butler, FPO Seattle, WA 98773; First Marine Brigade, FPO San Francisco, CA 96615; SDPI 16, Marine Corps Finance Center, 1500 East 95th Street, Kansas City, MO 64197.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps military personnel on active duty for 31 days or longer, certain civilians and other service personnel who have attended formal Marine Corps schools.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personnel and pay data which includes: Name, grade, SSN, date of birth, citizenship, marital status, home of record, dependents information, record of emergency data, enlistement contract or officer acceptance form identification, duty status, population group, sex, ethnic group, duty information, duty station/personnel assignment and unit information, security investigation, military pay record data such as information contained on the Leave and Earnings Statement which may include base pay, allowances, allotments, bond authorization, health care coverage, special pay and bonus data, Federal and State Withholding/Income Tax Data, Federal Insurance Contributions Act, Withholding Data, Serviceman's Group Life Insurance Deductions, leave account, wage and tax summaries, separation document code, test scores/ information, language proficiency, military/civilian/off-duty education, training information, awards, combat tour information, aviation/pilot/flying time data, lineal precedence number, limited duty officer/warrant officer footnote, TAD data, power of attorney, moral code, conduct and proficiency marks, years in service, promotional data, weight control/military appearance data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10 and 37, U.S. Code Section 5031 and 5201

PURPOSE(S):

To maintain record of pay and personnel data on Marine Corps personnel who are on active duty for 31 days or longer or certain civilian or other service personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the Blanket Routine Uses of the beginning of the publisched Marine Corps systems notices in the Federal Register. In addition, the following routine uses apply.

The Attorney General of the U.S. - By officials and employees of the Attorney General in connection with litigation, law enforcement or other matters under the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state, and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By The Comptroller General or any of the General Accounting Office relating to the Marine Corps.

By officials and employees of the American Red Cross and the Navy Relief Society in the performance

their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

Federal, state and local government agencies-By officials and employees of federal, state and local government through official request for information with respect to law enforcement, investigatory procedures, criminal prosecution, civil court action and regulatory order.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency initiate criminal or civil action against an individual on behalf of the U. S. Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U.S. Marine Corps, by the U.S. Marine Corps, The Department of the Navy, or the Department of Defense.

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces, information as to last known residential or home of record address may be provided to military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the United States Government will be liable for the losses the facility may incur.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data is record on magnetic records and discs, punch cards, computer printouts, microform, file folders, and other documents.

RETRIEVABILITY:

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually Computerized and conventional indices are required to retreive individual records from the system. Normally, all types of records are retrieved by social security number and name.

SAFEGUARDS:

Building management employs security guards; building is locked nights and holidays. Authorized personnel may enter and leave the building during nonworking hours but must sign in and out. Records maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Access to personal information is limited to authorized personnel with a need to know.

Access is restricted to specific applications programs, records, and files to which personnel have a specific and recorded need-to-know. Online data sets (both tape and disc) pertaining to personal information are password protected, areas are controlled and access lists are used. The files are also protected at a level appropriate to the type of information being processed.

RETENTION AND DISPOSAL:

Magnetic records are maintained on all military personnel and certain civilians while they are in service or employed by the service and for a period of 11 months after separation. Paper and film records are maintained for a period of 10 years after the final transaction, then they are destroyed. End calendar and fiscal year 'snapshots' of the MMS data base are maintained indefinitely in magnetic form at Headquarters, U.S. Marine Corps.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Codes FD/MP, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Requests from individuals for information concerning pay related matters should be addressed to the Commandant of the Marine Corps (Code FD). Requests from individuals for information concerning personnel matters should be addressed to the Commandant of the Marine Corps (Code MP).

Requesting individual must supply full name and social security number.

The requester may visit the Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197 to obtain information on whether the system contains records pertaining to the individual.

In order to personally visit the above address and obtain information, individuals must present a military identification card, a driver's license, or other suitable proof of identity.

RECORD ACCESS PROCEDURES:

Information on JUMPS may be obtained from the member's local disbursing officer. Information of MMS may be obtained from the member's immediate commanding officer. Requests for information from persons no longer in service should be signed by the person requesting the information. Dates of service, social security number, and full name of requester should be printed or typed on the request. It should be sent to the Marine Corps Finance Center, 1500 East 95th Street, Kansas City, Missouri 64197.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Recruiting offices, disbursing offices, administrative offices, and the individual are the principle sources of the information contained in the JUMPS/MMS record for that person.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00004

SYSTEM NAME:

Bond and Allotment (B&A) System

SYSTEM LOCATION:

Marine Corps Central Design and Programming Activity (MCCDPA), 1500 East 95th Street, Kansas City, Missouri 64131; Marine Corps Finance Center, Kansas City, Missouri 64197

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The allotment contains all active allotments and limited stop history (12 months) for all active duty, retired, and Fleet Marine Corps Reserve (FMCR) members who authorized an allotment from their pay and allowances.

CATEGORIES OF RECORDS IN THE SYSTEM:

The allotment file contains allotments authorized by the Marines concerned, as provided under instructions issued by the Secretary of Defense.

The B&A automated system is made up of records which contain the following fields (data elements and data sets): Identification Number(Social Security Number (SSN)); Initials of Name (last, first, middle); Rank/Category; Last Name and Suffix; Last

Pay Date; First Pay Date; Work Date; Amount; Term (in months); Account/ Policy Number; Authority/Date/Remark; Bond Owner Name; Bond Owner SSN: Co-owner Beneficiary Flag; Co-owner or Beneficiary Name; Co-owner or Beneficiary SSN; Authority/Date/ Remark; Name of Recipient; Street Address/Post Office Box; City and State/Country; Geographic Code (City, State/Country): Zip Code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 37, U.S. Code The authority for continuing deduction for garnishment of pay is outlined in section 459 of Public Law 93-647.

PURPOSE(S):

To provide record of payments of allotments, issuance and cancellation of U.S. Treasury checks and bonds as authorized and managed by officials and employees of the Marine Corps.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

To State Officials for the purpose of detecting and curtailing fraude and abuse in Federal Assistance Programs, specifically Aid to Families with Dependent Children and Food Stamps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data is recorded on magnetic records, punch cards, computer printouts, microform, file folders, and other docuemnts.

RETRIEVABILITY:

The data contained on magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Normally all types of records are retrieved by SSN and name.

SAFEGUARDS:

The Centralized Pay Division is locked during nonduty hours, as well s the building being under security guard protection. Files within the division are accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Magnetic records are maintained by MCCDPA on all active allotments during the life of the allotment and for a period of 12 months after the allotment has been stopped. Paper and microform files relating to the Centralized Pay Division files are disposed of as directed by the current eddition of SECNAVINST P5212.53.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps (Code FD), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Individual requests for information should be addressed to the Marine Corps Finance Center, Centralized Pay Division (Code CPA), Kansas City, Missouri 64197.

Requests for information must contain member's SSN, name, military service number (if applicable), and any other pertinent data concerning the information desired.

A person may visit any Marine Corps disbursing office to find out if the system contains records pertaining to the individual.

For personal visits the requester must present a military identification card or copy of an Armed Forces of the United States Report of Separation from Active Duty (DD Form 214 (MC)) for separated personnel.

RECORD ACCESS PROCEDURES:

Information may be obtained from the Marine Corps Finance Center, Centralized Pay Division (Code CPA), 1500 East 95th Street, Kansas City, Missouri 64197. Written requests must contain name and SSN. For personal visits, valid personal identification is required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individual concerned, may be obtained from the SYSMANAGER.

Information pertaining to an individual who has active allotments is affected by unit diary input concerning name, or SSN changes, and to ensure allotments are stopped when a Marine is reported to be discharged or in a desertion status. Also, member's status codes are changed by unit diary or retired pay input when the Marine is transferred to the FMCR or Retired List.

RECORD SOURCE CATEGORIES:

The input of data via scannable Allotment/Bond Authorizations (ABA's), terminal key station to a magnetic storage area for subsequent transmission via AUTODIN, or submission by magnetic tapes, and the computer interfaces with the Joint Uniform Military Pay System/Personnel System are the principle sources of information in the B&A automated system.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00005

SYSTEM NAME:

Retired Pay/Personnel System (RPPS)

SYSTEM LOCATION:

Marine Corps Central Design and Programming Activity, 1500 East 95th Street, Kansas City, Missouri 64131; Marine Corps Finance Center, 1500 East 95th Street, Kansas City, Missouri 64197.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Pay account folders for retired Marine Corps members, Fleet Marine Corps Reservists (FMCR), and survivors of deceased retired and FMCR members, who are entitled to retired pay retainer pay, and survivor annuities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The RPPS automated system of records contains the following fields (data elements and dats sets): Retired/ Retainer Date; Retainer Date; Pay Change; Information Status; Social Security Number (SSN) and Last, First, and Middle Initial (Key); Deletion Date; SSN; Retired Category Code; Members's Name; Pay Entry Base Date; Service for Pay; Active Service; Other Military Service Number (MSN); Prior MSN/ SSN/KEY; Rank Code; Race Code; Sex Code; Disability Percent; Heroism Pay; Pay Table Code; Recomputation Age; Retirement Laws; Functional Account Number; Ranks; Birthdates; Pay Delete/ Suspense Code; Retired Serviceman's Family Protection Pay; Reserve Retirement Credit Points; Allotments Data; Withholding Tax Data; Wage and Tax Summaries; Gross Pay; Taxable Pay; Withholding Tax; Dependency Indemnity Compensation; Pension Act of 1944 (Veterans Administration (VA) Waiver); Pension Act of 1964 (Dual Compensation G1); Retired Serviceman's Family Protection Plan; Special Handling Code (Check Delivery); Accumulated Summaries; Home Mailing Address; Check Mailing Address; Pay Distribution; Last Change Posted; Date Member Eligible to Retire; Date Arrived Continental United States Without Dependents; Primary Military Occupational Specialty; Districts; Highest Rank Held Satisfactorily; Service Prior to 1 July 1949; Service After 1 July 1949; Active Duty After Transfer to Fleet/Retired Rolls; Date Next

Physical Exam(Year and Month); VA Disease Codes; Department of Defense Disease Codes; Nearest Hospital (See Table 9); Personnel Accounting Separation-Designator; Earnings Statement Flag; Disability Pay; Change of Address Flag; Last Time Processed by Update-Extractor; SSN Validation; Remarks Area; One-time Credit/ Checkage; Scheduled Collection; Veterans Administration Claim Number; Tower Amendment Code; Premobilization Flag; Preassigned Monitored Command Code; Civil Reform Act of 1978 (PAYCAP).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; TItle 10, U.S. Code 5031

PURPOSE(S):

To maintain pay and personnel data on retired Marine Corps personnel for use by officials and employees in the computation of retired pay, retainer pay, survivor annuity accounts, audit of accounts and response to correspondence on pay related matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

The American Red Cross and Navy Relief Society-Records are used by officials and employees of the American Red Cross and the Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data is record on magnetic records, punch cards, computer printouts, microform, fo;e folders and other documents.

RETRIEVABILITY:

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, converted to microform for information retrieved; the data in the supporting file folders and other manual records is retrieved manually. Normally all types of records are retrieved by SSN and name.

SAFEGUARDS:

Building management employees security guards; building is locked nights and holidays. Authorized personnel may enter and leave the building during nonworking hours, but must sign in and out.

RETENTION AND DISPOSAL:

Magnetic records are maintained on all persons who are eligible for retired pay, retainer pay, and survivor annuities while they are alive and for a period of 6 months after that person dies or ceases to be eligible. Paper and film records are maintained for a period of 10 years after the final transaction. Magnetic tapes delivered to the Federal Reserve Bank are returned to the Marine Corps Finance Center for disposition after direct deposits have been made to the account of the individual concerned.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps (Code FD), Headquarters,U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Requests from individuals for informtion should be referred to the SYSMANAGER.

Requesting individual must supply full name and SSN.

The requester may visit the Marine Corps Finance Center, 1500 95th Street, Kansas City, Missouri 64197, to obtain information on whether the system contains records pertaining to the individual.

In order to personally visit the above address and obtain information, individuals must present a military identification card, a driver's license, or other suitable proof of identify.

RECORD ACCESS PROCEDURES:

Requests for information relative to the RPPS automated system should be signed by the person requesting the information. Dates of service, SSN, and full name of requester should be printed or typed on the request. The request should be sent to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Documents and correspondence received from Headquarters, U.S. Marine Corps, the VA, the members, and changes in laws, etc. are the principle sources of information contained in the RPPS automated system.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00007

SYSTEM NAME:

Marine Corps Financial Records System

SYSTEM LOCATION:

Marine Corps Finance Center, Support accounting, Settlement, and Centralized Pay Division, 1500 E. 95th Street, Kansas City, Missouri 64197

Federal Records Center, National Archives and Records Service, 2301 East Bannister Road, Kansas City, Missouri 64131

Washington National Records Center, Washington, D.C. 20409

National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132

Marine Corps Central Design and Programming Activity, 1500 East 95th Street, Kansas City, Missouri 64131

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marines serving on active duty, personnel on the Marine Corps Retired List, Fleet Marine Corps Reservists, personnal discharged or separated from active duty, active and inactive Reserve personnel, deceased personnel, and Marine Corps disbursing officers concerning pay or financial matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Unit Diaries-A chronological record of daily personnel events and history of active Marine Corps activities and organized Marine Corps Reserve Units.

Substantiating Vouchers-Supporting documents to substantiate pay adjustment items entered on military pay accounts.

Military Payrolls-An accounting and record of appropriated funds disbursed for military pay by name, social security number, amount of payment, and check number or signature of member for cash payments.

Financial Returns-Travel vouchers, collection vouchers, public vouchers for services other than personal, and civilian payrolls.

Military Pay Cases of Separated Personnel-A history of individual pay accounts from date of entry on active duty through date of separation, including, as appropriate, replies to congressional inquiries; correspondence in connection with requests for remission and/or waiver of indebtedness; individual claims for pay and allowances including claims for travel allowances and responses thereto; records of participation in the Uniformed Services Savings Deposit Program, including personnel declared to be in a missing-in-action status;

information surrounding the circumstances of a former member separated in an overpaid status, thus being indebted t vernment; cases contain substantiating documents such as military pay records, leave and earnings statements, documents relating to Board for Correction of Naval Records, and other records and vouchers to substantiate responses to all inquiries and payment or disapproval of claims.

Annual Separations Listings-An annual record of separation showing social security number, initials, type of separation, and the effective date of separation of Marines discharged, retired, transferred to the Fleet Marine Corps Reserve, an deceased.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel-Contains cumulative totals to taxable pay earned nd taxes withheld, social security wages and taxes withheld.

Microfilm of Quarterly Social Security Wage Data-Contains social secruity number, name, and amount of wages reported to the Social Security Administration on a quarterly basis.

Microfilm of Master Allotment File-Contains information concerning the allotment status of active, retired, and Fleet Marine Corps Reserve (FMCR) members, such as start and stop dates, allotment purpose codes, money amounts, name and address of allottee.

Microfiche and Microfilm of Field and Alpha Locators-A record of personnel data of Marines on active duty, listed numerically by social security number and alphabetically name.

Microfiche of Marine Corps Officers Lineal List-A record of Marine Corps officers on active duty showing social security number, name, rank, date of rank, permanent rank, date of birth, date first commissioned, and pay entry base date.

Active Military Pay Cases-A file of each Marine on active duty containing military pay records opened semiannually prior to 1 July 1973 and related miscellaneous pay documents.

Uniformed Services Savings Deposit Accounts of Personnel Missing-in-Action - A record of deposits and withdrawals of Marine Corps personnel in a missing-in-action status containing member's name, social security number, balance of deposits, and name and address of the designated beneficiary to whom monies are disbursed.

Federal Housing administration (FHA) Files contain social security number, name, FHA account number, due date of insurance premiums, and record of bills and payments.

U.S. Treasury Department, Internal Revenue Service Form 941c-A record effecting adjustmust of social security wages, previously reported or nonreported, containing the member's name, social security number, military pay group, period covered, and the monetary amount of adjustment.

Marine Corps Disbursing Officers Shortage Accounts-File contains accountability of losses, letters, and vouchers pertaining thereto.

Indebtedness Cases-Files contain the debtor's name, social security number, current mailing address, the reason for indebtedness and correspondence relating thereto, personal financial information provided by the debtor, receipts of payments, control book, cash record, debt ledger, collection agent's ledger, collection vouchers, p ded by credit bureau reports, indebtedness record card, debt control card accountability statements, complete military pay accounts, General Accounting Office inquiries, correspondence relating to cases certified to the U.S. Department of Justice, legal notices pertaining to bankruptcy, tax certificates, and other miscellaneous substantiating records and vouchers relating to the indebtedness.

Reserve Personnel Military Pay Cases - A history of individual pay accounts of Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentee (IMA), Individual Ready Reserve (IRR), Standby Reserve, Retired Reserve, and Fleet Marine Corps Reserve (FMCR) personnel ordered to temporary active duty under individual duty orders, including pay accounts of personnel attending the Platoon Leaders Class. File contains pay data in support of payments made to SMCR and IMA Reservist assigned to Organized Marine Corps Reserve units containing drill reports, unit diaries, promotion warrants, certificate for performance of hazardous duty, pay adjustment authorizations, active duty for training orders, pension certificates, token payment payrolls, adjustment and consolidated final settlement payrolls, and other miscellaneous documents to substantiate payments to Reserve personnel.

Reserve Manpower Management and Pay System (REMMPS) - Microform of Master Reserve Manpower Management and Pay System File - Contains information concerning pay and personnel status of Reserve personnel. Files of pay data compiled by Reserve Pay Branch, Centralized Pay Division, in support of payments made to Organized Marine Corps Reserve units containing unit diaries, leave and earnings statements, pay adjustment authorizations, transcripts of data extraction, travel orders and vouchers, and miscellaneous documents to substantiate payments to Reserve Personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Claims Collection Act of 1966, 80 Stat. 309; Debt Collection Act of 1982, Pub. L. 97-365; Title 10, U.S. Code 5031

PURPOSE(S):

To maintain records of all financial transactions on current or former Marine Corps personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the Blanket Routine Uses at the beginning of the published Marine Corps systems notices in the Federal Register. Additionally, the following routine use(s) apply.

To consumer reporting agencies for the purpose of allowing such agencies to prepare a commercial credit report on the debtor in accordance with the Federal Claims Act of 1966 (31 U.S.C. 952).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data is recorded on magnetic records, computer printouts, microform and file folders.

RETRIEVABILITY:

Data is retrieved by name, social security number or taxpayer identification number of the individual.

SAFEGUARDS:

Federal Protective Security Guards. Records are maintained in areas not normally accessible to other than authorized personnel.

RETENTION AND DISPOSAL:

Various types of records in the system are maintained at different lengths of time or indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Code FD), Headquarters, U.S. Marine Corps, Washington, D.C. 20380; Commanding Officer, Marine Corps Finance Center, Kansas City, MO 64197; Director, Marine Corps Central Design and Programming Activity, Kansas City, MO 64131

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager.

RECORD ACCESS PROCEDURES:

Same as notification.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Marine Corps activities having the responsibility of collecting data and preparing reports and documents; Headquarters U.S. Marine Corps; credit unions; credit bureaus; insurance companies; courts; and financial institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MFD00009

SYSTEM NAME:

Pay Vouchers for Marine Corps Junior Reserve Officer Training Course Instructors

SYSTEM LOCATION:

All Marine Corps District Headquarters.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired Marines in the Marine Corps Junior Reserve Officer Training Course Instructor Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual name, rank, social security number, unit to which assigned, requests for payment of salaries.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To maintain records on Marine Corps Junior Reserve Officer Training Course Officer, administrative and fiscal personnel for evaluation and processing of payments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

General Accounting Office in the execution of their official duties in relation to inspections, investigations, and legal action

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in filing cabinets

RETRIEVABILITY:

Alphabetically by last name, and school to which assigned.

SAFEGUARDS:

Access limited to Marine Corps Junior Reserve Officer Training Course, administrative and fiscal personnel required to process payment requests and payments. After working hours the office and building are locked. A guard is located in the general vicinity.

RETENTION AND DISPOSAL:

Files are retained for three years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Marine Corps Junior Reserve Officer Training Course Officer Marine Corps Districts.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER of Marine Corps District in which school is located. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and drivers license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Senior Marine Instructor of Marine Corps Junior Reserve Training Course unit to which instructor is a member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MFD00010

SYSTEM NAME:

Per Diem and Travel Payment System

SYSTEM LOCATION:

Primary System-Disbursing Offices, Marine Corps Posts and Stations

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps civilian and military personnel receiving travel advances or making settlement of travel claims to the local Disbursing Office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Completed travel claims with documentation cross-referenced to individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To maintain records for use by Marine Corps disbursing employees in the disbursement of funds for reimbursements of official travel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compliation apply to this system.

Courts-By officials of duty established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S.- By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S.- By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card file.

RETRIEVABILITY:

Employee name, social security number or badge number.

SAFEGUARDS:

Card file is maintained and used by specific clerks within travel section of the Disbursing Office. After working hours, office locked in a building with controlled access by armed guards.

RETENTION AND DISPOSAL:

Data is maintained until individual departs the area and all travel advances have been settled.

SYSTEM MANAGER(S) AND ADDRESS:

Disbursing Officer

NOTIFICATION PROCEDURE:

Information may be obtained form: Disbursing Offices, Marine Corps Posts and Station.

RECORD ACCESS PROCEDURES:

Signed written requests should contain the full name of the individual and social security number or badge number and addressed to the address listed under NOTIFICATION above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Travel orders and disbursing documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MHD00001

SYSTEM NAME:

Biographical Files

SYSTEM LOCATION:

Reference Section (Code HDR), History & Museums Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380 and all major Marine Corps commands and districts.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps General Officers and those Marines considered as being or having been newsworthy.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains biographical sketches, press releases and media clippings.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 30l; Title 10, U.S. Code 5031

PURPOSE(S):

To maintain a professional summary or sketch of Marine Corps General Officers and other newsworthy Marines.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning at the Marine Corps compilation apply to this system.

Courts-By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S.- By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S.- By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Officer relating to the Marine Corps.

Historical researchers - To determine accuracy of facts and provide backgroung for correspondence and studies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, microfiche, and photographs.

RETRIEVABILITY:

Filed alphabetically by last name of subject.

SAFEGUARDS:

Building employs security guards. Files within a vault accessible only authorized personnel who are screened and registered prior to being granted access.

RETENTION AND DISPOSAL:

Files are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Code HD, Headquarters,U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code HDR), Headquarters,U.S. Marine Corps, Washington, D.C. 20380

Written requests for information should contain the full name of the individual. to

For personal visits, the individual should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Newspaper, magazines, Marine Corps press releases and biographical sketches.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MHD00006

SYSTEM NAME:

Register/Lineal Lists

SYSTEM LOCATION:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Lists of all active duty and retired officers from 1800 to present.

CATEGORIES OF RECORDS IN THE SYSTEM:

Bound volume of listings which include individual's name, rank.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a list of all members who served in the Marine Corps from 1800 to present for use in the administration of official duties of officials and employees of the Marine Corps.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Historical Researchers - To determine authority of dates names and ranks of personnel.

Courts-By officials of duty established local, state and federal courts as result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S.-By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of files.

The Comptroller General of the U.S.- By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Bound volumes retained in library.

RETRIEVABILITY:

Yearly volume listed alphabetically within ranks.

SAFEGUARDS:

Building employs security guards. Files within a vault accessible only to authorized personnel who are screened and registered prior to being granted access.

RETENTION AND DISPOSAL:

Files are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code HD)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380

RECORD ACCESS PROCEDURES:

Requests form individuals should be addressed to: The Commandant of the Marine Corps (Code HDR), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Written requests for information should contain the full name of the individual.

For personal visits the individual should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the

RECORD SOURCE CATEGORIES:

Internal publication.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MIL00001

SYSTEM NAME:

Assignment and Occupancy of Family House Records

SYSTEM LOCATION:

System is organizationally decentralized. Records are maintained a Marine Corps Installations with family housing

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

File contains individual's application, assignment to and occupancy history of family housing. Records include, but are not limited to information from the Manpower Management System and the Joint Uniform Military Pay System.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's application and assignment to and occupancy history of family housing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301

PURPOSE(S):

To provide a record of the type of quarters and the individuals assigned to quarters for use in the management and administratin of such quarters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the Blanket Routine Uses at the head of the published Marine Corps systems notices in the Federal Register. Additionally, the routine uses apply.

School Districts - By officials of school district boards of education in performance of their duties under local and/or state compulsory education laws.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and on file cards.

RETRIEVABILITY:

Filed alphabetically by last name of housing occupant and in order of position on waiting list.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel; waiting lists are maintained for public inspection.

RETENTION AND DISPOSAL:

Records are permanent. They are retained in active file during time that personnel is residing the quarters, retained in a quarters record jacket after termination of occupancy.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marie Corps, Headquarters, U.S. Marine Corps, (Code LF), Washington, D. C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commanding Officer of the Marine Corps installation from which family housing has been requested, assigned or vacated. Mailing addresses are as shown in the Navy Standard Distribution List (OPNAV P09B3-107).

RECORD ACCESS PROCEDURES:

Requests for information from individuals should be addressed to the Commanding Officer of the Marine Corps installation(s) at which the individual applied for or occupied family housing. SUch requests should include name, social security number, quarters number if known, and dates of period addressed in the inquiry. Installation addresses are as reported by the Navy Standard Distribution List.

Personal visits may be made to the installation in question any normal work day between 8:00 AM-4:30 PM. For personal visits the individual should be able to provide valid personal identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application from individual seeking family housing, Marine Corps Manpower Management System; Joint Uniform Military Pay System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MIL00002

SYSTEM NAME:

Unaccompanied Personnel Housing Registration System

SYSTEM LOCATION:

Each Unaccompanied Officer Personnel/Staff Unaccompanied Enlisted Personnel Housing (UOPH/Staff UEPH) assigned registration responsibilities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel who are current and former residents of UOPH and Staff UEPH.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains personal identifying information, arrival/departure dates; type of orders; monetary allowance information; UOPH/Staff UEPH room identification.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide adequate records for use by officials and employees of the Marine Corps in the management of bachelor housing.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper cards, file folders, status boards, etc.

RETRIEVABILITY:

Alphabetically by name and social security number.

SAFEGUARDS:

Stored in locked office during nonworking hours or when office is not manned. Access on a need to know basis only for official purposes.

RETENTION AND DISPOSAL:

Retained for four years; then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized. The local commander is responsible for management of UOPH and Staff UEPH.

NOTIFICATION PROCEDURE:

Requests shall be addressed to the SYSMANAGER. Requester must be able to provide appropriate identifying information.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

UOPH/Staff UEPH office personnel and information form individual who fills out registration card.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MIL00003

SYSTEM NAME:

Laundry Charge Accounts Records

SYSTEM LOCATION:

Marine Corps activities with laundry facilities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have applied for laundry charge accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank, unit, social security number, quarters address and telephone number, date and ticket number of laundry service and amount charged.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of laundry charge accounts for use in the management of laundry facilities at Marine Corps activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compliation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

In paper records in file folders.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in locked filing cabinets within locked offices of building. Records are accessible only to persons whose performance require it.

RETENTION AND DISPOSAL:

Five years and the destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized. Laundry charge accounts managed under the Commanding General of each activity which has a laundry.

NOTIFICATION PROCEDURE:

Correspondence pertaining to records maintained by laundry. Contact the Commanding General of the Marine Corps activity in question.

RECORD ACCESS PROCEDURES:

Information may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MIL00004

SYSTEM NAME:

Personal Property Program

SYSTEM LOCATION:

All Marine Corps Bases and Federal Records Centers

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel having shipped or stored personal property or privately owned automobiles.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's applications for shipment and/or storage, related shipping documents and records of delivery and payment.

DD 619 (Statement of Accessorial Services Performed)
DD 828 (Motor Vehicle Shipment Application)
DD 1100 (Household Goods Storage)
DD 1101 (Household Goods Storage Information)
DD 1252 (Owner's U.S. Customs Declaration and Entry and Inspecting Officer's Certificate)
DD 1299 (Application for shipment and/or storage of Personal Property)
DD 1671 (Reweight of Household Goods)
DD 1780 (Report of Carrier Services Personal Property Shipment)
DD 1781 (Property Owners Report on Carriers Report)
DD 1797 (Personal Property Counseling Checklist)
DD 1799 (Member's Report on Carrier Performance-Mobile Homes)
DD 1800 (Mobile Home Shipment Inspection at Destination)
DD 1841 (Schedule of Property Damages)
DD 1842 (Claim for Personal Property against the United States)
DD 1845 (Demand on Carrier/Contractor)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of shipment and storage of personal property for management and payment of personal

property claims by officials and employees of the Marine Corps.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of member.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who are properly cleared and trained.

RETENTION AND DISPOSAL:

Records on international shipments of household goods moved via freight forwarders are retained for 6 years after the period covered by the account and then destroyed. All other household goods records are destroyed when 3 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Secretary of Defense (Installations and Logistics) (ASD(I&L)), Washington, D.C.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commandant of the Marine Corps (Code LFS-2)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: 224-1067

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to the Commandant of the Marine Corps (LFS-2), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Written requests for information should contain the full name of individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting access; notification of personal clearance from the SYSMANAGER research note/ documents from records custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MIL00005

SYSTEM NAME:

Passenger Transportation Program

SYSTEM LOCATION:

All Marine Corps Bases

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel and their dependents, DOD civilian employees and their dependents, and other individuals furnished transportation via commercial transportation resources and Department of Defense single manager transportation resources.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of passenger transportation procurement documents issued, copies of official travel orders supporting the issuances; applications for transportation of dependents, port call requests and confirmations; copies of endorsements to orders indicating transportation issuances; requests and authorizations for space available MAC transportation.

SF 1169 United States of America Transportation Request
DD 652 Uniformed Services Meal Ticket
DD 884 Application for Transportation for Dependents
DD 1287 Request for Commercial Transportation
DD 1341 Report of Commercial Carrier Passenger Service
DD 1482 Military Airlift Command (MAC) Transportation Authorization

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of passenger transportation for use in the coordination and payment of passenger transportation charges by commercial and Military Airlift Command resources.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Passenger Transportation Procurement documents filed by serial number preprinted on the documents.

Other documents filed in alphabetical order by last name of member.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly cleared and trained.

RETENTION AND DISPOSAL:

Copies of transportation documents held by issuing office for period of 4 years, after which they are destroyed. Other records retained in active files until the end of the calender year in which transportation was effected and held additionally in inactive file for two years, then they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Military Traffic Management Command, Washington, D.C. (Travel via commercial transportation within CONUS)

Commander, Military Airlift Command, Scott AFB, IL (International travel via DOD owned and controlled airlift)

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commandant of the Marine Corps (Code LFS-2)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: 224 1781

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to the Commandant of the Marine Corps (Code LFS-2), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification and give some verbal information relating to commercial transportation furnished or Military Airlift Command (MAC) transportation arrangements on a space required or space available basis.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the

individuals concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual requesting access; notification of personal clearance from the SYSMANAGER research notes/ documents from records custodians.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00006

SYSTEM NAME:

Dealer's Record of Sale of Rifle or Pistol, State of California

SYSTEM LOCATION:

Each Marine Corps Activity in California

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authorized Marine Corps Exchange patrons who purchase a rifle or pistol from the Exchange.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual identifying information including height, weight, color of hair and eyes, if purchaser is a citizen, if the purchaser has been convicted of a felony, or if the purchaser is addicted to use of narcotics, the individual's occupation, and descent.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of rifle and pistol sales made by Marine Corps Exchanges in California as required by the State of California.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

In paper records in file folders.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Records are maintained in locked filing cabinets within locked offices of buildings. Records are accessible only to authorized personnel only.

RETENTION AND DISPOSAL:

Records are maintained for five years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized. System managed by local commanders.

NOTIFICATION PROCEDURE:

Correspondence pertaining to records maintained by local commands may be addressed to the Commanding Officer of the activity concerned.

RECORD ACCESS PROCEDURES:

Information may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00011

SYSTEM NAME:

Marine Corps Exchange Vendor Directory

SYSTEM LOCATION:

All Marine Corps commands which operate a Marine Corps Exchange.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All vendor's names and addresses actively engaged in business with the local exchange.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains vender names and addresses; freight information, delivery and discount terms for remittance and payment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code 7601

PURPOSE(S):

To provide a record of vendors for use by Marine Corps Exchange officials for ordering, freight and delivery information, discount terms, billing and remittance.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Mechanized print-outs and computer discettes.

RETRIEVABILITY:

Filed in computer and/or discettes by permanently assigned 6 digit file numbers.

SAFEGUARDS:

Records are maintained in areas accessible only authorized personnel on a need to know basis.

RETENTION AND DISPOSAL:

Records are permanent; updated as necessary. Held until vendor is no longer actively engaged in business with Exchange, then record is eliminated and/or cleaned off discette.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized system managed by local commanders. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Correspondence pertaining to records maintained by local commands may be addressed to the Commanding Officer of the activity concerned.

RECORD ACCESS PROCEDURES:

Information may be obtained by contacting SYSMANAGER. Requests should contain the full name of the requester and the basis of the request.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained by contacting the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Notification from applicable vendors, correspondence and agreements originating between vendor and Exchange Procurement Activity.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00012

SYSTEM NAME:

Licensing Procedures For Military Motor Vehicles

SYSTEM LOCATION:

All Marine Corps motor vehicle licensing facilities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and DOD civilian employees required to operate a government-owned or controlled motor vehicle including nonappropriated fund vehicles.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain information on each individual's driving experience, who applies for a Government Operators Permit to include traffic accidents involved in, any refusal, suspension or revocation of State Operator's License, all violations of traffic regulations (other than overtime parking) for which he has been found guilty, misrepresentation or failure to report these, and results of physical examinations.

DD Form 1360 - Operators Qualifications and Record of Licensing, Examination and Performance
NAVFAC 9-11240/11 - Checklist and Scoresheet for Road Test in Traffic
SF 46 - U.S. Government Motor Vehicle Operator's Identification Card
DOT Form HS 1047 - Request For Search of National Drivers Register
DOT Form 1054 - Report of Inquiry Searched

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of Marine Corps personnel driver qualifications for use by Marine Corps officials and employees in issuing military motor vehicle identification cards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed in alphabetical order by last name of applicant.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Copies are normally held for 3 years and are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief of Staff for Installations and Logistics, Headquarters, U.S. Marine C , D. C. Decentralized system managed by local commands.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Headquarters, U.S. Marine Corps(Code LME)
Room 400, Commonwealth Building
Arlington, VA 22209
Area Code 202/695-3460

Correspondence pertaining to records maintained by local commands may be addressed to the commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

RECORD ACCESS PROCEDURES:

Requests from individual should be addressed to the Commandant of the Marine Corps (Code LME), Headquarters, U.S. Marine Corps, Washington, D.C. 20380; SYSMANAGER of activity concerned.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual information is taken from NAVMC 10964, Licensing Application, civil authorities, Provost Marshal's office, service record, organization commanders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00013

SYSTEM NAME:

Individual Uniform Clothing Records

SYSTEM LOCATION:

All Marine Corps activities, but records limited to individuals having received clothing through that activity.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel of the Marine Corps, Marine Corps Reserve, Navy Corpsmen authorized to wear Marine Corps uniforms, candidates of officer procurement programs of the Marine Corps (including Marine option NROTC), former Marines authorized to purchase Marine Corps uniforms Marine Corps clothing stocks.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain listings of individual uniform clothing issued in-kind and clothing sold to individuals on a cash basis, mail-order basis or pay checkage basis.

NAVMC 604 - Individual Clothing Requisition and Issue Slip (Men's)
NAVMC 604b - Individual Clothing Requisition and Issue Slip (Women's)
NAVMC 604a - Transmittal of Clothing Issue Slips
NAVMC 10710 - Men's Individual Clothing Request
NAVMC l0711 - Women's Individual Clothing Request
NAVMC 631 - Individual Clothing Record (Men's)
NAVMC 631a - Individual Clothing Record (Women's)
DD Form 358 - Special Measurement Blank - Clothing - (Men's)
DD Form 1111 - Armed Forces Measurement Blank - Special Sized/ Clothing-(Women's)
DD Form 150 - Special Measurement Blank for Measurement/Orthopedic Boots and Shoes
DD Form 1348 - DoD Single Line Item Requisition System Document (Manual)
SF 344 - GSA Multi-use Standard Requisitioning/Issue System Document
Naval messages/speedletters when used in lieu of routine MILSTRIP procedures.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10113 of 24 February 1950

PURPOSE(S):

To provide a record of clothing issued or sold from Marine Corps stocks to personnel for use in the management of stock by officials and employees of the Marine Corps.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

May be filed for retrieval by either name or SSN, or when used as a substantiating document for issues/ sales at a retail clothing outlet, files are primarily in transaction document number sequence.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Three years when used to substantiate issues under the Clothing Monetary Allowance System.

As required when used to substantiate financial/pay checkage transactions.

Until individual uniform clothing items issued in kind to members of the Marine Corps Reserve are recovered upon separation.

Three years following detachment from duty for which an issue of supplementary uniforms was authorized.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized system - managed by local command.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commandant of the Marine Corps (Code LMP)
Room 378, Commonwealth Building
Arlington, Virginia 22209
Telephone Area Code: 202/694/1775

Correspondence pertaining to records maintained by local commands may be addressed to the commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Information required from requester:
Full name
SSN
Military status
Current address
Specifics of information desired

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant of the Marine Corps (Code LMP), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual information, Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00014

SYSTEM NAME:

Exchange Privilege Authorization Log

SYSTEM LOCATION:

Organized Marine Corps Reserve Units.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any member of the Organized Marine Corps Reserve unit who becomes eligible for exchange privileges as a result of attending drills with that unit in accordance with current regulations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Log contains a list by name of individuals who are issued exchange privilege authorization letters. The list is maintained on a quarterly basis.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of personnel authorized to use exchanges for use in the management and administration of the exchanges by Commanding Officers and Inspector-Instructor of Reserve units.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper bound log book on paper - letters issued to individual Reserves.

RETRIEVABILITY:

Alphabetically by last name for each fiscal quarter. Personnel who join during the quarter are added to the list as they become eligible for exchange privileges.

SAFEGUARDS:

The log is maintained in an area accessible only to authorized personnel. This area is locked during non-working hours. A guard is located in the general vicinity.

RETENTION AND DISPOSAL:

The log will be destroyed one year from the end of the calendar year for which entries are made.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector-Instructor of Organized Marine Corps Reserve unit.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 2l4 and drivers license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Monthly drill attendance records of Organized Marine Corps Reserve unit.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MIL00015

SYSTEM NAME:

Housing Referral Services Records System

SYSTEM LOCATION:

All Marine Corps installations with housing referral offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel reporting to an installation who will be residing off base desirous of seeking off base housing.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information is collected on DD Form 1668 from all military personnel reporting to a housing referral office as pertains to name, grade, branch of service, organization and location, local address, housing needs, e.g. rental/sale, number of bedrooms, furnished/unfurnished, price range etc., number of dependents, male or female, and age. A list of housing referral services provided and identification of member of racial or ethnic minority groups. Individuals provided referral assistance must in turn provide notification of housing selection by use of DD Form 1670 which includes such information as type of housing selected, e.g., location, temporary/permanent, rental/sale, cost, number of bedrooms, media through which housing was found, e.g., housing referral, realtor, newspaper, etc., and satisfaction with selection, e.g,. too small, too far, discrimination encountered, and satisfaction with housing referral services provided.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301: Title 10, U.S. Code 5031

PURPOSE(S):

To provide data used by Marine Corps officials and employees in assisting and counseling individuals in locating suitable housing off base, for follow-up action when written notification is not provided by individuals as to ultimate housing locations, and to maintain record of availability of rental units and follow-up action regarding tenant/landlord complaints.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Referral offices use data to assist and counsel individuals in locating suitable housing off base, used for follow-up purposes when written notification from individual is not provided as to ultimate location of housing, used for purposes of reporting statistics on field activity housing referral services, used to follow-up on availability of rental unit subsequent to occupant's receipt of PCS orders, and follow-up regarding tenant/landlord complaints.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Housing files within the housing referral or housing office, used solely within the housing organization and protected by military installation's security measures. Individual may upon request have access to all such data.

RETENTION AND DISPOSAL:

Data is retained until individual's tour is completed and subsequently disposed of according to local records disposition instructions.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Code LFF-3), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Records are maintained by housing referral offices at the Marine Corps activity responsible for providing referral services for military personnel in the area. Individual may request access to records upon proof of identity (ID card).

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from installation family housing office.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting and appealing initial determinations by the individual may be obtained from the installation family housing office.

RECORD SOURCE CATEGORIES:

Data collected from each applicable individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MIL00016

SYSTEM NAME:

Depot Maintenance Management Subsystem (DMMS)

SYSTEM LOCATION:

Marine Corps Logistics Support Base, Albany, Georgia 31704
Marine Corps Logistics Support Base, Barstow, California 92311

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military or civilian employee of USMC Depot Maintenance Activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains individual's Personal History File, Labor Distribution Reports, Time and Attendance Reports and Payroll Reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record for payroll support and cost accounting for use by Marine Corps officials and employees in monitoring labor distribution.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Congress of the U.S.-The Senate or House of Representatives of the U.S. or any committee or subcommittee thereof; any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

Treasury Department-To officials and employees of the Treasury Department on matters relating to pay as required in the performance of their official duties.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and discs, computer paper printouts and microfiche.

RETRIEVABILITY:

Filed by employee badge number.

SAFEGUARDS:

Buildings have security personnel. Records are maintained in areas accessible to authorized personnel that are properly screened.

RETENTION AND DISPOSAL:

Records are maintained until end of calendar year in which employee has worked. At the end of one year, the computer magnetic tapes and discs are erased and paper printouts are destroyed by shredding. Microfiche is destroyed by burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Code LMM), Headquarters, U.S. Marine Corps, Washington, D.C. 20380
CG, Marine Corps Logistics Support Base, Albany, Georgia 31704
CG, Marine Corps Logistics Support Base, Barstow, California 93211

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commandant of the Marine Corps (Code LMM), Headquarters, U.S. Marine Corps, Washington, D.C. 20380
CG, Marine Corps Logistics Support Base, Albany, Georgia 31704
CG, Marine Corps Logistics Support Base, Barstow, California 92311

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Commanding General, Marine Corps Logistics Support Base, Albany, Georgia 31704 or Commanding General, Marine Corps Logistics Support Base, Barstow, California 92311.

Written requests for information should contain the full name of the individual, current address, telephone number.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, social security card, etc.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Automated system interfaces.

Application and related forms from the individual requesting employment.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00017

SYSTEM NAME:

Transportation Data Financial Management System (TDFMS)

SYSTEM LOCATION:

Commanding General (Code A470), Marine Corps Logistics Support Base, Albany, Georgia 31704

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps active duty, reserve, retired personnel, federal Civil Service employees of the Marine Corps and their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

The TDFMS Master Files consist of a complete automated record for all Marine Corps active duty, reserve and retired personnel, federal Civil Service employees of the Marine Corps and their dependents concerning the movement of household goods, personal effects and passenger or personnel transportation by rail, bus, air or other means involving expenditures of Marine Corps funds.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 37, U.S. Code/Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record for analysis and research for budget forecasting, certification and expenditure of Marine Corps funds and identification of movement of material by weight for payment of transportation charges on personal property and personnel. 4600

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly established local, state, and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - The Senate or the House of Representatives of the U.S. or any subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and discs, computer printouts, microfiche and microfilm.

RETRIEVABILITY:

Information is accessed and retrieved by name, social security number, etc. Conventional and computerized indices are required to retrieve individual records from the system.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are maintained until statute of limitation has expired and/or litigation is concluded.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps (Code LFS), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commanding General (Code A470)
Marine Corps Logistics Support Base
Albany, Georgia 31704
Telephone: Area Code 912/439-5674/5675/5676/5677

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to the address listed under the heading LOCATION.

Written requests for information should contain social security number, full name and current address, Government Bill of Lading number (if known), date of shipment or move of household goods.

For personal visits, the individual should be able to provide positive personal identification, such as valid military identification card, drivers license, etc.

CONTESTING RECORD PROCEDURES:

The rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Government and commercial carriers.

Installation Transporation Officers.

Authorized order writing activities.

Paying or disbursing officers.

Marine Corps Manpower Management System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MIL00018

SYSTEM NAME:

Organization Clothing Control File

SYSTEM LOCATION:

Depot Property Control Branch, Marine Corps Recruit Depots

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Drill Instructors, Marksmanship Instructors, Women Marine Special Subject Instructors and Band members.

CATEGORIES OF RECORDS IN THE SYSTEM:

Combined Individual Clothing Requisition and Issue Slip, NAVMC 604 Form.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To maintain records of organizational clothing issued to authorized personnel until items have been returned.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of Marine concerned.

SAFEGUARDS:

Records are maintained in filing cabinet in a locked building.

RETENTION AND DISPOSAL:

Records are maintained until items of organizational clothing are returned.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding General, Marine Corps Recruit Depots

NOTIFICATION PROCEDURE:

Information may be obtained from:
Depot Supply Officer
Depot Service and Supply Department
Marine Corps Recruit Depot
Parris Island, South Carolina 29905 or
San Diego, California 92140

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Depot Supply Officer, Depot Services and Supply Department, Marine Corps Recruit Depot, Parris Island, SC 29905 or San Diego, CA 92140.

Written requests for information should contain the full name, social security number and current address of the individual concerned.

For personal visits, the individual should be able to provide a military identification card.

CONTESTING RECORD PROCEDURES:

The Depot's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Provided by the authorized individual's request NAVMC 604 to be issued items of Organizational Clothing.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MIL00019

SYSTEM NAME:

Equipment and Weapons Receipt or Custody Files

SYSTEM LOCATION:

System is decentralized. Records are maintained at Marine Corps commands, organizations, or activities that issue said equipment or weapons.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

System contains name, rank, social security number, unit address, and date.

CATEGORIES OF RECORDS IN THE SYSTEM:

This file contains name, rank, social security number, itemized list of equipment issued, date issued, and possibly unit and section/Department to which assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of individuals who have government property in their possession for use in the management of that property.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in binder, file folder, box, vertical card file, or index cards.

RETRIEVABILITY:

Records are filed alphabetically by name.

SAFEGUARDS:

After working hours, the office and building are locked. A guard is located in the general vicinity.

RETENTION AND DISPOSAL:

These records are destroyed upon the return of the property listed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity.

NOTIFICATION PROCEDURE:

Write or vist SYSMANAGER. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and drivers license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is entered by visual certification of property, issued and identification presented by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MIL00021

SYSTEM NAME:

Working Files, Division Supply Sections and Wing Supply Sections

SYSTEM LOCATION:

Division Supply Section, Regiments, Battalions, Separate Companies

Wing Supply Sections, Groups, Separate Squadrons

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel responsible for government property, reimbursing government for damages/loss of property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Equipment Custody Records (ECR) - This file contains the date, voucher number, remarks, quantity, signature, control number, description and unit.

Memorandum Receipt for Individual/ Garrison Equipment (IMR) - This file includes the name, grade, SSN, date, organization, signature and unit.

Memorandum Receipt for Individual Weapons and Accessories - This file includes the name, grade, SSN, organization, signature and unit.

Personal Effects Log - This file includes the date, name, SSN,grade and signature.

Letter of Appointment/Authorization - These files include the date, name, grade, SSN, description of duties/ authorizations and sample signature.

Voucher Files - Cash Collection - This file includes the name, grade, SSN, unit, description of sales and signature.

Voucher Files - Investigations - This file includes the name, grade, SSN of investigating officer, subject, serial number, date investigation received, date sent to unit for correction (if applicable), due date to be returned and remarks. File also contains a copy of the investigation.

Special Order Clothing - This file includes the name, rank, SSN, msg number, individual unit, and remarks regarding receipt of clothing.

Base Property Log - Contains a list of names of personnel who have lost and paid for government property.

Serialized Blank Forms Register - Contains a listing of personnel by name who issue/receive serialized blank forms.

Quarterly Inventory of Sets, Chests and Kits - Contains a file of inventories made on contents of sets, chests and kits including the name, rank and SSN of the individual inventorying property.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record, by units, of supplies, property and responsible property management personnel for maintenance and accountability of government property.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

ECR - Vertical file cards

IMR; Individual Weapons and Accessories, Special Clothing - card file

Personal Effects; Investigation; Base Property Log; Serialized Blank Forms Register-Log Book

Letters of Appointment/ Authorization; Voucher Files, investigations; Quarterly i s of Sets, Chests and Kits - paper records in file folders.

RETRIEVABILITY:

ECR - filed by unit or responsible officer

IMR; Individual Weapons and Accessories; Special Clothing - filed alphabetically by name.

Personal Effects, Investigation Log; Letter of Appointment/Authorization; Voucher Files; Base Property Log; Serialized Blank Form Register; Quarterly Inventory of Sets, Chests and Kits - as it occurs by name.

SAFEGUARDS:

IMR; Individual Weapons and Accessories Records - maintained in secured area within armories accessible only to personnel authorized to be in the area.

ECR; Personal Effects Log; Letters of Authority; Voucher Files; Investigations; Special Clothing; Base Property Log; Serialized Blank Forms Register; Quarterly Inventory of Sets, Chests and Kits - Personnel within supply/S-4 sections authorized access, no special safeguard implemented.

RETENTION AND DISPOSAL:

ECR; IMR; Weapons Custody Reocrds; Special Clothing retain until accountable balance is zero.

Personal Effects Log; Quarterly Inventory of Sets, Chests and Kits - one year.

Letters of Appointment/Authorization - five (5) years.

Voucher Files; Investigation Log; Base Property Log; Serialized Blank Forms - two years.

All files may be dstroyed after being maintained the required timeframe.

Investigations - Two years after the end of the fiscal year in which the investigation was completed.

SYSTEM MANAGER(S) AND ADDRESS:

Division Supply Officers, Marine Corps Division; Wing Supply Officers, Marine Corps Aircraft Wings. See Directory of Department of the Navy Activities for mailing address.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from SYSMANAGER.

Written requests for information should contain the full name, grade and SSN of the individual as well as the unit to which he is/was attached which would reflect information pertaining to him.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual and/or individual's SRB or OQR or other listing unit may have which contains required information.

Incoming messages for Special Order Clothing.

Base Locator.

Completed investigations submitted.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MIL00022

SYSTEM NAME:

Delinquent Clothing Alteration List

SYSTEM LOCATION:

System is decentralized. Records are maintained at Marine Corps commands, organizations, or activities that alter clothing.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

List of personnel who have failed to pick up altered clothing.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains an alphabetical listing of personnel who have failed to pick up clothing which has been altered for them.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of personnel who have altered uniforms ready for pick up for use by the Clothing Branch Officer in notifying personnel of such delinquent pick up.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards/file folders.

RETRIEVABILITY:

Alphabetical by unit assigned.

SAFEGUARDS:

After working hours, the office and building are locked. Guards are located in the general vicinity.

RETENTION AND DISPOSAL:

Maintained for two years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Clothing officer of the activity concerned.

NOTIFICATION PROCEDURE:

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are listed in the Navy Standard Distribution List (OPNAV P09B3-107).

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to the Commanding Officer of the activity concerned. Activity addresses are as reported in the Navy Standard Distribution List.

Written requests should include name and social security number.

Personal visits may be made to the installation in question.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules appealing may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Cards filled out by personnel when leaving clothing for alteration.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MIN00001

SYSTEM NAME:

Personnel Security Eligibility and Access Information System.

SYSTEM LOCATION:

Primary system - Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Secondary system - Local activity to which individual is assigned (See list of Marine Corps Activities, MCO P5400.6).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the U.S. Marine Corps and Marine Corps Reserve, former members, applicants for enlistment or commissioning, Marine Corps civilian employees, and o s whose status or position effects the security, order, or discipline of the Marine Corps.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain reports of personnel security investigations, criminal investigations, counterintelligence investigations, correspondence, records and information pertinent to an individual's acceptance and retention, personnel security clearance and access, assignment to personnel reliability programs and other high risk or compartmented information programs requiring personnel quality control.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of individuals eligible for assignment to personnel reliability programs and other high risk or compartmental information programs requiring personnel quality control.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

State and local government agencies in the performance of their official duties.

Officials and employees of other agencies of the Executive Branch of the government, upon request, in the performance of their official duties.

Senate or the House of Representatives of the United States or any committee or subcommittee thereof, requiring disclosure of the files or records of individuals covered by this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and index cards. Some information is contained in automated files or on computer tapes.

RETRIEVABILITY:

Filed alphabetically by last name of individual or by social security number.

SAFEGUARDS:

Stored in locked safes or cabinets. File areas are accessible only to authorized persons who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records and portions thereof vary in period of time retained. Records are retained and disposed of in accordance with Department regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Decentralized system managed by local command.

NOTIFICATION PROCEDURE:

Requests by correspondence should be address to Commandant of the Marine Corps (ATTN: Privacy Act Coordinator), Headquarters, U.S. Marine Corps, Washington, D.C. 20380 or in accordance with the list of Marine Corps activities. The letter should contain full name, social security number, status, address and notarized signature of the requester. The individual may visit Headquarters, U.S. Marine Corps Arlington Annex, (FOB 2), Washington, D.C. for assistance with records located in that building or any Marine Corps activity for access to locally maintained records. Prior written notification of personal visits are required to ensure that all parts of the records will be available at the time of the visit. Proof of identity will be required and will consist of a military identification card, driver's license or similar picture-bearing identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the U.S. Marine Corps, Departments of the Navy and Defense and other departments and agencies of the Executive Branch of government, and componenets thereof, in performance of their official duties and as specified by current instructions and regualtions promulgated by competent authority. Civilian and military investigative reports. Federal, state, and local court documents. Fingerprint cards. Official correspondence concerning individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5, U.S. Code 552a (k)(2), (3), and (5) as applicable. For additional information contact the SYSMANAGER.

MIN00002

SYSTEM NAME:

POW/MIA Intelligence Analysis and Debrief Files

SYSTEM LOCATION:

Primary system - Headquarters, U.S. Marine Corps, Washington, D.C. 20380. Major Marine Corps commands maintain derivative files.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the U.S. Marine Corps or Marine Corps Reserve either currently or previous prisoner of war (POW), detained by hostile forces or declared missing in action (MIA).

CATEGORIES OF RECORDS IN THE SYSTEM:

Narrative of loss incident; investigations regarding loss incident; casualty reports intelligence reports possible identifying subject; articles, statements, lists and photographs published in world news media or broadcast over hostile public radio; portions of official debriefings or debriefing summaries; and analytical evaluations of information contained in file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301 Departmental Regulations;Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of information collected on individuals classified as prisoners of war or missing in action until their return to military control or otherwise change of status.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Senate or the House of Representatives of the United States or any committees or subcommittees thereof, requiring disclosure of the files or records of individuals connected with this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; photographs, film and tape recordings.

RETRIEVABILITY:

Filed alphabetically by last name of the individual.

SAFEGUARDS:

Secured in GSA approved security containers within locked office spaces. Access is granted only to those authorized persons who are properly cleared and having a need-to-know.

RETENTION AND DISPOSAL:

Records maintained within Marine Corps Intelligence Division as long as individual's status remains POW/MIA. Record is retired to Marine Corps Historical Division two years after return to U. S. control or when status is changed to KIA/KIA-BNR.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Code INTC, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Other records of the activity; investigators; witnesses; correspondents; intelligence reports from the services, Defense Intelligence Agency, Central Intelligence Agency, State Department and other government agencies; Foreign Broadcast Information Service; newspapers; magazines; television; radio; and movies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MJA00001

SYSTEM NAME:

Business Complaint File

SYSTEM LOCATION:

Legal office or Office of the Staff Judge Advocate at all Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Businesses which have generated complaints by clients at Legal Assistance Office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Affidavits of individuals involved in incidents which give rise to such complaints.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of business complaints for use in resolution of problems by legal assistance officers or for forwarding to the appropriate attorney general's office and/or Armed Forces Disciplinary Control Board.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by Legal Assistance Officers to resolve problem locally or forwarded to the appropriate attorney general's office and/or Armed Forces Disciplinary Control Board as appropriate for settlement of complaint.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Arranged by type of business and alphabetically by name of the business within types. Requires conventional indices for retrievability.

SAFEGUARDS:

Maintained in locked building.

RETENTION AND DISPOSAL:

Maintained locally so long as file is active, or two years if inactive. Not transferred. Destroyed by discard in military trash system.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Judge Advocate/legal officer of the local Marine Corps activity concerned.

NOTIFICATION PROCEDURE:

Requests for information should be addressed to the Systems Manager. Requester may also visit office. Military ID card or other suitable identification will be required.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual complainants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MJA00002

SYSTEM NAME:

General Correspondence Files for Legal Administration

SYSTEM LOCATION:

All Marine Corps activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

File contains information on individuals who have appealed Article 15 punishment and traffic court rulings; have been referred to a court-martial (awaiting special or general court-martial); have been confined at a Correctional Facility in excess of 30 days; lawyers assigned to be on call for a given period; officers punished under Article 15, Uniform Code of Military Justice; individuals selected to sit as members of a court-martial. File covers individuals who have been recommended for administrative discharge whose cases have been reviewed by Staff Judge Advocate, individuals served with civil process, and other individuals (military and civilian) requesting assistance in legal related problems.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information relating to nonjudicial punishment appeals, the reason for the appeal and the response of the officer appealed; traffic court appeals; counsel assignments to individual referred to a court-martial; weekly case listings including type of offense, counsel assigned and dates pertaining to each case; excess 30 day pretrial confinement letters including the approval/disapproval by the CG for extending the period of confinement; duty lawyer roster; officer's punishment including offense, punishment and statement of desire to appeal or not; weekly docket list; and court-martial members questionnaire including age, duty assignment, summary of past duties, martial status, children, and matters pertaining to past schooling, assignments, name, rank and social security number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code 801, et.seq., Title 5, U.S. Code 301

PURPOSE(S):

To provide a record on legal matters for use by Marine Corps Staff Judge Advocates and other legal personnel in addressing legal matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - by officials duly established local, state, and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - by the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within the jurisdiction requiring disclosure of the files of the system.

The Comptroller General of the U.S. - by the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders and card files.

RETRIEVABILITY:

Alphabetically.

SAFEGUARDS:

Kept behind locked doors with security guard in building at night.

RETENTION AND DISPOSAL:

Most records are retained for two years. Duty lawyer rosters and weekly docket lists are retained for one year. All records are destroyed at the end of the retention period.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity concerned. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Requests should be addressed to the SYSMANAGER. Requester should supply full name and social security number.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed to the commanding officer of the activity concerned. Written requests for information should containd full name and grade of the individual.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the

RECORD SOURCE CATEGORIES:

Individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00003

SYSTEM NAME:

Magistrate Court Case Files

SYSTEM LOCATION:

All Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilians pending and tried by the assigned Federal magistrate for crimes committed on military reservation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigative reports, complaints, summons and warrants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 18, U.S. Code 3041; Title 5, U.S. Code 301

PURPOSE(S):

To provide a record of summons, warrants, investigative reports and complaints for use by military prosecutors in the preparation of cases of trial.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name. Conventional indices are required for retrieval.

SAFEGUARDS:

Maintained in file cabinet in locked building.

RETENTION AND DISPOSAL:

Retained and destroyed in accordance with SECNAVINST 5212.5B.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of activity concerned. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Individual is personally served with a subpoena and is shown the file. Requires name for entry.

RECORD ACCESS PROCEDURES:

Contact SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Law enforcement reports, bad check transmittal letters from Government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00004

SYSTEM NAME:

In Hands of Civil Authorities Case Files

SYSTEM LOCATION:

All Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel who are in hands of civial authorities or have charges pending against them by civil authorities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Civil court documents, advise to respondent, health statements/certificates, written agreement releasing the Marine to civilian authorities and supporting documents pertaining to individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code 814; Title 5, U.S. Code 301

PURPOSE(S):

To provide a record of Marines in the hands of civil authorities for use in the administrative processing of such individuals

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual by calendar year in which processing is completed.

SAFEGUARDS:

Files are stored in filing cabinets accessible only to authorized personnel. Doors are locked and full-time security guards are employed after normal working hours.

RETENTION AND DISPOSAL:

On discharge personnel, record incorporated into administrative discharge file. Others retained for two years after completion of calendar year in which processed, then destroyed in accordance with the Navy and Marine Corps Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Judge Advocate or legal officer of the activity concerned.

NOTIFICATION PROCEDURE:

Requests should be addressed to the SYSMANAGER. Requester must be able to provide satisfactory identifying information.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Warrant for arrest, service records, health records, civil court documents, law enforcement personnel and various DOD agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00005

SYSTEM NAME:

Financial Assistance/Indebtedness/ Credit Inquiry Files

SYSTEM LOCATION:

All Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marines identified as owing debts and/or having dependents requiring financial aid.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, rank, social security number, military ocupational specialty component, marital and dependency status and supporting documents pertaining to indebtedness, financial assistance and credit inquiries.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.Code 5031

PURPOSE(S):

To provide a record of Marines identified as owing debts or having need for financial aid for use in processing correspondence relating to financial assistance, credit inquiry or indebtedness.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Records are retrieved by name and social security number of the individual concerned.

SAFEGUARDS:

File accessible only to authorized personnel in the execution of their official duties. Maintained in locked building with full time duty personnel present during non-working hours.

RETENTION AND DISPOSAL:

Retained for two years and disposed of in accordance with Navy and Marine Corps Records Disposal Instructions.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding oficer of activity concerned . See Directory of Department of Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Requests should be addressed to the SYSMANAGER. Requester must be able to provide satisfactory identifying information.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Previous and current commanders, private individuals and commercial creditors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MJA00009

SYSTEM NAME:

Marine Corps Command Legal Files

SYSTEM LOCATION:

All Marine Corps commands whose commander or officer in charge has the authority to convene a special court-martial (See Title 10, U.S. Code 826 and list of activities in the Directory of Department of the Navay Activities).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of the Department of Defense or guests who have visited Marine Corps installations who have allegedly committed criminal offenses aboard a military installation or whose condect has been subject to investigation.

Any Marine or Navy service member who is the subject of the disciplinary action under the provisions of the Uniform Code of Military Justice (Title 10, U.S. Code 801) who has been the subject of administrative discharge action pursuant to the provisions of Marine Corps Order P1900.16); or who has been the subject of an investigation (JAG Manual investigations) convened pursuant to the provisions of the Uniform Code of Military Justice or the Manual of the Judge Advocate General (JAG Instruction 5800.7) or any other type of investigation or inquiry.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of disciplinary proceedings, including courts-martial records and records of non-judicial punishments with supporting documents, military justice management information pre-post trial (e.g., courts-martial docketing logs, reports of cases tried, etc.), pre-disciplinary inquiries and investigations and documentation pertaining to post-hearing/trial review, clemency action, appellate leave or other personnel action related to or resulting from courts-martial, JAG Manual investigations pertaining to claims, line of duty misconduct determinations, command irregularities, and unusual incidents or accidents with supporting documentation and post-investigation review and actions. Inquiries made into incidents or situations which result in disbarment of an individual or from

entry upon a military installation, referral to base traffic court or civilian, federal, state or local judicial or law enforcement authorities. Recommendations for administrative discharge with supporting documentation, including records of any hearing held and any review or other action taken with respect to the discharge recommendations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 801, et. seq.; Title 18, U.S. Code 382

PURPOSE(S):

To provide a record of actions for use by commanding officers or officers in charge who have authority to convene a special court-martial. The records are used as required to initiate, refer or complete appropriate disciplinary proceedings.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by name of service member involved or chronologically with cross-reference to individual involved.

SAFEGUARDS:

Records are kept in either locked cabinets or guarded or locked buildings.

RETENTION AND DISPOSAL:

Two years or as provided in the Manual of the Judge Advocate General (JAG Instruction 5800.7).

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the unit concerned. See Directory of Department of the Navy Activities for addresses. If unit not known, information may be obtained from Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER. If unit concerned cannot be determined, information may be sought from Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380. Provide full name, social security number and military status. Proof of identity may be established by military identification card or DD-214 and driver's license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contest may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, witnesses to the incident in question or parties concerned therewith, officer investigating the incident, documents or items of real evidence, documents pertaining to the review, action or authorities charged with making a review or taking action.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MJA00010

SYSTEM NAME:

Unit Punishment Book

SYSTEM LOCATION:

All U.S. Marine Corps and U.S. Marine Corps Reserve units, whose commander has non-judicial punishment authority (See 10, U.S. Code 815).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any enlisted Marine who is charged with a violation of the Uniform Code of Military Justice.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, rank, social security number, military occupational specialty and unit of the individual, brief summary of the alleged offense including date, time and place. Acknowledgement of rights under Article 31, Uniform Code of Military Justice, and right to demand trial by courts-martial by the individual, record of specific punishment awarded or remarks as to disposition of charge. If punishment was awarded the individual will also acknowledge, in writing, his right to appeal.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code 815; Title 5, U.S. Code 301

PURPOSE(S):

To provide a record of nonjudicial punishments at Marine Corps commands used in the evaluation of conduct.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in loose leaf binder.

RETRIEVABILITY:

Alphabetically by last name and by year.

SAFEGUARDS:

Access limited to those with a need to know. Records kept in a locked cabinet or in a room which is locked.

RETENTION AND DISPOSAL:

3 years, destroyed by burning at end of period.

SYSTEM MANAGER(S) AND ADDRESS:

Unit Commanders of U.S. Marine Corps or U.S. Marine Corps Reserve units authorized to administer non-judicial punishment.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER. If unit imposing punishment cannot be determined, information may be sought from Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and driver's license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Verbal or written charge from individual subject to Uniform Code of Military Justice. Service record book of individual, nonjudicial punishment hearing.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MJA00012

SYSTEM NAME:

Individual Accounts of Mail Order Clothing (bill file)

SYSTEM LOCATION:

Clothing Section (MAU), Direct Support Stock Control Branch, Materiel Division, Marine Corps Logistics Support Base, Albany, Georgia 31704

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

File pertains to all Marine Corps personnel, active, reserve and retired who have a requirement and are authorized clothing, textiles and other related supplies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record includes individual's name, rank, SSN, military address, bill number, dollar amount of the shipment, shipping date and ZIP code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

NAVCOMPT Manual, Part C, Collection and Reporting of Debts Due the United States; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of debts owed through clothing mail order accounts for use in follow-up to such accounts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data is stored on magnetic tapes and computer paper printouts.

RETRIEVABILITY:

Data can be retrieved by account number, name and social security number.

SAFEGUARDS:

Computer printouts and source documents are retained in a single office accessible only to authorized personnel. Employees are properly trained in safeguarding information of a personal nature.

RETENTION AND DISPOSAL:

Computer records are retained until the bills are satisfied. Computer printouts and source documents are retained for a period of five years. Destruction of records is by mutilation.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding General, Marine Corps Logistics Support Base, Albany, Georgia 31704

NOTIFICATION PROCEDURE:

Information may be obtained from:
Clothing Section (MAU), Direct Support Stock Control Branch, Materiel Division
Marine Corps Logistics Support Base, Albany, Georgia 31704
Telephone: Area Code 912/439 5837

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to Clothing Section (MAU), Direct Stock Control Branch, Material DIvision, Marine Corps Logistics Support Base, Albany, Georgia 31704.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records, contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Accounting records of the Clothing Section, Direct Support Stock Control Branch, Marine Corps Logistics Support Base, Albany, Georgia, supplemented with information from the employing activity of the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00013

SYSTEM NAME:

Bad Checks/Withdrawal of Check Cashing Privileges Lists Lists

SYSTEM LOCATION:

Each Appropriated and Non-Appropriated Fund Activity having authority to accept personal checks from authorized patrons. Located at Headquarters, U.S. Marine Corps and each major Marine Corps installation listed in MCO P5400.6G.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel, active and retired; their authorized dependents and deceased military retirees; Marine Corps Exchange employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

File bulletins containing name, rank, social security number and expiration date of restriction of privileges and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 18, U.S. Code 13; Title 10, U.S. Code 801, et. seq.

PURPOSE(S):

To provide a record of individuals who have issued bad checks at Appropriated and Nonappropriated Fund Activities having authority to accept personal checks from authorized patrons. The records are used to protect activities from unnecessary losses and to initiate administrative or criminal actions due to bad check offenses.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in Rolodex or other appropriate file in check cashing area. Published bulletin is stored in directive system of organizations.

RETRIEVABILITY:

Alphabetical by name and social security number.

SAFEGUARDS:

Access limited. Secured in locked building during nonworking hours.

RETENTION AND DISPOSAL:

Destroyed when privileges are restored at the expiration of specified periods made known to the individual at the time privileges are revoked.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of activity concerned. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Inquire in person at the individual check cashing activity or to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Rules for access can be provided by the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Bad checks returned from the bank; notification from other commands, Federal Bureau of Investigation, Naval Investigative Service or other state, local or Federal investigative agencies or Treasury Department.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00014

SYSTEM NAME:

Confidential Statements of Employment/Financial Interests

SYSTEM LOCATION:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

ne Corps officers whose fitness reports are written by the Commandant of the Marine Corps and who are required to file confidential statements of 'Employment and Financial Interests' (DD Form 1555) in accordance with DOD Directive 5500.7 of 8 August l967.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains copies of the 'Confidential Statements of Employment and Financial Interests' (DD Form 1555), reviews thereof, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of employment and financial interests of certain Marine Corps Officers for use by the Commandant of the Marine Corps or his designee to ensure there is no conflict of interest.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder.

RETRIEVABILITY:

Alphabetical.

SAFEGUARDS:

The access to the files is limited.

The files are kept in a locked safe during non-business hours.

RETENTION AND DISPOSAL:

PerSecNav Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Judge Advocate Division
Headquarters, U.S. Marine Corps (Code JA)
Washington, D.C. 20380
Telephone:Area Code 202/694-2737

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: Commandant of the Marine Corps, Headquarters, U.S. Marine Corps (Code JA), Washington, D.C. 20380.

Written requests for information should contain the full name and grade of the individual concerned.

CONTESTING RECORD PROCEDURES:

The rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

DD Form 1555 submitted by individual concerned and correspondence from and to SYSMANAGER.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00016

SYSTEM NAME:

Judge Advocate Division 'D' Files

SYSTEM LOCATION:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps Judge Advocates currently on active duty, in a reserve capacity and those individuals who have been selected for accession into the Marine Corps as Judge Advocates or who are in the training cycle to become Judge Advocates.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains correspondence from the Judge Advocates and prospective Judge Advocates regarding requests for personnel actions such as transfer, school assignment, etc. Additionally, the file contains information pertaining to judge advocate qualifications such as schooling results, commendatory matters and derogatory matter which bears on the assignment and other personnel matters relating to judge advocates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of qualified judge advocates for use in transfer, school assignment and other personnel matters relating to judge advocates.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Alphabetical

SAFEGUARDS:

Access is limited.

The records are kept in file cabinets within a locked room.

RETENTION AND DISPOSAL:

PerSecNav Records Disposal Manual

SYSTEM MANAGER(S) AND ADDRESS:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Judge Advocate Division
Headquarters, U.S. Marine Corps (Code JA)
Washington, D. C. 20380
Telephone: Area Code 202/694-2737

RECORD ACCESS PROCEDURES:

Requests form individuals should be addressed to: Director, Judge Advocate Division, Headquarters, U. S. Marine Corps (Code JA), Washington, D.C. 20380.

Written requests should contain the full name and grade of the individual.

CONTESTING RECORD PROCEDURES:

The agencies rules for contesting contents and appealing initial determinations by the individuals

concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individuals.

Service records of the individuals involved.

Judge Advocates and Commanders of the individuals involved.

Schools from which the individuals have obtained their graduate or undergraduate degrees or currently in residence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00017

SYSTEM NAME:

JA Division, HQMC Correspondence Control Files

SYSTEM LOCATION:

The Commandant of the Marine Corps (Code JAC), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marines or former Marines who have been the subject of correspondence from a member of Congress, a high level official in the Federal executive branch, parents of such an individual, individual Marines or members of the general public which correspondence concerns legal matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the incoming correspondence, backup material used to respond to the correspondence, notes of the action officer and reply correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of action taken on all correspondence received by the Judge Advocate Division, Headquarters, Marine Corps on individual inquiries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Alphabetical by name of correspondent or name of Marine or former Marine who is the subject of the correspondence.

SAFEGUARDS:

Limited access on a need to know basis.

Maintained in a locked room.

RETENTION AND DISPOSAL:

PerSecNavRecords Disposal Manual

SYSTEM MANAGER(S) AND ADDRESS:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Judge Advocate Division
Headquarters, U.S. Marine Corps (Code JAC)
Washington, D.C. 20380
Telephone: Area Code 202/694-2737

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Director, Judge Advocate Division, Headquarters, U.S. Marine Corps (Code JAC), Washington, D.C. 20380.

Written requests for information should contain the full name and grade of the individual.

CONTESTING RECORD PROCEDURES:

The agencies rules for contesting and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Drafter of incoming correspondence.

Service records of the Marine concerning whom correspondence is written.

Information furnished from the command of the Marine concerned.

Information furnished from other involved Marine Commands or individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MJA00018

SYSTEM NAME:

Performance File

SYSTEM LOCATION:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The file pertains to all members of the Marine Corps on active duty or in a reserve status who are under investigation, indictment, or in the process of a criminal proceeding by military or civilian authorities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains information pertaining to civilian and military criminal matters including investigation reports, documents indicating court proceedings have begun and/or are in progress and post trial or investigative matters. Material is kept only until the procedure is finalized whether by conviction, acquittal, dismissal of the matter or by it's being dropped.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record on individuals under investigation, indictment, or in the process of a criminal proceeding for use in determining assignments, whether an individual selected for promotion should be promoted or held pending completion of criminal proceedings.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Alphabetical.

SAFEGUARDS:

Access is limited.

The file folders are stored in the file cabinets which are stored in a locked room during nonbusiness hours.

RETENTION AND DISPOSAL:

PerSecNav Records Disposal Manual

SYSTEM MANAGER(S) AND ADDRESS:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Director, Judge Advocate Divison
Headquarters, U.S. Marine Corps (Code JA)
Washington, D.C. 20380
Telephone: Area Code 202-694-2737

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Director, Judge Advocate Division, Headquarters, U.S. Marine Corps (Code JA), Washington, D.C. 20380.

Written requests for information should contain the full name and grade of the individual.

CONTESTING RECORD PROCEDURES:

The agencies rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Investigative records of arrest from civilian law enforcement sources.

Records of indictment of conviction from civilian law enforcement or judicial agencies.

Records of appellate and other post trial procedures received from civilian law enforcement and judicial agencies.

Records indicating apprehension or investigation by military authorities received from individuals command or other military agencies, law enforcement or command.

Records of court-martial, pre court-martial and post court-martial activities relating to the individual recieved from the individual's command.

Records of administrative eliminative processes conducted by military authorities received from the individual's command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00002

SYSTEM NAME:

Working Files, Inspection Division

SYSTEM LOCATION:

Headquarters, U.S. Marine Corps, Washington, D.C. 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the U.S. Marine Corps and Marine Corps Reserve; former members of the Marine Corps and Marine Corps Reserve; retired and temporarily retired members of the Marine Corps and Marine Corps Reserve; and members of the Fleet Marine Corps Reserve; military personnel.

Dependents of Marines and other family members with respect to matters pertaining to the individual Marine or former Marine.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information pertaining to identification, recruitment, enlistment, prior service, assignment, location addresses, promotions, reductions in rank, performance of duty, discipline, offenses and punishments under the Uniform Code of Military Justice, courts-martial, personal history, investigations, police and court records, civil arrests and convictions, official correspondence (includes internal Marine Corps and Department of the Navy correspondence, as well as correspondence with the Executive and Legislative branches of the federal government) and other correspondence (includes correspondence from Marines, their dependents and families, attorneys, doctors, educators, clergymen and members of the general public whether addressed directly to the Marine Corps or via third parties (president, congressmen, etc.)).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of investigations, allegations pertaining to request mast, maltreatment and harassment for use by officials of the Headquarters Inspection Division concerning inquiries on such matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of the files of the system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files as represented by card files and file folders. Files are stored in five drawer filing cabinets.

RETRIEVABILITY:

Files are accessed and retrieved by the name and card file number.

SAFEGUARDS:

Building where files are stored and maintained employs 24 hour security guards. Records are further stored in areas of controlled access and handled by personnel with a need to know in the execution of their official duties.

RETENTION AND DISPOSAL:

Congressional, military and civilian inquiry files are retained three years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code IGA)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202/694-1324

RECORD ACCESS PROCEDURES:

Requests from individuals desiring information may be addressed to: The Commandant of the Marine Corps (Code IGA), Headquarters, U.S. Marine Corps, Washington, D.C. 20380. However, final determination as to whether any information will be released or made available will be controlled by the SYSMANAGER.

Written requests for information should contain the full name of the individual and his social security number or former military service number. The following information will also be helpful in locating some records; Military rank and occupational specialty, dates and places of service, and any special correspondence previously received or sent.

For personal visits, an individual may visit the Inspection Division, Headquarters, U.S. Marine Corps, Federal Building ¿2, Washington, D.C. 20380. However, final determination as to whether any information will be released or made available will be controlled by the SYSMANAGER.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification, such as driver's license, social security card, medicare, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code IG), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the Marine Corps Manpower Management System; the Joint Uniform

Military Pay System; Marine Corps Military Personnel Records to include the Service Record Book and Officer Qualification Record; Military Medical Records; Staff elements and subdivisions of Headquarters, U.S. Marine Corps; Marine Corps field commands, organizatons and activities; other components of the Department of Defense; Agencies of Federal, State and local government; private citizens provided as character references by the individual; investigations related to disciplinary proceedings; and correspondence of private citizens addressed directly to the Marine Corps or via third parties such as members of Congress and other government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00003

SYSTEM NAME:

Activity Check In/Check Out File

SYSTEM LOCATION:

May be located at any U.S. Marine Corps or U.S. Marine Corps Reserve activity.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the activity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Date reported and verification of check-in - check-out procedure.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of members reporting to or leaving a unit for use in tracking property belonging to the unit.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

On paper in files or on clipboard.

RETRIEVABILITY:

Alphabetically by last name.

SAFEGUARDS:

Access limited to activity personnel in the performance of their official duties.

After working hours, the office and building are locked. A guard is located in the general vicinity.

RETENTION AND DISPOSAL:

Retained for 6 months after action has been completed.

SYSTEM MANAGER(S) AND ADDRESS:

Activity commander.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER. Provide full name, social security number, and military status. Proof of identity may be established by military identifcation card or DD-214 and driver's license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Service records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00004

SYSTEM NAME:

Adjutant Services Section Discharge Working Files

SYSTEM LOCATION:

Adjutant Services Section, Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members and former members of the Marine Corps and Marine Corps Reserve. Some information about dependents and other members of families or former families of Marine Corps personnel may be included in files pertaining to the Marine. Inquiries from the general public, whether addressed directly to Base or received via a third party, may be retained together with information obtained in the course of completing required action or in preparing a response.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain information pertaining to identification; prior service; location and addresses; prior and present marital status, dissolution of prior marriages, birth and death status, adoption of children, financial responsibility, child support, medical information, personal financial records, residence, basic allowance for quarters, leave and liberty, financial assistance, extensions of emergency leave, medical bills and determinations of dependency status as pertain to discharges; investigative reports, prior and present disciplinary status, financial responsiblity, conduct and personal history, police reports, correction of naval records, veterans rights, benefits and privileges, preseparation counseling and civil readjustment as they pertain to unsuitability, unfitness and misconduct discharges; financial status, college acceptance and residence as they pertain to early separation to attend college or trade school; religious beliefs and practices pertaining to applications for conscientious objector status; official correspondence (including correspondence from Marines, their families, attorneys, doctors, clergymen, administrators/executors/guardians of estates, American Red Cross and other welfare agencies and the general public, whether addressed directly to the Marine Corps or via third parties); internal routing and processing of d ers; and records of interviews and telephone conversations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide records for use in the discharge or separation of Marines, correction of records, determination of veterans rights, benefits and privileges, welfare and family assistance and preseparation and counseling.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card files stored in filing cabinets, shelves, tables and desks.

RETRIEVABILITY:

Files are accessed and retrieved by individual. Identification of individual is by name and social security number.

SAFEGUARDS:

Building is located in base area with area guard. Outside and inside doors locked after working hours and patrolled by Duty NCO. Access to information contained in the files is limited to officials and employees of Base Headquarters acting in their official capacity upon demonstration of a need to know.

RETENTION AND DISPOSAL:

Files are retaind two years and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of activity concerned. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

pertaining to files maintained should be addressed to the SYSMANAGER.

Correspondence should contain the full name, social security numbers and signature of the requester. The individual may visit the above location for review of files. Proof of identification may consist of the active, reserve, retired or dependent identification card, the Armed Forces Report of Transfer or Discharge (DD-214), discharge certificate, driver's license, social security card or by providing such other data sufficient to ensure the individual is the subject of the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The section's rules for access to files and for contesting and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Marine Corps Manpower Management System

Joint Uniform Military Pay System

Marine Corps Military Personnel Records System

Marine Corps Deserter Inquiry File

Staff agencies and subdivisions of Headquarters, U.S. Marine Corps

Marine Corps commands and organizations

Other agencies of federal, state and local governments

Educational institutions

Medical reports and psychiatric evaluations

Financial institutions and other commercial

Civil courts and law enforcement agencies

Correspondence and telephone calls from private citizens initiated to the Marine Corps or via the U.S. Congress and other agencies.

Investigative Reports

American Red Cross and similar welfare agencies

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00005

SYSTEM NAME:

Insurance Files

SYSTEM LOCATION:

Marine Corps Activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Insurance salesman requesting authority to do business at Marine Corps Activities

CATEGORIES OF RECORDS IN THE SYSTEM:

A record of the certification of authority to solicit insurance mutual funds, investment plans, and securities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of insurance agents who have requested authority to do business at Marine Corps activities and the disposition of such requests.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Files in alphabetical order by company name. Conventional indices are required for retrieval.

SAFEGUARDS:

Maintained in locked building.

RETENTION AND DISPOSAL:

Maintained as long as active. If inactive, disposed of after two years by discard into military trash system. Not transferred.

SYSTEM MANAGER(S) AND ADDRESS:

Local commanding officers.

NOTIFICATION PROCEDURE:

Address requests to SYSMANAGER or visit the office; military ID or other suitable identification is required.

RECORD ACCESS PROCEDURES:

An individual can call for an appointment with the activity insurance representative for personal assistance or forward a written request for the required information.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is supplied by the insurance companies and salesman involved.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00007

SYSTEM NAME:

Inspection of Government Property Assigned to Individual

SYSTEM LOCATION:

Organizational elements of the U.S. Marine Corps as listed in the Directory of Department of the Navy activities mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Marine Corps personnel

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, badge number, and government property assigned to individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of loss or deterioration of clothing and equipment assignment to each individual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Name

SAFEGUARDS:

Building locked at night - locked cabinet.

RETENTION AND DISPOSAL:

Until separation

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See Directory of Department of the Navy activities mailing addresses.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Written requests from the individual should be addressed to the SYSMANAGER.

Written requests for information should contain the full nalme of the individual and his social security number or former military service number. The following information will also be helpful in locating some records: Military rank and occupational specialty, dates and places of service, and any special correspondence and previously received or sent.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification such as driver's license, social security card, medicare, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Inspection of property and clothing

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00008

SYSTEM NAME:

Message Release/Pickup Authorization File

SYSTEM LOCATION:

Marine Corps activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel authorized to release/pickup message traffic.

CATEGORIES OF RECORDS IN THE SYSTEM:

OPNAV Form 2160-5 (Message Release/Pickup Authorization)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of personnel authorized to release/pickup messages at command Communication Centers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear to the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Cards are filed in a card file within the Communication Center.

RETRIEVABILITY:

Alphabetically by name.

SAFEGUARDS:

Located in a secure space within the Comm Center, which is manned on a 24-hour basis.

RETENTION AND DISPOSAL:

Retained until individual is replaced or authorization is revoked by proper authority; then destroyed by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Local commanding officers. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Request information from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Organizations, departments, sections authorized to release/pickup messages for the command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00009

SYSTEM NAME:

Narrative Biographical Data with Photos

SYSTEM LOCATION:

Primary System - Headquarters, U.S. Marine Corps, Washington, D.C. 20380. All Marine Corps commands and districts maintain derivative files.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps active duty, reserve, and retired general officers and active duty colonels who submit biographical data with photographs in accordance with existing directives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain standard biographical information as listed on NAVMC Form 10573 to include: personal identification, personal data, education background, military history, medals and decorations, combat, and chronology of Marine Corps service. A current photograph accompanies the file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of news releases, responses to news media queries, and information on officers scheduled for speaking engagements or public appearances.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

New Media - To provide biographical information response to query.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of officer.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Biographical information is maintained on all general officers while on active duty. When a general officer retires, the biographical data is retained for five years after the date of the individual officer's retirement and retained by the Historical Division (Code HD), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Biographical files are maintained on colonels while on active duty. Upon retirement of the officer, colonel biographical files are retained by Historical Division (Code HD), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380 or commander of unit holding file.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the Commandant of the Marine Corps (Code PAC), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Written requests to determine whether or not the system contains a record about an individual should contain the full name of the general officer or colonel concerned.

Visits are limited to Division of Information (Code PAC), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

For personal visits, the individual should be able to provide some acceptable identification, such as a military identification card, and give some verbal information that could be verified with his 'case' folder.

RECORD ACCESS PROCEDURES:

Information may be obtained from the Commandant of the Marine Corps and the commander of the unit holding the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Biographical data provided by the individual general/colonel and from personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMC00010

SYSTEM NAME:

Marine Corps Marathon Automated Support System

SYSTEM LOCATION:

Marine Corps Marathon Office, Quantico, VA

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All participants in the Marine Corps Marathon

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains information as provided on the Marine Corps Marathon Liability and Publicity Release form

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947 as amended by DoD Reorganization Act of 1958, 10 U.S. Code 136; 10 U.S. Code 133; 32 C.F.R. Part 237 (1982)

PURPOSE(S):

To provide a record of all participates in the annual Marine Corps Marathon for use in organizing the event.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the Blanket Routine Uses at the head of the published Marine Corps system notices in the Federal Register. Additionally, the following routine uses apply:

Electronic and print media - To provide publicity on the marathon event.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic tape and disks as well as in paper files.

RETRIEVABILITY:

Records are retrieved by name, runner number, or telephone number.

SAFEGUARDS:

Records are maintained in an area accessible only to authorized peresonnel. The terminals are in a room with windows protected by bars and the room is locked when not being used by authorized personnel. User identification codes and passwords known only by the data input operators and their supervisors are required for access to the terminals.

RETENTION AND DISPOSAL:

Records are maintained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Marathon Coordinator
Marine Corps Marathon
P.O. Box 188
Quantico, VA 22134

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the system manager. Written requests for information should contain the full name, runner number, and telephone number. For personal visits, the individual should be able to provide identification bearing picture and signature or sufficient verbal data to ensure that the individual is the subject of inquiry.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MMN00001

SYSTEM NAME:

Absentee Processing and Deserter Inquiry File

SYSTEM LOCATION:

Primary System - Absentee and Deserter Section, Manpower Plans and Policy Division, Manpower Department (Code MP), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Decentralized Segments - U.S. Marine Corps commands to which the absentee or deserter is assigned for duty or administration of official records. See the organizational elements of the U.S. Marine Corps as listed in the Directory of the Department of the Navy Mailing Addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps Absentees and deserters; Marines in hands of civil authorities foreign and domestic; Marines who fail to comply with orders

to new duty stations; suspected and convicted absentees and deserters who have returned to military control.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personal identification data, parent command, notations of arrests, nature and dispositions of criminal charges, and other pertinent and information which is necessary to monitor, control and identify absentees and deserters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of absentees or deserters for identification, apprehension, return to military control or monitoring member located in a foreign country.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Comptroller General of the U.S. - To respond to the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to Marine Corps Manpower Management Programs.

Civilian Law Enforcement Agencies - To coordinate with appropriate federal, state, and local law enforcement agencies as may be required to report, identify, apprehend and return Marine absentees and deserters to Marine Corps control.

Courts - To respond to court orders in connection matters before a court.

Congress of the U.S. - To respond to inquiry of the Senate or the House of Representatives of the United States or any committee or subcommittee thereof any joint committee or joint subcommittee of the Congress on matters within their jurisdiction as may be requested of the Marine Corps

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic tapes and disks, microform and file folders.

RETRIEVABILITY:

Records may be accessed by name and social security number.

SAFEGUARDS:

Building employs security guards. Computer terminals and records are located in areas accessible only to authorized personnel that are properly screened, cleared and trained. Use of terminals requires knowledge of passwords.

RETENTION AND DISPOSAL:

Records vary in the period of time retained. Records on magnetic tapes and dicks are destroyed by erasing after disposition of the individual's case. Paper records are maintained only as long as necessary to transfer information to the official personnel record, then they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps (Code MP), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code MP)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202/694-2927

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code MP), Headquarters, U.S. Marine Corps, Federal Office Building #2, Washington, D.C. 20380.

Written requests for information should contain the full name of the individual, date and place of birth, social security number and signature.

For personal visits, the individual should be able to provide military identification card, driver's license or other type of identification bearing picture or signature or by providing verbal data sufficient to insure that the individual is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code JA), Headquarters, U.S. Marine Corps, Washington, D.C.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the Marine Corps Military Personnel Records; from the individual's commanding officer, officer in charge, federal, state and local law enforcement agencies, lawyers, judges, Members of Congress, relatives of the individual and private citizens, the Veteran's Administration and the individual themselves.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00002

SYSTEM NAME:

Listing of Retired Marine Corps Personnel

SYSTEM LOCATION:

The Commandant of the Marine Corps
Headquarters, U.S. Marine Corps
Washington, D. C. 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All retired members of the Marine Corps, including those former Marines n the receipt of disability benefits from the Veteran's Administration.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system is a microfiche listing derived from automated sources depicting the retiree's name, social security number, grade, mailing address and retirement component code.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code 5201

PURPOSE(S):

To provide a record of all retired members for use in determination of benefits and entitlements as a retiree.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly with the purview of said court.

Congress of the U.S. - By the Senate or House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller Genral or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Leatherneck Magazine and Marine Corps Gazette - For maintaining their mailing lists of subscribers to these semi-official, professional publications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Controlled distribution microfiche listing. Stock copies maintained in locked room.

RETRIEVABILITY:

Listing in alphabetical order, with officer personnel listed separate from enlisted personnel.

SAFEGUARDS:

Building employs security guards. Distribution is strictly controlled.

RETENTION AND DISPOSAL:

Destroyed upon being superceded by updated monthly listing.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MS), Headquarters, U.S. Marine Corps, Washington, D.C. 20380. The letter should contain the full name, social security number and signature of the requester.

The individual may visit Headquarters, U.S. Marine Corps, Columbia Pike & Arlington Ridge Road, Arlington, Virginia, Room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from:
Commandant of the Marine Corps
Headquarters, U.S. Marine Corps
Columbia Pike & Arlington Ridge Road
Arlington, Virginia 20380
Telephone Area Code 202/694-1043

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Staff agencies and subdivisions of Headquarters, U.S. Marine Corps
Veterans Administration

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00004

SYSTEM NAME:

Marine Corps Club Records

SYSTEM LOCATION:

Decentralized Segments - Records maintained by Marine Corps Clubs at organizational elements of the Marine Corps as listed in the Directory of the Department of the Navy Mailing Addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer personnel who elect officer club membership, staff noncommissioned officer personnel who elect staff noncommissioned officer club membership and patrons of consolidated package stores who purchase alcoholic beverages.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains nonstandardized, locally produced record listing name, grade, social security number, military address, duty telephone number and dependent information.

Alcoholic purchase records contain name, grade, social security number, and the alcoholic beverage purchased by type, name brand, and quantity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record ob club members and patrons for use of management personnel in billing of customers and forwarding of club related information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All information of a personal nature is recorded and stored in cabinet drawers or other record keeping devices.

RETRIEVABILITY:

Is by name and/or social security number.

SAFEGUARDS:

Include normal security afforded unclassified file materials.

RETENTION AND DISPOSAL:

Data on club membership is retained as long as the member is active and disposed of when membership is terminated. Data on alcoholic purchases is retained for a period as specified by the local command, but in no case for a period in excess of two years from date of purchase.

SYSTEM MANAGER(S) AND ADDRESS:

Decentralized - The local commanding officer is responsible for the operation of clubs aboard his base/activity.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the commanding officer of the activity having custody of the records.

RECORD ACCESS PROCEDURES:

Rules of access may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Date collected from each applicable individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00005

SYSTEM NAME:

Marine Corps Education Program

SYSTEM LOCATION:

Primary system - Headquarters, U.S. Marine Corps (Code TR), Washington, D.C. 20380.

Secondary system - Local activity or command to which individual is assigned (See list of activities in Navy Standard Distribution List OPNAV P09B3-107).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps personnel who have submitted written applications for participation in full-time, tuition assistance, off-duty, PREP, or other voluntary education programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copies of individual's applications for participation in an education program; copies of correspondence between the Marine Corps, the individual and academic records and correspondence; test results; previous enrollments and disenrollments; and educational

qualification data addressing the individual concerned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record on individuals for use in educational and vocational counseling, selection, assignment and management of various educational and vocational programs attended by Marine Corps personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee or matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Educational Institutions - By officials and employees of those educational institutions to which the individual applies or which the Marine Corps contracts with, to provide full-time, off-duty or other educational programs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files as represented by card files, listings, log books, computer printouts, rosters and file folders stored in filing cabinets.

RETRIEVABILITY:

Filed alphabetically by last name; by educational institution, educational program or unit of assignment. Cross reference by SSN.

SAFEGUARDS:

Records are maintained in limited access working areas and are made available to persons other than the individual addressed only on a strict 'need-to-know' basis. After duty hours storage areas are locked.

RETENTION AND DISPOSAL:

Records are maintained a maximum of three years and then destroyed. In instances where individual completes a program in less than three years, with no incurred service obligation, records are destroyed on program completion or transfer of individual from command maintaining record.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
Commandant of the Marine Corps
Headquarters, U.S. Marine Corps (Code TR)
Washington, D.C. 20380
Telephone: Area Code 202/694-2109

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the commander of the activity to which they are assigned for duty. Activity addresses are contained in the Navy Standard Distribution List (OPNAV P09B3-107).

Requests from individuals who have made written application for the Special Education Program (SEP), Advanced Degree Program (ADP), Funded Legal Education Program (FLEP), College Degree Program (CDP), Marine Enlisted Commissioning Education Progrm (MECEP), Navy Enlisted Scientific Education Program (NESEP), Staff NCO Degree Completion Program (SNCODCP), or Marine Associate Degree Completion Program (MADCOP) should be addressed to the Commandant of the Marine Corps, Headquarters, U.S. Marine Corps (Code TR), Washington,D.C. 20380.

Written requests for information should contain name of the individual, current address and telephone number, and the academic program originally requested or in which participated.

For personal visits, the individual should provide personal identification.

CONTESTING RECORD PROCEDURES:

Rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application and related documents including correspondence from the individual requesting an education program; correspondence originating in the Educational Services Branch or other Headquarters Marine Corps staff agencies; academic transcripts from educational institutions; and educational selection board results.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00006

SYSTEM NAME:

Marine Corps Military Personnel Records (OQR/SRB)

SYSTEM LOCATION:

Primary system - The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Decentralized segements - Custody of the commanding officer of the organization to which the Marine officer or enlisted individual is assigned for duty or administration of official records (OQR/SRB).

Decentralized segments - National Personnel Records Center, 9700 Page Blvd., St. Louis, Missouri 63132

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Headquarters, U.S. Marine Corps official military personnel records on Marine officers consist of a copy of the appointment acceptance and record and all supporting documents furnished by the officer and generated by Marine Corps procurement procedures necessary to evaluate the individual for a commission in the Marine Corps or Marine Corps Reserve. The system comprises non-automated records reflecting information pertaining to a Marine officer's identification, personal history, marital and dependency status, education, aptitude testing, training, previous employment, records of civil offenses and arrests, appraisals of performance and potential, awards, duty assignments, military orders, security clearance, promotion warrants, official photographs, official correspondence, physical examinations, psychiatric evaluations, record of courts-martial, martial and other disciplinary matters, and other data needed in managing the officer personnel of the Marine Corps and Marine Corps Reserve.

Headquarters, U.S. Marine Corps official military personnel records on enlisted Marines consist of a duplicate enlistment contract or induction record and all supporting documents furnished by the enlisted Marine or generated by the Marine Corps recruiting procedures necessary to evaluate and approve the Marine for enlistment in the Marine Corps or Marine Corps Reserve. The system comprises non-automated records reflecting information pertaining to an enlisted Marine's identification, personal history, marital and dependency status, education, aptitude testing, training, previous employment,

records of civil offenses and arrests, appraisals of performance and potential, awards, duty assignments, military orders, security clearances, promotion warrants, official photographs, official correspondence, physical examinations, psychiatric evaluations, record of courts-martial and other disciplinary matters, and other data needed in managing the enlisted personnel of the Marine Corps and Marine Corps Reserve.

Officer Qualification Record (OQR) is a field record of a Marine officer which accompanies the officer throughout the various assignments of service with the Marine Corps or Marine Corps Reserve. Maintenance and custody of the OQR rests with the commanding officer of the organization to which the Marine officer is assigned for duty or administration of records. This record consists of the original appointment acceptance and record and non-automated records reflecting information pertaining to the officer's identification, marital and dependency status, education, aptitude testing, training, awards, chronological duty assignments, military orders and memoranda, security clearance, promotions, official photographs, official correspondence, prior separation documents (DD Form 214), leave and earning statements, periodic print-outs of automated record contents, records of courts-martial and other disciplinary matters and any local orders or memoranda necessary for utilization of the Marine officers's background and experience in accomplishing the mission of the command.

Enlisted Service Record Book (SRB) is a field record of an enlisted Marine which accompanies the enlisted Marine throughout the various assignments of service with the Marine Corps or Marine Corps Reserve, maintenance and custody of the SRB rests with the commanding officer of the organization to which the enlisted Marine is assigned for duty or administration of records. This record consists of the original enlistment contract or record of induction and non-automated records furnished by the enlisted Marine of the recruiting procedures in effecting the enlistment or induction of the Marine. This record reflects information pertaining to the Marine's identification, marital and dependency status, education, aptitude testing, training, awards, chronological duty assignments, duty and conduct evaluations, security clearance, promotions, official photographs, official correspondence, prior separation documents (DD Form 214), Leave and Earnings statements, periodic print-outs of automated record content, courts-martial and other disciplinary matters, any other local military orders or memoranda necessary for the utilization of the Marine's background and experience in accomplishing the mission of the command.

CATEGORIES OF RECORDS IN THE SYSTEM:

Headquarters, U.S. Marine Corps, Official Military Personnel Records on Marine officers and enlisted are retained and maintained at Headquarters, U.S. Marine Corps, Washington, D.C. 20380 from acceptance/enlistment/induction to complete severance from the Marine Corps and the Marine Corps Reserve by retirement or discharge.

OQR/SRB's are retained and maintained by the commanding officer of the Marine Corps or Marine Corps Reserve field command to which the Marine is assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record on all Marine Corps military personnel for use in management of resources, screening and selection for promotion, training and educational programs, administration of appeals, grievances, discipline, litigations and adjudication of claims and determination of benefits and entitlements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the Blanket Routine Uses at the head of the published Marine Corps systems notices in the Federal Register. In addition to the Blanket Uses, the following routine uses apply.

By officials and employees of the Coast Guard and National Guard in the performance of their official duties relating to screening members who have expressed a positive interest in an interservice transfer, enlistment, appointment or acceptance.

By agents of the Secret Service in connection with matters undre the jurisdiction of that agency upon presentation of credentials.

By private organizations under government contract to perform random analytical research into specific aspects of military personnel management and administrative procedures.

By officials and employees of the American Red Cross and Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

By officials and employees of the Sergeant at ARms of the U.S. Hourse of Representatives in the performance of official duties related to the verification of Marine Corps service of Members of Congress. Access will be limited to those portions of the member's record required to verify service time, active and reserve.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

State, local and foreign (within Status of Forces agreements) law enforcement agencies or their authorized representatives in connectionw ith litigation, law enforcement, or other matters under the jurisdiction of such agencies.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on paper in file folders and on microfiche.

RETRIEVABILITY:

The records at Headquarters, U.S. Marine Corps (all active and reserve officer records, all temporary disability retired records, all temporary disability retired records, all active and organized reserve and Fleet Marine Corps Reserve enlisted records of personnel joined/transferred to these components subsequent to 30 June 1974, all former Commandants, all living retired officers (who served in a General Officer grade, records of all personnel separated/retired four months or less) are retrieved by social security number (SSN) and name. Except for OQR's and SRB's of participating members, all other categories of Marine Corps military personnel records are maintained at the National Personnel Records Center, St. Louis, Missouri. Those retired to St. Louis prior to 1 January 1964 and/or those with military service numbers (MSN) below 1800000 are retrieved by MSN and name. All other Marine Corps records retired to St. louis are accessed by MSN and/or SSN, name and are assigend a Registry Number. These records are retrieved by Registry Number.

SAFEGUARDS:

Buildings employs security guards, records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are permanent. Records matintained at Headquarters, U.S. Marine Corps are transferred to the National Personnel Center, 9700 Page Boulevard, St. Louis, Missouri 63132 four months after separation, placement on the Permanent Disability Retired List, retirement, retirement from Fleet Marine Corps Reserve, death of an officer who served in a General Officer grade and former Marines no longer considered of newsworthy status.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U. S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Correspondence pertaining to records maintained by Headquarters, U.S. Marine Corps should be addressed to:
Commandant of the Marine Corps (Code MS)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202/694-1043

Correspondence pertaining to records maintained by National Personnel Records Center should be addressed to:
Director, National Personnel Records Center
9700 Page Boulevard
St. Louis, Missouri 63132
Telephone: Area Code 314/268-7155

Correspondence pertaining to OQR and SRB records maintained by the respective commanding officers should be addressed to the command concerned as is shown in the Standard Navy Distribution List - Part 1 (OPNAV P09B3-l07).

Correspondence should contain the full name, Social Security Number and signature of the requester. The individual may visit any of the above activities for review of records. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of transfer or Discharge (DD Form 214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from:
Commandant of the Marine Corps (Code MS)
Headquarters, U.S. Marine Corps
Columbia Pike & Arlington Ridge Road
Arlington, Virginia 20380
Telephone: Area Code 202/694-1043

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Staff agencies and subdivisions of Headquarters, U. S. Marine Corps
Marine Corps commands and organizations
Other agencies of federal, state, and local governments
Medical reports
Correspondence from financial and other commercial enterprises
Correspondence and records of educational institutions
Correspondence of private citizens addressed directly to the Marine Corps or via the U.S. Congress and other agencies
Investigations to determine suitability for enlistment, security clearances, and special assignments
Investigations related to disciplinary proceedings

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00009

SYSTEM NAME:

Military Police Information System (MILPINS)

SYSTEM LOCATION:

Decentralized segments - commands within area of jurisdiction.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Files contain information concerning both military personnel and civilians who have come in contact with the military police as victims, suspects, or witnesses to incidents, complaints reported to the Provost Marshal.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incident/Complaints reported to the installation Provost Marshal and all subjects listed on Field Interviews/ Reports by the military police. Index cards containing name, social security number, address, offense charges, location of offense/incident, date, time, blotter entry number, military police report number and disposition of case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Chapters 5, 6, and 7 of the Manual for Courts-martial and Title 10, U.S. Code

PURPOSE(S):

To provide a report on all individuals who have come in contact with the military police as a victims, suspects or witnesses to incidents. Reports are used for proper disposition of cases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps comilation apply to this system.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommitee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of th U.S.- By the Comptroller General or any of his authorized representatives of the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency or instrumentality initiate criminal or civil action against an individual on behalf of the U.S. Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U.S. Marine Corps, by the U.S. Marine Corps, the Department of the Navy, or the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes and index cards in metal files.

RETRIEVABILITY:

Filed by full name or social security number (SSN).

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel that are properly screened, cleared and trained. Files can only be retrieved by the Director or Assistant Director.

Automated Services Center by utilizing an assigned code number.

RETENTION AND DISPOSAL:

Two years and then purged.

SYSTEM MANAGER(S) AND ADDRESS:

Installation Provost Marshal of activity concerned.

NOTIFICATION PROCEDURE:

Information may be obtained from: Installation Provost Marshal of activity concerned.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Provost Marshal of activity concerned.

Written requests for information should contain the full name of the individual, social security number, date and place of birth.

For visits, the individual should report to Provost Marshal of the respective installations.

CONTESTING RECORD PROCEDURES:

The rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military Police Blotters and Field Interview Cards.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00010

SYSTEM NAME:

Personnel Services Working Files

SYSTEM LOCATION:

All Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members and former members of the Marine Corps and Marine Corps Reserve; permanently and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; Federal civil service employees of the Marines Corps; and dependents, survivors or appointed agents of the foregoing. Some information about dependents and other members of families or former families of Marine Corps personnel may be included in files pertaining to the Marine. Inquiries from the general public, whether addressed directly to HQMC or received via a third party, may be retained together with information obtained in the course of completing required action or in preparing a response.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain information pertaining to identification; prior service; location and addresses; decedent affairs; military honors at funerals; recovery of remains; casualty notification; condolence letters to next of kin; transportation, passports and visas for next of kin of casualties medically warranted overseas; missing persons; prisoners of war; reserve disability benefits; casualty statistics; certification of eligibility for award of Purple Heart Medal; death benefits and annuity payments; official reports of casualty; certification of life insurance coverage; investigative reports; travel of dependents; reports and death certificates substantiating casualty status; intelligence reports concerning missing and captured members; prior and present marital status; dissolution of prior marriages; birth, marriage and death certificates; adopting of children; financial responsibility; child support; claims of non-support; personal health and welfare reports; alien marriages; conduct and personal history as it pertains to marriage and its responsibilities; medical information; garnishment of pay; powers of attorney; personal financial records; police and fire reports; records of emergency data; medical care; use of exchanges, commissaries and theaters; recovery of invalid dependent identification and privilege cards; correction of naval records; defense related employment; veterans rights, benefits and privileges; awards, recommendations and/or issuances; Survivor Benefit Plan; preseparation counseling; civil readjustment; Retired Serviceman's Family Protection Plan; residence; basic allowance for quarters; leave and liberty; financial assistance; extensions of emergency leave; in service FHA mortgage insurance loans; reimbursement for damage to or loss of personal property; transportation of household goods; claims against the government; lost, damaged or abandoned property; medical bills; determinations of dependency status; claims against commercial carriers, insurers, and contractors; dependent identification and privilege cards; official correspondence (including correspondence from Marines, their families, attorneys, doctors, lawyers, clergymen, administrators/executors/guardians of estates, American Red Cross and other welfare agencies and the general public, whether addressed directly to the Marine Corps or via third parties); internal routing and processing or personal affairs matters; and records of interviews and telephonic conversations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code 1071-1087, 1441-1455, 1475-1488, 2771 6148a, b, and d; Title 31, U.S. Code 240-243; Title 37, U.S. Code 401 and 551, et.seq.; Title 38, U.S. Code 765-770, 2021-2026; Title 42, U.S. Code 659; Title 50, U.S. Code 1436 and E.O. 11016; Title 5, U.S. Code 301

PURPOSE(S):

To provide a record for use in the administration of programs concerning the personal welfare of Marines and their dependents and/or survivors to include decedent affairs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Records are used by intelligence and other government agencies assisting in the investigation of circumstances of casualty and in accounting for personnel who are deceased (body not recovered), missing, captured, or detained.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, vertical strip files, microfiche and card files stored in filing cabinets, shelves, tables and desks.

RETRIEVABILITY:

Files are accessed and retrieved by subject matter and by individual. Identification of individual is by name or social security number.

SAFEGUARDS:

Building is located in controlled access area with security guards on 24 hour duty. Access to information contained in the files is limited to officials and employees of Headquarters, U.S. Marine Corps acting in their official capacity upon demonstration of a need to know basis. Records held by field activities are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Locked and/or guarded offices.

RETENTION AND DISPOSAL:

Files are retained for differing lengths of time, depending upon the purpose of the information contained therein. Death benefit data are retained for five years and then destroyed; records of emergency data are retained until the Marine's death or separation from active

duty or active reserves; Department of Defense Reports of Casualty are retained for such period as deemed necessary, and then transferred to the Historical Division, Headquarters, U.S. Marine Corps; casualty statistics and rosters, and statistical reports are retained for such period as deemed necessary and then transferred to Historical Division, Headquarters, U. S. Marine Corps or destroyed as deemed appropriate; missing and captured personnel data and unusual miscellaneous casualty topic data are retained for such period as deemed necessary and then destroyed; files concerning dependency determination are retained for one year and then destroyed; files concerning veterans rights, benefits and privileges are retained indefinitely or until the member and all eligible survivors are deceased; files concerning correction of naval records are destroyed upon completion of action; files regarding adjudication of claims against the government are retained for six months and then destroyed; files containing information which could be considered to be derogatory nature are disposed of as directed by competent authority; all other files are retained for three years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Correspondence pertaining to files maintained should be addressed to:
Commandant of the Marine Corps (Code MS)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202-694-3143

Correspondence should contain the full name, social security number and signature of the requester. The individual may visit the above location for review of files. Proof of identification may consist of the active, reserve, retired or dependent identification card, the Armed Forces Report of Transfer or Discharge (DD 214), discharge certificate, driver's license, social security card, or by providing such other data sufficient to ensure the individual is the subject ot the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from:
Commandant of the Marine Corps (Code MS)
Henderson Hall, Building No.4, Room 109A
Arlington, Virginia 22214
Telephone: Area Code 202-694-3134

CONTESTING RECORD PROCEDURES:

The agency's rules for access to files and for contesting and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Marine Corps Manpower Management System
Joint Uniform Military Pay System
Marine Corps Military Personnel Records System
Marine Corps Deserter Inquiry File
Staff agencies and subdivisions of Headquarters, U.S. Marine Corps
Marine Corps commands and organizations
Other agencies of federal, state, and local governments
Educational institutions
Medical reports and psychiatric evaluations
Financial institutions and other commercial enterprises
Civil courts and law enforcement agencies
Correspondence and telephone calls from private citizens initiated directly to the Marine Corps or via the U.S. Congress and other agencies.
Investigative reports
American Red Cross and similar welfare agencies
Veterans' Administration

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00011

SYSTEM NAME:

Source Data Automated Fitness Report System (SDAFRS)

SYSTEM LOCATION:

Personnel Management Division, Manpower Department, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former, present and future U.S. Marine Corps active duty and organized Reserve Commissioned and Non-Commissioned Officers in the rank of sergeant and above.

CATEGORIES OF RECORDS IN THE SYSTEM:

System contains automated records created through optical scan of Marine Corps Fitness Reports, which are evaluations of duties performed and the manner of such performance. Fitness reports represent a comprehensive portrayal of the professional qualifications, personal traits and characteristcs and individual potential. Fitness reports include narrative comments, numerical grading and comparison with those peers rated by the commanding officer or other reporting senior of the individual addressed. Fitness reports contain personal identification such as name, rank, social security number, location and number of dependents, etc. in addition to individual evaluation data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record for use by appropriate Marine Corps personnel in the screening and selection of individuals for promotion, duty assignment, career counseling and the administration of personnel resources.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files of the fitness report system.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps Manpower Management System.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper original of fitness report is exposed to SDAFRS scanning and then transferred to the personnel file jacket of the individual concerned and stored within the Marine Corps Military Personnel Records System.

Automated records are stored on magnetic tape.

RETRIEVABILITY:

Paper original of fitness report is accessed by a combination of last name and social security number.

Automated records (magnetic tapes) are accessed by social security number.

SAFEGUARDS:

Building housing computer employs 24 hour security guards. Access to terminal is limited to authorized personnel to need to know basis. Distribution of printouts of information from the system is restricted to authorized persons in the performance of their assigned duties and destroyed after use.

RETENTION AND DISPOSAL:

Records, both paper and tape, are permanent. Paper records are stored in the Marine Corps Military personnel Records System. Tape records are removed from the active file to a historical file for retention according to appropriate magnetic record retention policies.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code MM)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202/694-3122

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Commandant of the Marine Corps (Code MM), Headquarters, U.S. Marine Corps, Washindton, D.C. 20380

Written requests for information should contain the individual's name, social security number, signature and the dates covered by the report(s) in question.

Personal visits may be made to Manpower Department, Headquarters, U.S. Marine Corps, Federal Office Building #2, Washington, D.C. 20380. For personal visits the individual should be able to provide personal identification to include valid military identification or two valid civilian items of identification such as driver's license, social security card, medicare card, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code M), Headquarters, U.S. Marine Corps, Washington, D. C. 20380

RECORD SOURCE CATEGORIES:

Each officer and noncommissioned officer in the rank of sergeant and above provides the personal information on the fitness report form. The form is then submitted to the commanding officer or immediate superior (reporting senior) for completion of the evaluation portion of the form and forwarding to Headquarters, U.S. Marine Corps, Washington, D.C. 20380

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00013

SYSTEM NAME:

Personnel Management Working Files

SYSTEM LOCATION:

All Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the U.S. Marine Corps and Marine Corps Reserve; former members of the Marine Corps and Marine Corps Reserve; retired and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; and applicants for entry into the Marine Corps or Marine Corps Reserve.

Military personnel, federal employees, and dependents who apply through the Marine Corps for no-fee passports for official travel to countries requiring a passport.

Dependents of Marines and other family members with respect to matters pertaining to the individual Marine, former Marine or applicant.

Members of other services assigned to or serving with the Marine Corps.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information pertaining to identification, recruitment, enlistment, commissioning, prior service, reenlistment or extension of enlistment, lateral occupational movement, civilian employment, letters of reference, education, training, career counselling, religious preference as provided by the individual, qualifications, intelligence and aptitude testing, classification, assignment, location addresses, promotions, reductions in rank, proficiency, conduct, performance of duty, discipline, offenses and punishments under the Uniform Code of Military Conduct, courts-martial, personal history, investigations, security clearances, police and court records, civil arrests and convictions, birth and marriage certificates, divorce and other decrees, financial responsibility and letters of indebtedness, marital status, dependents, families' citizenships, passports, visas, travel and travel orders, leave records, transportation of dependents and household goods, pay records, claims against the government, decorations and awards, commendations, medical records to include psychiatric evaluations, disability proceedings, separation and retirement, official correspondence (includes internal Marine Corps and Department of the Navy correspondence, as well as correspondence with the Executive, Legislative, and Judicial Branches of federal, state and local government) and other correspondence (includes correspondence from Marines, their dependents and families, attorneys, doctors, educators, clergymen and members of the general public whether addressed directly to the Marine Corps or via third parties (president, congressmen, etc.), personnel who apply to express a grievance through personal interviews with the Commanding General via the chains of command as authorized by Article 1107.l, U.S. Navy Regualtions (Request Mast), personal counselling.)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record to facilitate personnel management actions and decisions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly established local state and federal courts as a result of court orders pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files of the system.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps Manpower Management System.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States

which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency or instrumentality initiate criminal or civil action against an individual on behalf of the U.S. Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U.S. Marine Corps, by the U.S. Marine Corps, the Department of the Navy, or the Department of Defense.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files as represented by card files, strip files, microfiche computer printouts from the Manpower Management System or the Joint Uniform Military Pay System and file folders. Files are stored in filing cabinets, on shelves and on tables in controlled access areas.

RETRIEVABILITY:

Files are access and retrieved by subject and by the name and social security number.

SAFEGUARDS:

In compliance with the specified requirements for security of FOUO material.

RETENTION AND DISPOSAL:

Files are retained for differing lengths of time, depending upon the purpose of the information contained therein. Promotion data is retained three years, then transferred to Historical Division, Headquarters, U.S. Marine Corps. Passport data is retained six years, then destroyed. Enlisted assignment data is retained two years, then destroyed. Certain officer assignment data is destroyed when the officer is released from active duty. Disability retirement data is retained two years from the date of removal of the individual from the Temporarily Disability Retirement list, then destroyed. Retirement correspondence is retained for one year following individual's retirement. Retirement files are retained until the individual's death. Personal counselling records are maintained one year, career counselling records are maintained within the individual's official records. All other files are retained three years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Local commanding officer.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commandant of the Marine Corps (Code MM), Headquarters, U.S. Marine Corps, Washington, D.C. 20380, the current command, the last duty station, or applicable activity.

Additional information concerning personnel assigned to Occupational Field 55 (Band) may be obtained from the Commandant of the Marine Corps (Code MPC), Headquarters, U.S. Marine Corps, Washington, D.C. 20380 Telephone: Area Code 202/694-4154.

RECORD ACCESS PROCEDURES:

Requests from individual's may be addressed to the Commandant of the Marine Corps (Code MM), Headquarters, U.S. Marine Corps, Washington, D.C., the current command or last duty station.

Written requests for information should contain the full name of the individual and his social security number or former military service number. The following information will also be helpful in locating some records: military rank and occupational specialty, dates and places of service, and any special correspondence previously received or sent.

For personal visits, the individual may visit the Personnel Management Division, Headquarters, U.S. Marine Corps, Federal Office Building 42, Washington, D. C. 20380 or Marine Corps commands and districts.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification such as driver's license, social security card, medicare card, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from Commandant of the Marie Corps (Code M), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the Marine Corps Manpower Management System; the Joint Uniform Military Pay System; Marine Corps Military Personnel Records to include the Service Record Book and Officer Qualification Record; Military Medical Records; Marine Corps Deserter Inquiry File; staff elements and subdivisions of Headquarters, U.S. Marine Corps; Marine Corps field commands, organizations, activities; other components of the Department of Defense; agencies of federal, state, and local government, to include: civil courts and law enforcement, previous employers; financial institutions and commercial enterprises; educational institutions; private citizens provided as character references by the individual; investigations related to disciplinary proceedings; and correspondence of private citizens addressed directly to the Marine Corps or via third parties such as member of Congress and other governmental agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00014

SYSTEM NAME:

Work Measurement Labor Distribution Cards

SYSTEM LOCATION:

All Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps employees, civilian, military and occasional summer hires funded by state and local programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Labor distribution cards which have been prepared by either the concerned individual or the supervisor to record the number of hours worked, the number of units produced by the employee, the function of the employee during that time, and the job number of the job. Also, the system contains summarizations of said card and computer input and output relative to said card.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code 124; 133

PURPOSE(S):

To provide a record of labor distribution on individuals assigned to work organizations for use in the management of work assignments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Labor distribution cards are processed to capture the source data. The input cards are then filed in nonsequential

order pending completion of the report cycle. Punch cards or their successor equivalent will be input into a computer program to prepare the work center list by individual.

Punch cards may be summarized on noncomputerized lists by individual. Such lists may be kept by the employees' supervisor.

RETRIEVABILITY:

The information identified by individual is available only from the lists maintained by the work center supervisor within one year of the work week in question.

SAFEGUARDS:

The alphabetical listings are maintained by each work center supervisor.

RETENTION AND DISPOSAL:

Lists are destroyed one year after the subject work week.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of activity.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to the SYSMANAGER. Requests should include name of employee, work center number, and work week for which data is requested. Personal visits and telephone calls should be made directly to the employee's work center supervisor.

CONTESTING RECORD PROCEDURES:

The information on the list is only that which was submitted by the employee and should be corrected during the work month. After that time, the manhours are entered on local and Headquarters reports and no corrective action is possible.

RECORD SOURCE CATEGORIES:

No particular format required for request.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00016

SYSTEM NAME:

Accident and Injury Reporting System

SYSTEM LOCATION:

Organizational elements of the U.S. Marine Corps as listed in the Directory of the Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military or civilian employees who are involved in accidents which result in lost time, government or private property damage or destruction and personnel injury or death.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank, social security number, type of accidents and injuries.

Reports include consolidated accident injury report, accident injury report, and report of motor vehicle accident.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of all individuals involved in accidents for use in resolving the disposition of such accidents and establishing appropriate safety programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder, card files, punched cards, magnetic tape, and display boards

RETRIEVABILITY:

Name, SSN

SAFEGUARDS:

Access proviced on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Five years - disposal per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual cocerned, military police traffic accident investigation reports, accident injury reports, other records of the activity, witness, and other correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00017

SYSTEM NAME:

Armory Access and Individual Weapons Assignments

SYSTEM LOCATION:

Organizational elements of the U.S. Marine Corps as listed in the Directory of Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel assigned government weapons.

All personnel authorized access to individual armories.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records depict name of individual, type of weapon assigned, serial number of that weapon, accessories in the individual's possession, condition of the weapon and accessories, and individual's signature acknowledging receipt.

Name, rank, social security number of personnel authorized access to individual armories

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of weapons accountability, management and control of all U.S. Government weapons/accessories issued to personnel and to provide record of personnel authorized access to armory spaces.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, cards, punched cards, magnetic tapes.

RETRIEVABILITY:

Records retained by name or weapons serial numbers.

SAFEGUARDS:

Access rosters and personnel weapons assignments are provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00018

SYSTEM NAME:

Base Security Incident Report System

SYSTEM LOCATION:

Organizational elements of the U.S. Marine Corps as listed in the Directory of the Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual involved in or witnessing or reporting incidents requiring the attention of base security or law enforcement personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incident/complaint reports; witness statements; stolen property reports; military police investigator's report; military police motor vehicle accident and injury report; military police alert cards; military police property custody forms; tags, and disposition of evidence letters; military police field interview cards; military police desk blotter; use of force reports; traffic violation records; driving record reports; traffic court files; citations to appear before U.S. Magistrate; criminal investigation reports; civil court cases records; minor offense report; uniform violation report; narcotics reports; polygraphy examinations; letters of warning/eviction from base housing; letters of warning/barring from federal reservation; Armed Forces police reports; suspect photographic files; child abuse files; juvenile case files; valuable property receipt; vehicle impound files and vehicle towing reports; suspension of driving privileges and revocation letters assignment to absentee/deserter escort duty; informant list; Master Crime index card; evidence record file; military police log/journal; breathalyzer report; criminal investigation file; and any other such report received by military police personnel in the official execution of their duties.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of individuals involved in incidents on base concerning base security or law enforcement for use in the disposition of cases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Local, state, and federal agencies - To provide to local, state and federal investigative agencies or court officials such information that properly falls within their purview requiring further investigation or court action.

To individuals in support of insurance claims and civil litigation involving base incidents.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, metal filing cabinets, magnetic tapes.

RETRIEVABILITY:

Name, social security number, case umber, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5, U.S. Code 552a (j) (2) as applicable, for additional information, contact the SYSMANAGER.

MMN00019

SYSTEM NAME:

Drug/Alcohol Abuse Reporting Program

SYSTEM LOCATION:

Primary System - Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Decentralized Segments - Navy Drug Rehabilitation Centers, Navy and Marine Corps Counseling and Assistance Centers, Navy Regional Medical Centers, Navy Alcohol Rehabilitation Drydocks, Naval Health Research Center, Navy Correction Centers and local activities to which an individual is assigned. (See Directory of Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel who have been tested for, identified, evaluated, apprehended, or rehabilitated for drug or alcohol abuse or who have been granted drug abuse exemption; or who are seeking assistance in drug or alcohol abuse programs.

All military personnel who have been granted drug abuse exemption.

All military personnel who are seeking assistance in drug or alcohol abuse programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Drug abuse identification/rehabilitation statistical reports, alcohol abuse identification/rehabilitation statistical reports, grant of drug exemption report, request for disposition on drug dependent personnel, grant of exemption/rehabilitation case file to include medical evaluations, counselor evaluations, monthly progress reports, alcoholism education roster, and such correspondence or messages sent or sent by SYSMANAGER pertaining to the individual concerned. Urinanalysis specimen control register and military police drug/alcohol related offense reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title V, P.L. 92-129; Section 413, P.L. 92-255

PURPOSE(S):

To provide a record of all individuals participating in drug/alcohol abuse programs for use by Marine Corps officials in the management of such programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Blanket 'routine uses' identified in the annual republication of Marine Corps systems of records in the Federal Register do not apply to this system of records.

Records of identity, diagnosis, prognosis, or treatment of any client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and disclosed only for the purposes and under the circumstances expressly authorized in Title 21, U.S.C., Section 1175, as amended by 88 Stat. 137, and Title 42 U.S.C., Section 4582, as amended by 88 Stat. 131. These statutes take precedence over the Privacy Act of 1974, in regard in accessibility of such records except to the individual to whom the record pertains.

Within the Armed Forces or within those components of the Veterans Administration furnishing health care to veterans or between such components and the Armed Forces.

To medical personnel outside the Armed Forces to the extent necessary to meet a bona fide medical emergency.

To Government personnel for the purpose of obtaining benefits to which the patient is entitled.

To qualified personnel for the purpose of conducting scientific research, management or financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit or evaluation, or otherwise disclose identities in any manner.

To a court of competent jurisdiction upon authorization by an appropriate order after showing good cause therefore. In assessing good cause, the court shall weigh the public interest and the need for disclosure against the injury to the patient, to the physician-patient relationship, and to the treatment services. Upon the granting of such order, the court, in determining the extent to which any disclosure of all or any part of any record is necessary, shall impose appropriate safeguards against unauthorized disclosure.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tapes.

RETRIEVABILITY:

Name, social security number, case number. When names and social security numbers are removed, data is aggregated for use in research, management information, and planning.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Paper files are maintained for two years, then destroyed. Records stored on magnetic tapes are maintained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, (Code MPH), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Written requests should be addressed to the Commandant of the Marine Corps (Code MPH), Headquarters, U.S. Marine Corps, Washington, D. C. 20380. Requests must contain full name, social security number, military status, address and signature of requester. (Those inquiring about records at Confinement Centers must have their signature notarized, if not confined at time of request.) Individuals may visit the Commandant of the Marine Corps, (Code MPH), located in the Arlington Annex (FOB-2) Columbia Pike and Arlington Ridge Road, Arlington, VA, for assistance with records at that location; individuals may also visit local activities concerned (See Directory of Department of the Navy Mailing Addresses). Individuals must provide proof of identification such as military identification card, driver's license, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, medical personnel, military police or other correspondences.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00020

SYSTEM NAME:

Pet Registration

SYSTEM LOCATION:

Organizational elements of the U.S. Marine Corps as listed in the Directory of Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Owners of pets residing on Naval reservations.

Owners of pets in quarantine as the result of biting complaints.

Owners of pets whose pet is subject of nuisance complaints.

CATEGORIES OF RECORDS IN THE SYSTEM:

Owners name, social security number, address and description of pet, tag number, vaccination and registration information.

Records of complaints for vicious animals or bites.

Record of complaints for nuisance pets.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S.Code 301; Departmental Regulations, Federal, State, and Local Regulations, as applicable.

PURPOSE(S):

To provide a record of pet owners on base for use in the control of pets and to ensure appropriate innoculations in

compliance with federal, state and local laws on animals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tapes.

RETRIEVABILITY:

Name, social security number, case number.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresees.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Veterinary records and statements provided by pet owners, bit victims, military police, animal shelter, hospital personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00021

SYSTEM NAME:

Weapons Registration

SYSTEM LOCATION:

Organizational elements of the U.S. Marine Corps as listed in the Directory of Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals, military or civilian, registered firearms or other weapons with Provost Marshal.

All individuals who purchase a firearm or weapon at authorized exchange activities.

Any individual who resides in government quarters who possesses privately owned firearms.

CATEGORIES OF RECORDS IN THE SYSTEM:

Weapon registration cards, weapon permit cards, notification to commanding officers of failure to register a firearm purchased at authorized exchanges, exchange notification or firearm purchase. Such records showing name, rank, social security number, organization, physical location of subject weapon, weapon description and such other identifiable items required to comply with all federal, state, and local weapons registration ordinances.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Departmental regulations; federal, state and local regulations as applicable.

PURPOSE(S):

To provide a record of weapons registered to individuals on base to ensure proper control of firearms/weapons and to monitor purchase and disposition of firearms/weapons.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tapes.

RETRIEVABILITY:

Name, social security number, organization, caliber and gage of weapon.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded offices.

RETENTION AND DISPOSAL:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Apply to SYSMANAGER.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of activity, investigators, witnesses and correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00022

SYSTEM NAME:

Vehicle Control System

SYSTEM LOCATION:

Organizational elements of the U.S. Marine Corps as listed in the Directory of Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals that have motor vehicles, boats, or trailers registered at a particular Naval installation or either a permanent or temporary basis.

All individuals who apply for a Government Motor Vehicle Operator's license.

All individuals who possess a Government Motor Vehicle Operator's license with authority to operate government motor vehicles.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains records of each individual who has registered a vehicle on the installation concerned to include decal data, insurance information, state of registration and identification. File also contains notations of traffic violations, citations, suspensions, applications for government vehicle operator's I.D. card, operator qualifications and record licensing examination and performance, record of failures to qualify Government Motor Vehicle Operator's permit, record of government motor vehicle and other vehicle accidents, information on

student driver training, and identification for parking control.

Records of traffic violations, citations and suspensions. For government motor vehicle operators: Application for vehicle operator's I.D. card: Operator qualifications and record of licensing examination and performance, record of failures Government Motor Vehicle Operator's permit, record of issue of SF-46, Record of Government Motor Vehicle accidents, standard Form 91 accident report, record of SF-46 suspensions/revocations, record of MOJT student driver's training.

Identification of parking control.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of each individual who has registered a vehicle on an installation to include a record on individuals authorized to operate official government vehicles.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

To assist federal, state, and local law enforcement agencies in the official execution of their duties when disclosure of such records is warranted.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tapes.

RETRIEVABILITY:

Name, social security number, case number, organization, decal number, state license plate number, vehicle description.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel. Areas are locked during nonduty hours and buildings are protected by security guards.

RETENTION AND DISPOSAL:

Records are maintained for one year after transfer or separation from the installation concerned. Paper records are then destroyed and records on magnetic tapes are erased.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See Directory of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Written requests should contain full name and social security number. Individuals visiting the installation concerned should provide proper identification such as military identification, driver's license or other suitable identification.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed to the system manager. Written requests should contain full name and social security number. Individuals visiting the installation should provide proper identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00027

SYSTEM NAME:

Marine Corps Military Personnel Records Access Files

SYSTEM LOCATION:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officials and employees of the Department of the Defense authorized to draw Marine Corps military personnel records and, except for agents of Secret Service, Federal Bureau of Investigation and Naval Investigative Service which agents are granted access by presentation of credentials, all designated, justified and approved law enforcement/investigative personnel of other federal agencies permitted access to Marine Corps military personnel records at Headquarters, U.S. Marine Corps only.

CATEGORIES OF RECORDS IN THE SYSTEM:

Authorization cards submitted by officials of HQMC and DOD granting individual authority to order Headquarters, U.S. Marine Corps official military personnel records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of officials and employees of the Marine Corps authorized to draw and/or review Marine Corps military personnel records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Looseleaf Binder and Card Index Files

RETRIEVABILITY:

Alphabetical and by agency

SAFEGUARDS:

Building employs security guards.

RETENTION AND DISPOSAL:

Destroyed upon cancellation of access authorization.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MSRB), Headquarters, U. S. Marine Corps, Washington, D. C. 20380. The letter should contain the full name, social security number and signature of the requester.

The individual may visit Headquarters, U.S. Marine Corps, Washington, D.C., Room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from: Commandant of the Marine Corps Headquarters, U.S. Marine Corps (Code MSRB)

Washington, D.C. 20380
Telephone Area Code 202/694-1043

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Staff agencies and subdivisions of Headquarters, U.S. Marine Corps.

Other staff agencies of th Department of Defense.

Law enforcement/investigative divisions of other federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00032

SYSTEM NAME:

Personal History Card File

SYSTEM LOCATION:

Provost Marshal's Office, Marine Corps Base, Camp Lejeune, North Carolina 28542.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals, both military and civilian, employed aboard Marine Corps Base, Camp Lejeune, North Carolina.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personal History Card (MCBul 12290). Contains personal identifying information and where employed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of individuals at work site for rapid location for law enforcement purposes and issuance of civilian identification cards to employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records filed in metal card trays.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Records are maintained in a secure area accessible only to authorized personnel. The File Room is under constant serveillance during working hours and is locked after working hours.

RETENTION AND DISPOSAL:

Records are retained until the card expires, then destroyed by burning.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding General (Attn: Provost Marshal), Marine Corps Base, Camp Lejeune, North Carolina 28542.
Telephone: Area Code 919/451-2455.

NOTIFICATION PROCEDURE:

Inquiries by individuals will be answered upon satisfactory identification of the requester to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Military and civilian personnel employed aboard Marine Corps Base, Camp Lejeune, North Carolina; Provost Marchal administrative personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00034

SYSTEM NAME:

Personnel Procurement Working Files

SYSTEM LOCATION:

Headquarters, U.S. Marine Corps
Personnel Procurement Branch,
Marine Corps Districts
Recruiting Stations
Officer Selection Offices
Organized Marine Corps Reserve units
U.S. Marine Corps recruiting substations
Inspector-Instructor staff

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilians and prior service individuals who are prospective applicants for enlistment in the Marine Corps, Marine Corps Reserve or a Marine Officer program, individuals on which a written waiver for enlistment has been requested; Platoon Leader Class Candidates receiving financial assistance while attending college; all individuals applying for various officer programs; Marine Corps Reserve enlistees who are serving on their 6 months active duty prior to return to Organized Marine Corps Reserve unit maintaining their record; Personnel enlisted in the Marine Corps Reserve assigned to a formal school upon enlistment; Secondary school students who participated in the Marine Corps Youth Physical Fitness meet held annually in Washington, D.C., and the coach fielding each team; Any individual recommended for enlistment in the Marine Corps by a recruiting officer even though the applicant does not meet the enlistment requirements set forth in current guidance as set forth by the Commandant of the Marine Corps.

CATEGORIES OF RECORDS IN THE SYSTEM:

All files contain Name(Last, First, Middle,(Maiden, if any), Jr., Sr.), social security number, home of record. Files relating specifically to enlistment or officer procurement contain citizenship, sex, race, ethnic group, present address, marital status, number of dependents, date of birth, religious reference, highest grade completed, selective service system data, foreign language and skill, driver's license information, mental and aptitude test results, medical examination result, delayed enlistment program information, accession data, educational experience, citizenship verification, history of prior military service, names of relatives to include date and place of birth, present address and citizenship, listing of commercial life insurance policies and number, relatives and alien friends living in foreign countries to include name and relationship, age, occupation, address and citizenship, all previous residences since 10th birthday, previous employment record to include company name and address, job title and supervisor's name, data concerning previous employment by foreign governments, prior membership in youth programs, history of foreign travel. Declarations from the individual concerning: previous rejection by the Armed Forces of the United States, conscientious objector status, previous deserter status, retired pay, disability allowance, or severence pay or a pension from the Government of the United States, status as only child; understandings by the applicant; date of interview and name, organization, title of interviewer; history of prior use of drugs except as prescribed by a licensed physician; martial status and dependency; membership in groups for purpose of unlawful overthrow of the

Government; history and record of involvement with police or judicial authorities; parental/guardian consent for enlistment; enlistment options; current income; whether own, buying or renting present residence; outstanding debts to include total amounts and monthly payments; status of savings account and checking account; spouses' employment and monthly income; police checks, character references; record of prior service; court documents; marriage certificates; birth certificates; record of medical record of medical examination; record of examination; record of medical history; consultations statement of personal history; divorce decrees; death certificates; photographs; high school diploma; college diploma; grade transcript; General Educational Development certificates of high school equivalency; sole surviving son statements; statement of understanding; wife's consent form; applications for General Educational Development certificates of high school equivalency. Files relating to Marine Corps personnel on active duty contain information pertaining to name, social security number, sex, unit of assignment, home of record, education, Armed Services Vocational Aptitude Battery Test scores, vision, military occupational specialty training information, Quota Serial Number, training authorized.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S.Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record on individuals for usein the execution of official duties with regard to personnel procurement.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder. Records are maintained in areas accessible only to authorized personnel.

RETRIEVABILITY:

Individuals listed in alphabetical order according to program.

SAFEGUARDS:

Access is limited to Reserve unit command, recruiting, and administrative personnel and law enforcement or Federal agents upon presentation of proper credentials.

After working hours the office and building is locked.

RETENTION AND DISPOSAL:

Maintained for two years or until prospect, applicant, candidate or Reservist changes status.

SYSTEM MANAGER(S) AND ADDRESS:

Commander of unit holding file

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 or driver's license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained form the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and contesting contents and appealing initial determinations by the individual concerned may be obtained form the SYSMANAGER.

RECORD SOURCE CATEGORIES:

High school lists, DD 214's prospect interviews/referrals, local newspapers, youth fitness programs, individual contacts, Marine Corps officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00035

SYSTEM NAME:

Truth Teller/Static Listings

SYSTEM LOCATION:

The Commandant of the Marine Corps Headquarters, U.S. Marine Corps Washington, D.C. 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All present and former members of the U.S. Marine Corps

CATEGORIES OF RECORDS IN THE SYSTEM:

The system comprises non-automated records of basic information (Name, Military Service Number/Social Security Number, Pay Entry Base Date, Home of Record (State and County) and Date of Birth) pertaining to all individuals who ever served in the U.S. Marine Corps.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code Section 5201

PURPOSE(S):

To provide a record for identification of all members and former members of the Marine Corps.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File Folders, Binders, and Microfilm Cartridges

RETRIEVABILITY:

Name, Military Service Number and Social Security Number

SAFEGUARDS:

Records maintained in locked room. Building employs security guards.

RETENTION AND DISPOSAL:

Permanent

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D. C. 20380

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MSRB), Headquarters, U.S. Marine Corps, Washington, D.C. 20380. The letter should contain the full name, social security number and signature of the requester.

The individual may visit Headquarters, U.S. Marine Corps, Columbia Pike and Arlington Ridge Road, Arlington, Virginia, room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his drivers license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

RECORD ACCESS PROCEDURES:

Information may be obtained from:
Commandant of the Marine Corps (Code MSRB)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone Area Code 202/694-1043

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the

individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Enlistment and Officer Acceptance Contracts

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00036

SYSTEM NAME:

Identification Card Control

SYSTEM LOCATION:

All U.S. Marine Corps units

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Regular and Reserve Marines including retired and disability retired and their dependents who have been issued an Identification Card.

CATEGORIES OF RECORDS IN THE SYSTEM:

Log book contains name, rank, social security number, and card number, issue date, expiration date, signature of person card issued to and signature of issuing person.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S.Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of identification cards issued to military members for accountability purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

These records are kept in a log book.

RETRIEVABILITY:

By type card, chronologically by date also retrievable by name.

SAFEGUARDS:

The log books are stored in a locked container in a location which is locked after working hours. A guard is located in the general area.

RETENTION AND DISPOSAL:

Two years from date of closing entry.

SYSTEM MANAGER(S) AND ADDRESS:

Unit Commanders.

NOTIFICATION PROCEDURE:

Write or visit SYSMANAGER. Provide full name, social security numnber, and military status. Proof of identity may be established by military identification card or DD 214 and driver's license.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officers Qualification Record/Service Record Book of individual application for dependents privilege card, correspondence from Headquarters, U.S. Marine Corps.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00037

SYSTEM NAME:

Library Patron File

SYSTEM LOCATION:

System is decentralized - maintained at Marine Corps commands, organizations and activities having libraries.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active, reserve and retired military personnel, their dependents, and others who are entitled to use and borrow material from Marine Corps libraries.

CATEGORIES OF RECORDS IN THE SYSTEM:

The library patron file may contain the following information pertinent to each individual: Name, rank, social security number; organization and organization address and phone number; home address and home phone number; names and ages of dependents; title of materials borrowed; date borrowed; date returned; and notation of monetary settlement if borrowed material was lost or damaged.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of library patrons who are entitle to use and borrow material form Marine Corps libraries.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly esetablished local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of files.

The Comptroller General of the U.S. - By Comptroller General or any of his authorized repesentatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files.

RETRIEVABILITY:

File alphabetically by last name of patron.

SAFEGUARDS:

Library is locked when not in use. Only authorized personnel have access to records during working hours.

RETENTION AND DISPOSAL:

Records are maintained for up to seven years, based on library usage. After retention period records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from the library in question; addresses are as contained in the Navy Standard Distribution List (OPNAV P09B3-107).

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the commander of the Marine Corps command, organization or activity that maintains the library in question.

Written requests for information should contain the full name of the individual, social security number, organization to which assigned when library utilized, and current address.

For personal visits the individual should be able to provide acceptable personal identification during normal hours of library operation.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is obtained from individual concerned, library director and library staff.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00038

SYSTEM NAME:

Amateur Radio Operator's File

SYSTEM LOCATION:

Marine Corps activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All amateur radio operators who operate at Marine Corps activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, Federal Communications Center license number, operating frequency, type of equipment and home address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U. S. Code 5031

PURPOSE(S):

To provide a record of all amateur radio operators at Marine Corps activities to ensure proper radio management by communications center personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

3x5 card in metal file box.

RETRIEVABILITY:

Alphabetical

SAFEGUARDS:

Security area.

RETENTION AND DISPOSAL:

Destroyed upon departure from Marine Corps activity

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of activity concerned. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Information may be obtained from: Commanding Officer of activity concerned.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the SYSMANAGER.

Written requests for information should contain the full name and grade of the individual.

For personal visit, the individual should be able to provide valid personal identification such as an employee badge, driver's license, medicare card, etc.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00039

SYSTEM NAME:

Citizen Band Radio Request and Authorization File

SYSTEM LOCATION:

Communication Electronics Office Marine Corps activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel who desire to operate amateur/citizen band radios at Marine Corps installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Amateur/Citizen Band Radio Operation Request and Authorization Form

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of individuals who have requested and are authorized to operate amateur/citizen band radios.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Papers filed in three-ring binder.

RETRIEVABILITY:

Numerically by card number.

SAFEGUARDS:

Located in a secure area that is manned on a 24-hour basis.

RETENTION AND DISPOSAL:

Retained for one (1) year and if not renewed, the form is destroyed by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of activity in question. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Request information from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Rules for access may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual requester and Communication Electronics Officer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00040

SYSTEM NAME:

Individual Training Records/Training Related Matters

SYSTEM LOCATION:

System is decentralized - maintained at all Marine Corps commands, organizations and activities, Regular and Reserve.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel assigned, attached to or serving with a Marine Corps command, activity or organization to include recruit training, formal military schools, operational units and training facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The individual training record may contain the following information pertinent to each individual: Name, rank, social security number, age, sex, military occupational specialty or specialties, date joined unit, date of end of active service, date of birth, proficiency and conduct scores, physical fitness test scores, rifle and pistol qualification scores, gas mask size, blood type, leadership proficiency, military school and correspondence course records and results, special training qualifications, weight and physical characteristics, medical record extracts addressing weight control and physical fitness, human relations training experience, troop information exposure, general military subject test results, water survival qualification, instructor qualifications, specialized equipment qualification, personal counseling records, foreign language qualifiations, inspection results, etc.

In the case of recruit training, special data as reflects remedial training, counseling, weakness or excellence, recruit questionnaires and reading evaluations may be included.

For personnel attending formal schools, evaluation information and data reflecting successful completion or termination for cause may be included.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S.Code 301; Title 10, U. S. Code 5031

PURPOSE(S):

To provide a record of all training received by members on active duty in the Marine Corps.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, loose-leaf notebooks and card index files.

RETRIEVABILITY:

Files are retrievable by name and cross filed by social security number.

SAFEGUARDS:

Records are retained in controlled access areas and handled by trained and cleared personnel on a strict 'need-to-know' basis.

RETENTION AND DISPOSAL:

Files are retained during the period the individual is assigned to the activity maintaining the record. Upon transfer of the individual concerned, records are transferred with the individual or destroyed.

In the case of drill instructor or recruit records, records are maintained for four years after departure of individual, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from the commander of the Marine Corps command, organization or activity to which the individual is assigned for duty or training.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the commander of the command, organization or activity to which assigned for duty or training. Addresses are as contained in the Navy Standard Distribution List (OPNAV P09B3-107).

Written requests should contain name, rank, social security number and dates assigned to the activity addressed. In cases where individual attended a formal school, name of course and course number should be included if available.

Personal visits may be made to the activity in question any normal work day between 8:00 a.m. - 4:30 p.m. For personal visits individual should be able to provide valid personal identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Training performance, evaluations, on-the-job performance evaluations, individual and instructor evaluations, individual service records, Manpower Management System, test and inspection results and training correspondence addressing individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00041

SYSTEM NAME:

NonAppropriated Fund (NAF) Employee File

SYSTEM LOCATION:

Primary system-Marine Corps Exchange Service Branch, Facilities and services Division, Installations and Logistics Department (Code LFE), Headquarters, U.S.Marine Corps, Washington, D.C. 20380.

Decentralized segments-Marine Corps commands employing NAF personnel (see the organizational elements of the Marine Corps as listed in the Department of the Navy address directory appearing in the Federal Register).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel, to include off-duty military personnel, applying to or hired by Marine Corps commands which salaries are paid with NAF. File covers NAF employees whose employment was terminated for cause and those who resigned while the subject of a formal investigative proceedings.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records may contain any of the following documents and information on NAF employees - name, home address, home and office telephone number, social security number, employee application, personal history statement, reference data, education, work experience, photograph, work permit, union participation, date of birth, emergency contact information, employee number, military grade (if applicable), job description, job assignment, application for group

insurance and retirement plans (or signed waiver), leave and apy data, performance reviews, reports of physical examinations, reports of accident/traffic violations, warning notices of excessive absence and tardinees, reports of grievances hearings/disciplinary acion, record of court attendence, certified copy of completed military order for any annual duty tours with recognized military Reserve organizations, security clearance data, bad debt notices, employment compensation documents, commendations and awards, separation information (to include the mailing address of the command from which the individual was separated.)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To maintain NAF personnel records on employment acceptability , assignments, pay, promotion, performance evaluations, security, growth potential, leave, awards, benefits and entitlements, disciplinary and grievances proceedings, appeals, discrimination complaints, retirement/ separation, terminations, physical evaluations and audits.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the Blanket Routine Uses at the beginning of the published Marine Corps systems notices in the Federal Register. In addition, the following routine uses apply.

By court order in connection with matters before a federal, state or municipal court.

To investigative, security and law enforcement agents Federal agencies who have submitted written requests for access to the file, with jurisdiction thereof, pertaining to the conduct of Government business under their respective jurisdictions and the names of specified agents having a need for such access.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and binders, magnetic tapes and disc.

RETRIEVABILITY:

Alphabetically, by social security number or NAF identification number.

SAFEGUARDS:

Respective commands employ one or more safeguards such as locked containers, locked rooms, locked buildings, access by authorized personnel only, and employment of security guards.

RETENTION AND DISPOSAL:

Records are maintained for period of employment plus five years. Records of employees transferring to another NAF activity are transferred to the new activity. Records of separated employees are transferred to the National Personnel Record Center, 111 Winnebago Street, St. Louis, Missouri 63118.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps(Code LFE), Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager.

RECORD ACCESS PROCEDURES:

Request should be address to the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Employee applications, personal interviews, former employers and supervisors, investigative and law enforcement agencies, originators of correspondence, employee references, schools, physicians and employing command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00042

SYSTEM NAME:

Marine Corps Locator Files

SYSTEM LOCATION:

System is decentralized - maintained at Marine Corps commands, organizations and activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

A locator file of assigned military and civilian personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Locator files may contain any of the following information on officer, enlisted and civilian personnel assigned to respective commands, organizations and activities of the Marine Corps: name, rank/grade, date of rank, selection for promotion, social security number, billet title, lineal number, Table of Organization line number, home address and telephone number, office code, room number and telephone number, new mailing address of transferred personnel, prior mailing address of newly assigned personnel, marital status, name of spouse, names of children, name and address of next of kin, military occupational specialty, date of birth, pay entry base date, expiration of active service date, home state, educational background, state where admitted to bar, identification badge number, payroll number, government vehicle drivers license date, rotation tour date, overseas control date, date report to respective command, organization or activity, occupation address and telephone number of inactive Reserves and security clearance data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301

PURPOSE(S):

To provide a record of location of both military and civilian personnel for use in the execution of official duties by Marine Corps personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General of any os his authorized representatives in the course of the performance of duties of the General Accounting Office relating to th Marine Corps.

U.S. Postal Service - By duly designated Postal Officials pertaining to matters properly within the purview of the U.S. Postal Service.

Courts - By officials of duly established local, state, and federal courts as a result of court order pertaining to matters properly within the purview of said court.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Books, cards, rosters, strip files, file folders, loose leaf binders, log books, embossed plates, microfilm/fiche or magnetic records and discs.

RETRIEVABILITY:

The data contained on magnetic records can be displayed on cathode-ray tubes, computer printed on paper, and converted to microform for information retrieval; the data in file folders and other documents is retrieved manually. Normally, all types of records are retrieved by social security number and name.

SAFEGUARDS:

Marine Corps commands, organizations and activities employ one or more safeguards such as limited controlled distribution, employment of security guards, accessibility by authorized personnel only, locked containers, locked rooms or locked building.

RETENTION AND DISPOSAL:

Permanent. Updated as required.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Information may be obtained from the individual command, organization or activity to which individuals are assigned for duty. Addresses are as listed in the Navy Standard Distribution List (OPNAV P09B3-107).

RECORD ACCESS PROCEDURES:

Individuals may visit or request information by correspondence to the individual command, organization or activity as listed in the Navy Standard Distribution List (OPNAV P09B3-107).

Written requests for information should contain full name of the requester, his social security number and his signature.

For personal visits, the individual will be required to provide such proof of identification as his drivers license, his active, Reserve or retired identifiction card, his Armed Forces Report of Transfer or Discharge (DD Form 214) or such other data sufficient to insure that the individual is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Service Record Book, Officer Qualification Record, Manpower Management System, Reserve Personnel Management Information System, Unit Diaries, Combined Lineal Lists of active duty and reserve commissioned and Warrant Officer, Tables of Organization, Official Orders, Civilian Personnel Records, other Marine Corps activities, and individuals concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00043

SYSTEM NAME:

Marine Corps Recreation Property Records and Facilities

SYSTEM LOCATION:

Marine Corps activities maintaining recreation files.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authorized personnel to utilize special services facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Usage data records on each activity

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of all pesonnel authorized to use recreation property and facilties at Marine Corps activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

In paper records in file folders. Cards files and usage logs.

RETRIEVABILITY:

Alphabetical by name for property cards.

By activity usage logs.

SAFEGUARDS:

Records are maintained in a metal file in the recreation property compound and athletic/recreation office. During non-operating hours, the activity is locked.

RETENTION AND DISPOSAL:

Usage logs are maintained for one to four years.

Until equipment is returned or recreation fund is reimbursed.

SYSTEM MANAGER(S) AND ADDRESS:

Local Commanding Officers. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Local Commander

RECORD ACCESS PROCEDURES:

Information may be obtained from local Commander.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Individual activities, individuals, ID cards

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00044

SYSTEM NAME:

Equal Opportunity Information and Support System

SYSTEM LOCATION:

Commandant of the Marine Corps (Code MPH), Headquarters, U.S. Marine Corps, Washington, D. C. 20380 and all Marine Corps activities. See organizational elements of the U.S. Marine Corps as listed in the Directory of the Department of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps military personnel who submit complaints of discrimination and Marine Corps military personnel who are under formal or informal investigation as a result of complaints of discrimination.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records compiled pursuant to the processing of a complaint concerning discrimination, incident data, endorsements and recommendations, formal and information investigations concerning aspects of equal opportunity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. section 2000e-16(b) and (c).

PURPOSE(S):

To provide a record of military personnel who have submitted complaints of discrimination and a record of any formal or informal investigation as a result of the discrimination complaint.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related in equal opportunity matters.

The Senate or the House of Representatives of the United States or any committee or subcommittee thereof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files of Marine Corps military personnel. When required by Federal Statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files and file folders.

RETRIEVABILITY:

Files are retrieved alphabetically by name of the complainant or by the name of the individual who is the subject of the complaint.

SAFEGUARDS:

Files are stored in filing cabinets. After normal working hours, rooms are locked. Building is located in controlled access area with security guards on 24 hour duty. Access to files is limited to official capacity on a need-to-know basis. Files held by field activities are maintained in areas accessible only to authorized personnel that are properly training.

RETENTION AND DISPOSAL:

Records disposed of two years after administrative closing of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Code MPH), Attn: Equal Opportunity Officer, Headquarters, U.S. Marine Corps, Washington, D.C. 20380, telephone 202-694-2895.

NOTIFICATION PROCEDURE:

Correspondence pertaining to files maintained should be addressed to: Commandant of the Marine Corps (Code MPH), Headquarters, U. S. Marine Corps, Washington, D.C. 20380.

Written request for information should contain the individual's name, social security number, and signature.

Personnel visits may be made to Headquarters, U.S. Marine Corps (Code MPH), Columbia Pike and Arlington, Ridge Road, Arlington, Virginia 22214. Individuals should be able to provide personal identification to include valid military identification or two valid civilian items of identification such as driver's license, passport, credit cards, etc.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual are contained in SECNAVINST 5211.5C and 32 CFR section 701.1 et.seq. Additional information may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other systems, investigations, witnesses and correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00045

SYSTEM NAME:

Automated Systematic Recruiting Support System (ASRSS)

SYSTEM LOCATION:

The system will be operated at each Recruiting Station, District Headquarters, and Marine Corps Recruit Depot within the Marine Corps. See organizational elements of the U.S. Marine Corps as listed in the Directory of the Navy Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps Regular and Reserve recruits.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information voluntarily provided by recruits as contained on the Application for Enlistment - Armed Forces of the United States.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code 301, Departmental Regulations

PURPOSE(S):

To provide a record on all Marine Corps recruits for use in tracking recruits from entry through recruit training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The file will be stored via on-line magnetic disk with backup on magnetic tape. Backup audit trail record will be available at the point-of-entry.

RETRIEVABILITY:

Standard reports and ad hoc retrievals are generated from remote terminals using a data base management system. Additionally, updates and record browsing may be accomplished in the interactive mode through keying social security number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

'Hard copy' or paper output from the system is stored in locked containers.

System software contains user passwords to lock out unauthorized access.

Software contains partitions to limit access to appropriate organizational level.

RETENTION AND DISPOSAL:

On-line magnetic records will be maintained for one year after completion of recruit training. Records are than retired to a 'history file' where they will be retained for a period of four (4) years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Attn: Deputy Chief of Staff for Manpower), Headquarters U.S. Marine Corps, Washington, D. C. 20380.

NOTIFICATION PROCEDURE:

Requests from individuals for information concerning their ASRSS records should be addresed to the Commandant of the Marine Corps (Code MPI-40), U.S. Marine Corps, Washington, D. C. 20380. Requesting individual should supply full name and social security number.

The requester may also visit any Marine Corps Recruiting Station to determine whether ASRSS contains records pertaining to him or her. In order to personally visit a Recruiting Station and obtain information, individuals must present proper identification such as military identification, if a service member, driver's license, or some other suitable proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The Recruiting Station, Marine Corps Recruit Depot, and the individual recruit are the sources of the information contained in the ASRSS record for that person.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00046

SYSTEM NAME:

Recruit Incident System

SYSTEM LOCATION:

Marine Corps Recruit Depot, Parris Island, South Carolina 29905 and Marine Corps Recruit Depot, San Diego, California 92140.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marine Corps military personnel who have violated recruit training standard operating procedures.

CATEGORIES OF RECORDS IN THE SYSTEM:

Identifying information consisting of name, grade, last four digits of social security number, unit, date of offense, source of allegation, type of action, date of action, type of abuse, charges and description of charges, and whether or not individual is relieved of duties.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301, Departmental Regulations; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of all drill instructors who have abused recruits for use in reporting to officials at Headquarters Marine Corps.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the Blanket Routine Uses at the Head of the published Marine Corps system notices in the Federal Register.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The file is stored in hard back binders.

RETRIEVABILITY:

Records retrieved by name or last four digits of social security number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel only during normal working hours. After normal working hours, rooms are locked and the buildings are controlled by security guards. properly cleared and trained.

RETENTION AND DISPOSAL:

Information in hard back binders maintained three years from the recruit incident and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Depot Instructor, Marine Corps Recruit Depot, Parris Island, South Carolina 29905 and Depot Inspector, Marine Corps Recruit Depot, San Diego, California 92140.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual are contained in SECNAVINST 5211.5A and 32 C.F.R. section 701.1 et. seq. Additional information may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information obtained from courts-martial or office hours proceedings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00047

SYSTEM NAME:

Officer Slate File System

SYSTEM LOCATION:

Officer Assignment Branch, Personnel Management Division, Headquarters, U.S. Marine Corps (Code MMOA), Washington, D.C. 20380.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty officers and enlisted personnel selected for warrant officer whose active duty component code is 11 thru 13, C1 thru C6; and CH.

CATEGORIES OF RECORDS IN THE SYSTEM:

The Officer Slate File contains assignment data pertinent to each individual officer's future assignment and sufficient data relative to his present assignment to determine the billet to which the officer is assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5031, Secretary of the Navy; responsibilities

PURPOSE(S):

To provide a record of assignment data on officers for use in affecting an officer's assignment to the next duty station.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic discs and back-up generations are stored on magnetic tape. Back-up tapes are maintained for approximately one week and then erased.

RETRIEVABILITY:

Records are accessed by social security number.

SAFEGUARDS:

a. Hard-wired terminals which operate on an on-line interactive mode support this system. System information

is protected by the following software features: user account number; user identification number; password, and the file is in a 'restricted' status for use by the Officer Assignment Branch only.

b. Access to the building in which the terminals and computer system is protected by a security agency and requires positive identification for admission. Access to the terminals is under the control of authorized personnel during working hours. Office spaces in which the terminals are located are locked after working hours, and checked in the evening by the designated staff duty officer at Headquarters Marine Corps.

RETENTION AND DISPOSAL:

records are retained for the period an officer is on active duty. Officers reporting to active duty are added to the file automatically and those officers being transferred to other than active duty status are deleted from the file automatically. This process occurs once each week to coincide with the updating of the Manpower Management System. Back-up generations are retained for approximately one week in the event a systems failure/error requires the file to restored. After this time the back-up tape is erased.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps
(Code MMOA)
Headquarters Marine Corps
Washington, D.C. 20380
Telephone: (202) 694-3078

NOTIFICATION PROCEDURE:

Inquiries should be directed to the System Manager at the address indicated.

RECORD ACCESS PROCEDURES:

Requests from individuals should be address to: The Commandant of the Marine Corps (Code MMOA), Headquarters U.S. Marine Corps, Federal Office Building 2, Washington, D.C. 20380.

Written requests for information should contain the full name of the individual, date and place of birth, social security number and signature.

For personal visits, the individual should be able to provide military identification to ensure that the individual is the subject of the inquiry.

An active duty officer may obtain future assignment data on himself by telephone by contacting his assignment monitor and providing sufficient information to properly identify himself to his assignment monitor.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the officer's command, the individual officer concerned, officer assignment monitor and the Manpower Management System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMN00048

SYSTEM NAME:

Performance Evaluation Review Board

SYSTEM LOCATION:

The Career Planning Branch (Code MMCP), Personnel Management Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any member or former member of the Marine Corps who has submitted a petition to the Performance Evaluation Review Board.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains identifying data on the petitioner, date of request, action requested, activity member attached to at time of alleged error, any subsequent board decisions and record of petitioner notification.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5031; U.S.C. 301

PURPOSE(S):

To provide a record of petitions submitted to the Performance Evaluation Review Board.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic disks and back-up generations are stored on magnetic tape; paper records are stored in file folders.

RETRIEVABILITY:

Records are accessed by social security number and docket number.

SAFEGUARDS:

System information is protected by the following software features: user account number; user idenification number; password and the file is restricted to authorized personnel only. The office where the terminal is located is locked after official working hours. Access to the building where the terminal and the computer system is located is protected by security guards who require positive identification for admission.

RETENTION AND DISPOSAL:

Records are retained l year after completion of case and then destroyed by erasing magnetic tapes. Bakc-up tapes are maintained approximatley 3 years and then erased.

SYSTEM MANAGER(S) AND ADDRESS:

Commandant of the Marine Corps (Code MMCP)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Inquiries should be directed to the system manager at the address indicated.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed to the Commandant of the Marine Corps (Code MMCP), Headquarters, U.S. Marine Corps, Washington, D.C. 20380. Written requests for information should contain the full name of the individual, social security number and signature. Individuals may inquire in person at the Career Planning Branch (Code MMCP), Federal Office Building ¢2, Columbia Pike and Arlington Ridge Road, Arlington, Virginia. For personal visits, the individual should provide military identification or driver's license for proof of identification.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial deermination by the individual concerned may be obtained for the system manager.

RECORD SOURCE CATEGORIES:

Information in the system is obtained form the individual, Manpower Management System and the Performance Evaluation Review Board.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MMN00049

SYSTEM NAME:

Manpower Management Information System

SYSTEM LOCATION:

Marine Corps Base, Camp Lejeune, North Carolina

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Marines who are joined to Base organizations and filling a Table of Organization (T/O) line number; all non-chargeable military personnel who are administratively attached to Base organizations (except students); and wage grade employees assigned to Base and tenant units.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain personal identification data such as name, social security number, pay grade, military occupational specialities, dates current tour began and other information extracted from the existing Manpower Management System and Naval Automated Civilian Manpower Information System master records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C. 5031

PURPOSE(S):

To provide a record of all personnel joined to base organizations for identification by Table of Organization(T/O), administrative attachment or assignement to tenant unit.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the Blanket Routine Uses at the head of the published Marine Corps systems notices in the Federal Register.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic tape and disk.

RETRIEVABILITY:

Records are accessed by social security number and T/O line number.

SAFEGUARDS:

Building has a 24-hour security watch. Computer terminals and records and located in areas accessible only to authorized personnel that are properly screened, cleared and trained. Use of terminals requires knowledge of passwords. Terminals are physically locked when not being used by authorized personnel.

RETENTION AND DISPOSAL:

Records on magnetic disk are retained form one file recreation to the next, generally one month. Magnetic tapes are forwarded to Headquarters, U.S. Marine Corps.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Chief of Staff for Manpower
Marine Corps Base
Camp Lejeune, North Carolina 28542
Telephone: (919) 451-2220

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the system manager. Written requests for information should contain the full name and social security number, date and place of birth and signature of the individual concerned. For personal visits, the indivdual should be able to provide identification bearing picture and signature or sufficient verbal data to ensure that the individual is the subject of inquiry.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained form the system manager.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from the Manpwoer Management System, the Naval Automated Civilian Manpower Information System, the Table of Manpower Requirements, from the individual's commanding officer or supervisor, and from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

MMT00001

SYSTEM NAME:

Dependent (Title 6) Schools Records System

SYSTEM LOCATION:

Dependent (Title 6) Schools located at Marine Corps installations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All students enrolled in Dependent (Title 6) Schools location at Marine Corps installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

System consists of individual student records, master schedule, student schedule, student class lists, student scheduling cards, etc. Information consists of student academic performance, attendance, discipline, activities, aptitude, health and emergency record data to properly administer and assist the student while enrolled in the particular school or school system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code and Title 6 U.S. Code

PURPOSE(S):

To provide a record of all students enrolled in Dependent (Title 6) Schools at Marine Corps activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Other Federal Agencies - By officials and employees of the other Federal Agencies in the execution of their assigned as such duties pertain to Dependent (Title 6) Schools.

State and Local Education Agencies - By officials and employees of state and local education agencies in the execution of their official duties as such duties pertain to Dependent (Title 6) Schools.

Courts - By officials and employees of local, state, and federal courts as dictated by court order.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders, machine workable cards, and other Data Processing mediums.

RETRIEVABILITY:

Information is retrieved by student name or student number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel and handled by personnel who have been cleared and trained in handling of personnel information.

RETENTION AND DISPOSAL:

Records are maintained during the period of student enrollment and for a period of up to three years after student departure from the rolls of the school. Records are then destroyed or retired to the Army Records Center, St. Louis, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent of the school system in which the particular student is enrolled.

NOTIFICATION PROCEDURE:

Information may be obtained from the particular school or school system in which the student is enrolled: Commanding General (Attn: Supt Depn Scol) Marine Corps Base, Quantico, Virginia 22134; Commanding General, (Attn: Supt Depn Scol), Marine Corps Base, Camp Lejeune, North Carolina 28542; Commanding Officer, (Attn: Supt Depn Scol), Marine Corps Air Station, Beaufort, South Carolina

RECORD ACCESS PROCEDURES:

The rules for access to records may be obtained from the appropriate SYSMANAGER.

CONTESTING RECORD PROCEDURES:

Rules for contesting the contents of records and appealing initial determinations by the individual concerned may be obtained from the appropriate SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information is obtained from individual concerned, his teacher, administrators, and other professional health and education personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MMT00002

SYSTEM NAME:

Marine Corps Institute Correspondence Training Records System

SYSTEM LOCATION:

Marine Corps Institute, Box 1775, Washington, D.C. 20013

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All enrollees in Marine Corps Institute correspondence courses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain information for identifying enrollees, their addresses, their progress in the course of study, and the results of their final examinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of all students enrolled in the Marine Corps Institute correspondence courses.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, microfiche, magnetic tape, and magnetic disks.

RETRIEVABILITY:

Name and SSN.

SAFEGUARDS:

Access provided on a need to know basis only. During non-working hours, the doors to the Institute are locked.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Student Services Officer, Marine Corps Institute, Marine Barracks, Box 1775, Washington, D. C. 20013

NOTIFICATION PROCEDURE:

Apply in writing to SYSMANAGER. Provide full name, social security number or service number, date of completion or enrollment, course number, and course title.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from enrollment applications and subsequent forms submitted by the enrollee, from the individual's commanding officer, from the Marine Corps Manpower Management System, and from Marine Corps Automated Service Center, Kansas City.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

MRS00001

SYSTEM NAME:

Reserve Manpower Management and Pay System (REMMPS)

SYSTEM LOCATION:

Primary System - Marine Corps Central Design and Programming Activity, 1500 East Bannister Road, Kansas City, Missouri 64131

Decentralized Segments - Input to the system is limited to the unit diary submission of the Marine Corps Reserve unit to which the individual is assigned for administration. Output from the sytem is available at the following locations: Department of Defense, Headquarters, U.S. Marine Corps, 4th Marine Division, 4th Marine Aircraft Wing, Marine Corps Finance Center and the Marine Corps Reserve Support Center to which the individual is assigned. Addresses of each Distribution List (OPNAV-P09B3-107).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Marine Corps Reservists in the Selected, Individual Ready, Standby, and Fleet Marine Corps Reserve categories.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains the master personnel records to include personal identification, education, training military occupational specialties, contractual agreements, pay and other data required for effective personnel management and administration.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record of pay and personnel data on Reserve personnel for use in the management and administration of Reserve personnel resources.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee of subcommittee thereof, and any joint committee of Congress or subcommittee of joint committee on matters within the jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Information is contained on magnetic tapes and disks.

RETRIEVABILITY:

Information is retrieved by social security number

SAFEGUARDS:

Records are maintained in facilities accessible only to authorized personnel that are properly screened, and trained.

RETENTION AND DISPOSAL:

Records are retained for six months after separation of the individual Marine Reservist. After six months, records are destroyed except for an historical listing of separations which is recorded on microfiche for permanent retention at the Marine Corps Reserve Support Center, Kansas City, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps Washington, D.C. 20380

NOTIFICATION PROCEDURE:

Information may be obtained from:
The Commandant of the Marine Corps
(Code RES)
Headquarters, U.S. Marine Corps
Federal Office Building ¢2
Washington, D. C. 20380
Telephone: Area Code 202/694-1842

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to: The Commandant of the Marine Corps (Code RES), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Written requests for information should contain the individual's full name, social security number and signature.

For personal visits, the individual should be able to provide some acceptable identification such as military identification card, driver's license or other type of identification bearing picture and signature to insure the individual is the subject of the inquiry.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

The individual having administrative responsibility for the Marine, the Marine Corps Reserve Support Center and authorized personnel of Headquarters, U.S. Marine Corps.

Systems interface with active force Joint Military Pay/Manpower Management System.

Educational Institutions

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

MTE00001

SYSTEM NAME:

Telephone Billing/Accounting File

SYSTEM LOCATION:

All Marine Corps activities maintaining telephone accounts.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel, civilian contractors, concessions, and Marine Corps sponsored activities that are provided unofficial government telephone service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain name, social security number, grade, military address, telephone number assigned to individuals in the system, civilian contractor's business address and business telephone numbers, ledger of itemized telephone service charges and payments, receipted bills, requests for service, account number, addressograph plate, cash collection vouchers for telephone deposits, and routine correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S. Code 5031

PURPOSE(S):

To provide a record on amounts owed and paid for telephone services at Marine Corps activities. The file is also used as a telephone directory service except for numbers unlisted.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper cards are maintained in filing cabinets and KARDEX files or in file folders.

RETRIEVABILITY:

Information accessed and retrieved by name, address or

SAFEGUARDS:

Records are maintained in an area accessible only to authorized personnel and are under constant supervision. The building is locked during non-working hours and someone is on duty 24 hours a day.

RETENTION AND DISPOSAL:

Records remain active until indivudal leave the Marine Corps activity concerned. Records are then transferred to an inactive file for four years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of activity concerned. See Directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are listed in the Navy Standard Distribution List (OPNAV P09B-107).

RECORD ACCESS PROCEDURES:

Written requests from individuals should be addressed to the Commanding Officer of the activity concerned. Activity addresses are as reported in the Navy Standard Distribution List.

Written requests should include name and social security number and address.

For personal visits, the individual should be able to provide the proper military or civilian idientification.

CONTESTING RECORD PROCEDURES:

The rules for access to records and for contesting contents and appealing initial determination by the individual may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Application of the individual desiring telephone service in government housing aboard the activity.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

UNITED STATES NAVY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the

purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

N01001-1

SYSTEM NAME:

Roster, Naval Reserve Law Companies

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 62) Department of the Navy, 200 Stovall St., Alexandria, Va 22332

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Listing of law program officers in Naval districts having cognizance over Reserve affairs; listing of Naval Legal Service Offices; listing of the staff of the Director, Naval Reserve Law Programs; listing of Naval Reserve Law Company commanding officers; and listing of members of the law companies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Roster contains names and locations of personnel associated with Naval Reserve Law Programs; names of members of law companies, social security number, rank, home and office addresses, name of spouse, and telephone numbers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 806

PURPOSE(S):

To facilitate and promote liason between Naval Reserve Law Companies, law program officers, the Director, Naval Reserve Law Programs, and the Navy's legal assistance program. It is an essential publication used by legal assistance officers Navy-wide. It apprises Naval Reserve Officers of the locations of Reserve units in order that they participate in the reserve law program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

By names of members and location of Reserve units.

SAFEGUARDS:

Records are maintained under the control of authorized personnel during working hours; the office space in which the rosters are maintained is locked outside official working hours.

RETENTION AND DISPOSAL:

Rosters are retained for approximately two years and destroyed when a new edition is published.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law) Office of the Judge Advocate General Department of the Navy, 200 Stovall St., Alexandria, Va. 22332

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager. Personal visits may be made to: Reserve Personnel Division Office of the Judge Advocate Room 9S05 Hoffman Bldg II 200 Stovall St. Alexandria, Va. 22332

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Information is received from Reserve officers who participate in the Naval Reserve Law Programs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01001-2

SYSTEM NAME:

Naval Reserve Law Program Officer Personnel Information

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 62), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants applying for appointment or transfer to Judge Advocate General's Corps of the Naval Reserve.

CATEGORIES OF RECORDS IN THE SYSTEM:

Furnishes information as to applicant's qualifications and intentions to affiliate in Naval Reserve Law Program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 806

PURPOSE(S):

Information is obtained to publish a Directory of Naval Reserve Judge Advocates' location, Reserve assignment, etc. Information in the Directory is made available to Navy Judge Advocates, active and reserve, to enable them to locate and identify the legal expertise of Naval Reserve Judge Advocates in the various states with varying legal qualifications and State licenses and to permit contact between Navy Judge Advocates.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, stored in a file cabinet

RETRIEVABILITY:

By officer's name

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained for two years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the: Office of the Judge Advocate General (Code 62), Department of the Navy, Room 9S05, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Written requests must be signed by the requesting individual, and for personal visits, the individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

Requests should be addressed to: Judge Advocate General (Code 62), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is received from applicants who are applying for appointment in the Judge Advocate Generals' Corps or from reserve officers requesting transfer to the system manager.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01001-3

SYSTEM NAME:

Naval Reserve Intelligence/Personnel File

SYSTEM LOCATION:

Commander Naval Intelligence Command 4600 Silver Hill Road Washington, DC 20389

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officers and enlisted personnel of the Naval Reserve Intelligence Program and applicants for affiliation with the program.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information relating to the individual's residence history, education, professional qualifications, occupational history, foreign country travel and knowledge, foreign language capabilities, history of active military duty assignments and military reserve active duty training and background investigation, qualifications for active military duty assignments and military promotions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947, as amended; 5 U.S.C. 301 Departmental Regulations; 10 U.S.C. 503 Department of the Navy 10 U.S.C. 6011 Departmental Regulations; 44 USC 3101, Records Management by Federal Agencies;

PURPOSE(S):

To determine qualifications for members of the Naval Reserve Intelligence Program and to provide a personnel management device for career development programs, manpower and personnel requirements for program activities, assignment of support projects of the reserve program and mobilization planning requirements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computerized magnetic tapes; microform; some records may be maintained in file folders.

RETRIEVABILITY:

The file can be accessed for each file element or any combination therof.

SAFEGUARDS:

GSA approved security containers located in controlled access spaces.

RETENTION AND DISPOSAL:

Records are maintained as long as the individual is a member of the Naval Reserve Intelligence Program. Records are destroyed when member becomes inactive.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Intelligence Command 4600 Silver Hill Road Washington, DC 20389

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the System Manager, giving full name, residence address and date and place of birth. A notarized statement may be required for identity verification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Reserve Personnel History File data submitted by the individual; background investigation reports from the Naval Investigative Service.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01001-5

SYSTEM NAME:

MSC/NCSORG Reserve Personnel Record

SYSTEM LOCATION:

Commander, Military Sealift Command, Department of the Navy, Washington, D.C. 20390

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Naval Reserve personnel in the MSC/NCSORG Reserve Program

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank, social security number, designator, date of birth, home address and phone, active duty training, correspondence courses, education, active military service, civilian employment experience.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations

PURPOSE(S):

To facilitate COMSC in keeping a current record of MSC and NCSORG reserve personnel. Such information is used to identify location, qualifications,

and training assignments of the reservists.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Data cards or similar record.

RETRIEVABILITY:

By name

SAFEGUARDS:

Records are kept within COMSC Naval Reserve Division Office. No one authorized access outside of Naval Reserve Division personnel. Building employs security guards.

RETENTION AND DISPOSAL:

Records are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Military Sealift Command. Department of the Navy. Washington, D.C. 20390

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager. Written requests for information should contain full name of the individual, military grade or rate, and date of birth. For personal visits, the individual should be able to provide some acceptable means of identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

RECORD SOURCE CATEGORIES:

Information is submitted by the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-1

SYSTEM NAME:

JAG Corps Officer Personnel Information

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 61), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active Duty Officers in the Judge Advocate General's Corps, Active Duty Officers in the Law Education and Excess Leave Programs

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, date of birth, social security account number, USN/USNR, designator, rank, state bar membership and year admitted, wife's name, no. of dependents, lineal listing by year group, duty assignment, arrival and rotation dates, release date if applicable

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 806

PURPOSE(S):

To manage the officers of the Navy JAG Corps, as the Judge Advocate General is statutorily required to make recommendation on the assignment of all active duty JAG Corps officers; to determine qualifications of an officer to receive a JAG Corps designation and to be certified as a trial or defense counsel; to determine the rotation dates and release from active duty dates of JAG Corps officers as well as the date new officers will be available for duty; to prepare JAG Corps strength plans for submission to OPNAV; and to obtain an officer's preference for duty assignment as well as eligibility for consideration for postgraduate education and overseas assignments. Certain of this information is promulgated to all active-duty JAG Corps officers in a semi-annual publication known as the Directory of Navy Judge Advocates. The information is promulgated for informational purposes so that officers can determine what positions (billets) might be available should they desire rotation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer strips kept on a strip file (wheel) and paper records kept in a folder identified by the officer's name kept in file cabinets.

RETRIEVABILITY:

By officer's name, folders are filed alphabetically.

SAFEGUARDS:

Records are maintained in the Office of the Judge Advocate General personnel office under the control of authorized personnel during working hours; the office space in which the storage devices containing the records is locked outside official working hours.

RETENTION AND DISPOSAL:

Upon release from active duty, records are kept three years and then destroyed. Upon retirement from active duty, records are maintained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from: Judge Advocate General (Code 61), Department of the Navy, Room 9S25, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332, Telephone: (202)325-9830

Written requests must be signed by the requesting individual. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Judge Advocate General (Code 61), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Personnel visits may be made to the JAG Personnel Office, Room 9S25, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information submitted by the officer upon his successful completion of law school and admission to the bar, orders to active duty and subsequent transfer orders, computer strips provided by the Bureau of Naval Personnel on all active duty officers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01070-10

SYSTEM NAME:

Aviation Training Jacket

SYSTEM LOCATION:

The Aviation Training Jacket accompanies the individual student to each Naval Air Command as he progresses in the training program. Upon completion or termination of training, the Aviation Training Jacket is forwarded to the following command:
Chief of Naval Air Training
Naval Air Station
Corpus Christi, TX, 78419

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All naval aviators, naval flight officers, naval flight surgeons, aviation warrant officers, and precommissioning training for aviation maintenance duty and aviation intelligence officers. This includes records in the above categories for individuals who do not complete prescribed training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Aviation flight training, practical and academic grade scores, including pre-training aviation test battery scores.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, DEPARTMENTAL REGULATIONS

PURPOSE(S):

To maintain an up-to-date student flight record and to evaluate the student's individual training progress and qualifications, including aircraft, medical and physiological qualifications.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To educational institutions upon individual requests for academic transcripts.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders in metal filing cabinets.

RETRIEVABILITY:

Name and date of designation, completion or termination of training.

SAFEGUARDS:

Access is restricted to the individual or those who maintain training records and those who are directly involved with the individual's training or evaluation. The file cabinets containing the jackets are in command areas under normal military 24 hour security measures.

RETENTION AND DISPOSAL:

Retained at the Chief of Naval Air Training headquarters for six months, then transferred to the Federal Records Center, East Point, GA. Retained for 75 years (SECNAVINST 5212.5B).

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX 78419

NOTIFICATION PROCEDURE:

The individual is informed that the Aviation Training Jacket is being maintained and has ready access to it during training. After training, he can submit written request to the system manager listed above and must provide name, social security number or officer file number, and date of completion or termination of training. Personal vistors can provide proof of identity by military identification card, active or retired, or driver's license and some record of naval service.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Prior educational experience, flight grades, academic grades supporting flight training, physical fitness/survival/swimming proficiency, aviation physiology training and qualifications, and birth certificate.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-11

SYSTEM NAME:

Flight Instruction Standardization and Training (FIST) Jacket

SYSTEM LOCATION:

The FIST jacket is located at the various Naval Air Training Commands where the individual may be assigned. The following command can be contacted to determine the location of any specific command. Chief of Naval Air Training Naval Air Station Corpus Christi, TX 78419

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All naval aviators and naval flight officers assigned to duty as instructors within the Naval Air Training Command.

CATEGORIES OF RECORDS IN THE SYSTEM:

A record of flight instruction standardization and training required of naval aviators and naval flight officers assigned duty as instructors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental regulations

PURPOSE(S):

To ensure that the flight instructor's qualifications are current to instruct in the designated naval aircraft, both academically and physiologically. The system is used to schedule training flights, qualify and designate flight instructors, etc. This system is used by Commanding Officers and training personnel of the command to which the individual is assigned.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders in metal file cabinets.

RETRIEVABILITY:

Name, rank, and social security number.

SAFEGUARDS:

Access is restricted to the individual, his commanding officer, or those involved in maintaining training records. The file cabinets containing the jackets are in command areas under normal military 24 hour security measures.

RETENTION AND DISPOSAL:

Jackets are retained in the individual's command until detachment, at which time it is given to the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX 78419

NOTIFICATION PROCEDURE:

The individual is informed that the FIST jacket is being maintained, participates in its development and, additionally, is required to review the jacket with his instructor periodically.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting content and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Academic tests Flight performance evaluation Check flight evaluation Instructor's evaluation Command determinations Personal input

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-12

SYSTEM NAME:

Administrative Files System

SYSTEM LOCATION:

Naval Investigative Service (NIS) Headquarters PO Box 16230, Suitland, Md. 20746

Decentralized Segments - Naval Investigative Service Regional Offices (NISROs) retain duplicate copies of certain segments of the administrative files. Addresses of these offices are included in the directory of Department of the Navy mailing list.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Past and present civilian, military and foreign national personnel assigned world-wide NIS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel Management System - an automated management information and statistical system containing all needed items of personnel information.

Special Agent Career Development Files - a compendium of Civil Service Performance Evaluation and Ratings and all correspondence unique to the NIS Special Agent, including annual physical examinations, which has a bearing on world-wide assignability, promotion and general career assessment.

Weapons Inventory File - an automated file containing the credential number, badge, weapons and handcuffs assigned to each NIS criminal investigator.

Personnel Security Clearance File - an automated file containing the classified material access level and date of last security clearance for assigned civilian and military personnel of NIS.

Personnel Utilization Data File - an automated file designed to provide statistical information regarding the manner by which available NIS manhours are expended in the execution of its assigned investigative and counterintelligence mission. The file is formed by the submission (monthly) of individual manhour diaries. All assigned personnel input to this system; their manhours are categorized by function.

Freedom of Information and Privacy Requests File. Records relating to requests for information pursuant to the Freedom of Information Act and the Privacy Act of 1974, and responses thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; Departmental Regulations

PURPOSE(S):

The Personnel Management System: To prepare virtually all personnel documents and personnel statistical studies. It provides such information as the average grade, the total number and composition of personnel at each NIS component and the past assignments of personnel. It is used on a daily basis by personnel in the formation and execution of staffing actions for the various NIS components, informal verification of employee's tenure and the compilation of necessary statistical studies.

Special Agent Career Development Files: Used for in-house agency decisions regarding reassignment, promotion, career training and long-range development. They form in-house agency repository for both adverse and favorable documents regarding Special Agents. The files have a long-range function - that of forming the basis for law enforcement retirement service certification. Though part of the file is duplicated in the official file maintained by the Civilian Personnel Office, the Special Agent Career Development file is considered privileged information and its contents are not released outside NIS. Within NIS, the files are maintained and controlled exclusively within the Career Services Division, NIS HQS, and by assigned personnel to that Division. The files are released for review only to senior management personnel of NIS.

Weapons Inventory File: To identify and inventory credentials, weapons, badges and handcuffs issued to authorized NIS personnel.

Personnel Security Clearance File: To informally verify and authenticate security clearances issued to NIS personnel. The file has a daily working purpose of acting as a check sheet for the updating of security clearances. It further is the file referred to when the Director, NIS, is required to certify the access level of certain assigned NIS personnel to other Navy commands as well as civilian contractors.

Personnel Utilization Data File: A statistical file from which an indepth analyses of manhour expenditures are surveyed (used exclusively within NIS). The various analyses drawn from the file are used to modify the staffing levels at various NIS components based on actual work level. It further provides a tool to NIS management to gauge the efficiency of all components by comparing their workload with the amount of manhours available.

The records in this system may be used by other DOD components requiring confirmation of security clearance levels and statistical purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To law enforcement activities conducting criminal or suitability investigations.

To the Office of Personnel Management when making personnel determinations, e.g., awards or disciplinary actions.

To credit companies in response to credit queries and to personal physicians regarding medical records.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The Personnel Management System, Weapons Inventory File, Personnel Security Clearance File and the Personnel Utilization Data File are stored on magnetic tape in an automated system. The Personnel Management System is composed of visible file cards and computer paper printouts; the Personnel Security Clearance File is composed of computer paper printouts and associated Department of Defense security certification documents, the latter being filed in individual file folders; the Weapons Inventory File and the

Personnel Utilization Data File are composed of computer paper printouts only.

The Special Agent Career Development files are composed exclusively of paper records in file folders.

RETRIEVABILITY:

Information is accessed and retrieved by name only in the Special Agent Career Development File. The Weapons Inventory File is queried by either name only or by item number (i.e., badge, credential, weapon, handcuff serial number).

The Personnel Management System is accessed by name and SSN; retrieval is by individual data characteristic such as GS-grade level, duty-station, special qualifications, language qualifications or it my be retrieved by name only or in conjuction with the SSN.

The Personnel Utilization Data File is normally accessed and retrieved by location and functional category of employment (i.e., Special Agent, clerical, etc.). The capability exists, however, to retrieve by SSN. The Personnel Security Classificaton File is a subordinate file to the Personnel Management System. Accession is by name and SSN. Retrieval is accomplished by computer paper printout in both alphabetical and duty-station format.

SAFEGUARDS:

All files in this system are protected by limited, controlled access, safes, and locked cabinets and doors. Futher, visitor control and secure computer software measures (where applicable) are utilized.

RETENTION AND DISPOSAL:

Personnel indexed in the Personnel Management System and the Personnel Security Clearance File are deleted from the magnetic tape data storage upon termination of employment. Residual paper records are retained from two to five years.

Personnel indexed in the Weapons Inventory File are deleted at such time as assigned equipment is returned and accounted for. Residual paper printouts are destroyed at least semi-annually.

The Special Agent Career Development Files are semi-permanent and are retained, at least in essential skeletal format, indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Investigative Service, P.O. Box 16230, Suitland, Md. 20746

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager, above. Individuals submitting requests should provide their full name, date of birth, SSN and dates of employment or assignment with NIS.

In the case of personal visits, individuals requesting access to files in this system will be required to present reasonable proof of identity to minimally include a drivers' license or similar document at least one of which must bear a current photograph and be able to provide (orally) some element of unique identifying data such as name of spouse or a past duty-station with NIS.

RECORD ACCESS PROCEDURES:

Access to files in this system may be gained by written notification or personal visit to the Naval Investigative Service Headquarters at the location specified above. Requests should be directed to the Information and Privacy Coordinator.

CONTESTING RECORD PROCEDURES:

The agency's rule for access to records and for contesting contents and appealing initial determinations by the inividual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

In the case of Personnel Management System and the Personnel Utilization Data System, the individual employee is the prime source of information both for initial access to the files as well as periodic update. The Personnel Security Clearance File information is obtained as a sub-file to the Personnel Management System. The information for the Weapons Inventory File is obtained from personnel charged with the issuance of various items inventoried therein (with verification by the personnel to whom the items are issued.)

Information for the Special Agent Career Development File is recieved from the individuals supervisors, from various Naval Commands and other Federal and State agencies with whom the Special Agent has had professional contact and from the individual himself. Also, this file contains copies of each physical examination required annually of assigned civilian Special Agents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01070-13

SYSTEM NAME:

Nuclear Program Interview and Screening

SYSTEM LOCATION:

Naval Sea System Command (Code 08), Washington, D.C. 20362

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel interviewed or considered for assignment or retention in the Naval Nuclear Power Program

CATEGORIES OF RECORDS IN THE SYSTEM:

Interview appropriation folder, interview chronology, interview index card, Navy Enlisted Nuclear Program Technical Screening Sheets, Nuclear Propulsion Officer Candidate Records

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 Departmental Regulations

PURPOSE(S):

To determine eligibility of individuals for the Naval Nuclear Power Program; to maintain statistical and accounting records on individuals for assignment and retention in the program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, loose leaf binders, and index card box

RETRIEVABILITY:

Name, chronological, Navy rate (if applicable), Social Security Number, approximate date of screen

SAFEGUARDS:

Located in restricted area

RETENTION AND DISPOSAL:

Indefinitely

SYSTEM MANAGER(S) AND ADDRESS:

Naval Sea Systems Command (Code 08), Washington, D.C. 20362

NOTIFICATION PROCEDURE:

Contact System Manager; provide full name, Navy rate (if applicable), Social Security Number, Nuclear Power School Class or dates at attendance (if applicable) and proof thereof, dates of service or screening and proof thereof.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual; Bureau of Naval Personnel; U.S. Naval Academy; current and/or previous commands; Director, Division of Naval Reactors

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-14

SYSTEM NAME:

Next of Kin Information for Sea Trial Riders

SYSTEM LOCATION:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals attending nuclear propulsion plant sea trials of Navy ships

CATEGORIES OF RECORDS IN THE SYSTEM:

Names and addresses of next of kin; name, Social Security Number and security clearance of individual

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations

PURPOSE(S):

To maintain information necessary to notify the next of kin in case of accident or other emergency of those individuals assigned to nuclear propulsion plant sea trials.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

3 x 5 index cards

RETRIEVABILITY:

Alphabeticly by name

SAFEGUARDS:

Locked in 3-way combination safe in a restricted area

RETENTION AND DISPOSAL:

Indefinitely

SYSTEM MANAGER(S) AND ADDRESS:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

NOTIFICATION PROCEDURE:

Contact System Manager; Provide name and social security number and identify sea trials attended

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

From the individual

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-2

SYSTEM NAME:

Naval Attache Files

SYSTEM LOCATION:

Commander Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U.S. Navy and Marine Corps Officers nominated and/or assigned to duty in the Defense Attache System (DAS)

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains records concerning the service and personal history of officers nominated and/or assigned to duty in the DAS and their dependents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1974, as amended; 5 USC 301, Departmental regulations; 10 USC 503, Department of the Navy; 10 USC 6011, Navy Regulations; 44 USC 3101, Records Management by federal agencies; United States Navy Regulations, 1973 Executive Order 11652, Classification and declassification of National Security Information and Material

PURPOSE(S):

To determine suitability of personnel for security clearances and assignment to the Defense Attache System.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Department of State to determine suitability of personnel for security clearances and assignment to the Defense Attache System.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files in folders stored in standard GSA safes.

RETRIEVABILITY:

By name of officer.

SAFEGUARDS:

Records are stored in a controlled access area and are accessible only to a very limited number of authorized personnel with proper security clearance and demonstrated need for access.

RETENTION AND DISPOSAL:

Records are opened on individuals when first nominated for attache duty, and retained until six months after completion of attache duty.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the system manager, giving full name, residence address, and date and place of birth. A notarized statement may be required for identity verification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Data is gained from the subjects of the file, BUPERS and Headquarters Marine Corps files of subject's fitness reports, DIS/NIS background, investigations and other sources who are familiar with the subject.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01070-3

SYSTEM NAME:

Navy Personnel Records System

SYSTEM LOCATION:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D.C. 20370; Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, LA 70159; and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses); Federal Records Storage Centers; National Archives.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy military personnel: officers, enlisted, active, inactive, reserve, fleet reserve, retired, midshipmen, officer candidates, and Naval Reserve Officer Training Corps personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel Service Jackets and Service Records, correspondence and records in both automated and non-automated form concerning classification, assignment, distribution, promotion, advancement, performance, recruiting, retention, reenlistment, separation, training, education, morale, personal affairs, benefits, entitlements, discipline and administration of Navy military personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To assist officials and employees of the Navy in the management, supervision and administration of Navy personnel (Officer and enlisted) and the operations of related personnel affairs and functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of military personnel and the operation of personnel affairs and functions.

To officials and employees of the National Research Council in Cooperative Studies of the National History of Disease; of Prognosis and of Epidemology. Each study in which the records of members and former members of the naval service are used must be approved by the Commander, Naval Military Personnel Command.

To officials and employees of the Department of Health and Human Services, Veterans Administration, and Selective Service Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Navy.

To officials and employees of Navy Relief and the American Red Cross in the performance of their duties related to the assistance of the members and their dependents and relatives.

To duly appointed Family Ombudsmen in the performance of their duties related to the assistance of the members and their families.

To state and local agencies in the performance of their official duties related to verification of status for determination of eligibility for Veterans Bonuses and other benefits and entitlements.

To officials and employees of the Office of the Sergeant at Arms of the United States House of Representatives in the performance of their official duties related to the verfication of the active duty naval service of members of Congress.

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual the United States Government will be liable for the losses the facility may incur.

To state, local, and foreign (within Status of Forces agreements) law enforcement agencies or their authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of such agencies.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name, social security account number, enlisted service number, or officer file number.

SAFEGUARDS:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5, subj: Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Washington, D.C. 20370; Commanding Officers, Officers in Charge, and Heads of Department of the Navy activities as listed in the Directory of the Department of the Navy Mailing Addresses.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (ATTN: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370, or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, designator, military

status, address, and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB 2), Washington, D.C., for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; educational institutions; federal, state, and local court documents; civilian and military investigatory reports; general correspondence concerning the individual; official records of professional qualifications; Navy Relief and American Red Cross requests for verification of status.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a (k) (1) and (5), as applicable. For additional information contact the System Manager.

N01070-4

SYSTEM NAME:

Naval Reserve Security Group Personnel Records

SYSTEM LOCATION:

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington D.C. 20390

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Naval Reserve Security Group Personnel

CATEGORIES OF RECORDS IN THE SYSTEM:

System comprises records reflecting information pertaining to reservist's ACDUTRA (Active Duty for Training); miscellaneous personnel actions, i.e., in-training status for change of rank/designator/rate; clearance certificate; congratulatory letters to officers upon promotion; history of past ACDUTRA performed; correspondance courses completed; old data cards and clearance eligibility letters

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To verify past active duty and ACDUTRA performed, currency of clearance status, mobilization assignments, and to identify civilian skills acquired.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper-records in file folders

RETRIEVABILITY:

Filed alphabetically by last name of reservist

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained

RETENTION AND DISPOSAL:

Records are retained in active file until reservist has fulfilled drilling obligation or upon discharge or transfer to stand-by reserve

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington D.C. 20390

NOTIFICATION PROCEDURE:

a. Send request to SYSMANAGER

b. Full name, DPOB, military status, SSN (if you will voluntarily include it) or service number

c. Visits for the purpose of obtaining information must be submitted in writing to Commander, Naval Security Group Command, 3801 Nebraska Avenue, NW, Washington D.C., 20390, who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requestor

d. Scheduled visitors must be prepared to present adequate proof of identification - i.e., combination of full name, DPOB, parent(s) name, driver's license, medicare card, military I.D. card, if applicable

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager

RECORD SOURCE CATEGORIES:

District Officers for Naval Reserve Security Group Commanding Officers of Naval Reserve Security Group Divisions Commanding Officer, Naval Technical Training Center, Pensacola, FL

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01070-5

SYSTEM NAME:

Personnel Resources Information System for Management (PRISM)

SYSTEM LOCATION:

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington, D. C. 20390

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Navy and Marine Corps personnel and Naval and Marine Corps Reserve personnel affiliated with the Naval Security Group. Also civilian personnel holding a NAVSECGRU clearance.

CATEGORIES OF RECORDS IN THE SYSTEM:

System comprises automated records reflecting information pertaining to the pesonnel identification, location, current duties, professional qualifications and experiences, education, rotation data, personal information (marital status, dependents, home of record) and career information (dates of expiration of enlistment, release from active duty and security clearance data)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To plan and manage NAVSECGRU personnel resources. Regularly produced management reports are used to determine adequacy of the personnel manning posture (quantitatively and qualitatively) at NAVSECGRU field activities; trends concerning levels of various NAVSECGRU personnel skills; trends in enlistments, reenlistments, training quotas, retirement, etc.

Personnel of the Naval Military Personnel Command use the information to assist in meeting authorized NAVSECGRU training requirements. NAVSECGRU Area Directors in Atlantic, Pacific and European Commands use the information to determine manning and skill posture within their respective theaters. Officials of NAVSECGRU field stations world-wide use the information to determine numbers and skills of personnel ordered to report to duty. Officials of the Naval Technical Training Center, Pensacola, Florida use the information to mail advancement examinations and other training materials.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the National Security Agency to assess adequacy of personnel levels and skills in meeting national cryptologic requirements.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic tapes, discs, punched cards, microfiche and computer paper printouts.

RETRIEVABILITY:

Records are retrieved by name, social security number, skill codes, duty stations, career information (dates of enlistment, expected release), education, rating and paygrade.

SAFEGUARDS:

The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Computer magnetic tapes are erased three months after they are created. Punched cards are converted to magnetic tape and destroyed. Microfiche and paper printouts are retained 3 years or until superseded.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington, D.C. 20390

NOTIFICATION PROCEDURE:

Send request to SYSMANAGER. Full name, DPOB, military status, SSN (if you will voluntarily include it) or service number.

Visits for the purpose of obtaining information must be submitted in writing to Commander, Naval Security Group Command, 3801 Nebraska Avenue, NW, Washington, D.C. 20390, who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requestor. Scheduled visitors must be prepared to present adequate proof of identification - i.e., combination of full name, DPOB, parent(s) name, driver's license, medicare card, military I.D. card, if applicable.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting content and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Chief of Naval Personnel MAPMIS (Manpower Management Information System) ADP file; Naval Security Group field sites; Naval Security Group Field Office Representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-6

SYSTEM NAME:

Employee Explosives Certification Program

SYSTEM LOCATION:

Organization elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel involved in the process or evolutions of explosives operations

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual certifying document and combined register of all employees certified

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To record the names of all employees and their qualifications to work in certain categories of explosive operations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder, punched cards

RETRIEVABILITY:

SSN, Name

SAFEGUARDS:

Personnel escort required

RETENTION AND DISPOSAL:

Permanent, unless employee terminates or is no longer involved in explosives processes. Document returned to employee's department for routine disposal after deletion from program

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer or head of the organization in question. See directory of Department of Navy mailing addresses.

NOTIFICATION PROCEDURE:

Individuals may inspect personnel certifying documents at local activity to which individual assigned. Requesters must be escorted and provide identification for inspection of their personnel records.

RECORD ACCESS PROCEDURES:

The agency rules for access to records may be obtained from the System Manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager

RECORD SOURCE CATEGORIES:

Personnel files, previous supervisors

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-7

SYSTEM NAME:

Resale System Military Management Information System

SYSTEM LOCATION:

Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and past military officer and key enlisted personnel assigned to the Navy Resale System.

CATEGORIES OF RECORDS IN THE SYSTEM:

Management Information System (including: Name; rank or rate; social security number; designation date of rank; date reported; rotation date; educational level; lineal number; dependency status) Card file on officers assigned (including: dates in navy resale system; location of assignments) Correspondence folder with Officer and senior enlisted personnel (containing: preference of assignment; biographical information; and orders)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5USC301 and 10USC5031

PURPOSE(S):

Officials and employees of the Navy Resale and Services Support Office in the performance of their official duties related to the management, supervision and administration of its personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained vary, but include: Magnetic tape; printed reports; card files and file folders.

RETRIEVABILITY:

Name: rank or rating, social security number

SAFEGUARDS:

Locked file cabinets; locked archives; supervised office spaces and supervised computer tape library which is accessible only through the computer center (entry to computer center is controlled by a combination lock known by authorized personnel only).

RETENTION AND DISPOSAL:

Records are permanent. Records are maintained for five years and then retired to the Federal Records Center, St. Louis, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

Record Holder Director, Office of Military Personnel (OMP) Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

In the initial inquiry, the requester must provide full name, social security number and military duty status. At the time of a personal visit, the requester must provide proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contestng contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

U.S. Navy Manpower Information System; the Naval Military Personnel Command, the individual; the individual's superior officer.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01070-8

SYSTEM NAME:

Correction Board Case Files System.

SYSTEM LOCATION:

Board for Correction of Naval Records, Department of the Navy, Washington, D.C. 20370; decentralized segments located in the Naval Military Personnel Command, Headquarters, U.S. Marine Corps, and the individual military personnel record of the service member concerned.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any member or former member of the U.S. Navy or Marine Corps who has applied for the correction of his/her naval record.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of file cards with basic information and computer records derived therefrom, case files containing records of board proceedings, material submitted for correction and supporting documentation, correspondence and transcripts of board formal hearings. The basic case information and computer records derived therefrom include the following: rank; social security number/service number; docket number; date application received; subject category; subject category description; examiner's initials; date examiner assigned; branch of service; board decision; date of board decision; date decision promised if interested members of Congress; date case forwarded to the Secretary of the Navy; lineal number of officer applicant; officer designated; date officer case forwarded to Naval Military Personnel Command/Commandant of the Marine Corps; date officer case returned from Naval Military Personnel Command/Commandant of the Marine Corps; date advisory opinion requested; identity of advisor's organization; date advisory opinion received; date service record ordered; date medical record ordered; date court-martial record ordered; date confinement record order; date Navy Discharge Review Board record ordered; date other record ordered; date service record received; date medical record received; date court-martial record received; date confinement record received; date Navy Discharge Review Board record received; date other record received; number of Navy applications received; number of Marine Corps applications received; total number of Navy and Marine Corps applications received; percent of total to grand total; total number of Navy discharge cases; total number Marine Corps discharge cases; Navy grant count; Navy deny count; Navy modify count; Marine grant;

Marine deny count; Marine modify count.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 1552, Title 10 United States Code; Part 723 Title 32 Code of Federal Regulations.

PURPOSE(S):

To review applicant's Naval record to determine the existence of alleged error or injustice and to recommend appropriate corrective action when warranted - to report its findings, conclusions and recommendations to the Secretary of the Navy in appropriate cases - to respond to inquiries from applicants, their counsel, and members of Congress.

To provide officials of the Naval Military Personnel Command with advisory opinions in cases involving present and former Navy personnel - to correct records of present and former Navy personnel in accordance with approved Board decisions.

To provide officials and employees of the Naval Medical Command with advisory opinions on medical matters.

To provide the Naval Council of Personnel Boards/Office of Naval Disability Evaluation with advisory opinions on medical matters.

To provide officials and employees of HQ, U.S. Marine Corps with advisory opinions in cases involving present and former Marine Corps personnel - to correct records of present and former Marine Corps personnel in accordance with approved correction Board decisions.

To officials and employees of the Litigation Division, NJAG, to prepare legal briefs and answers to complaints against the Department of the Navy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained as paper and microfiche records in file folders, and manually retrieved file cards.

RETRIEVABILITY:

Records are filed alphabetically, by the last name of the applicant and are cross filed by docket number, and service or social security account numbers.

SAFEGUARDS:

Access to building is protected by uniformed security officers requiring positive identification; for admission after hours, records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

All file cards are permanently retained by the agency. Case files are permanent. They are retained in the active files for three years and then retired to the Washington National Records Center, Suitland, Maryland.

SYSTEM MANAGER(S) AND ADDRESS:

Executive Director, Board for Correction of Naval Records, Department of the Navy, Washington, D.C. 20370.

NOTIFICATION PROCEDURE:

Information should be obtained from the systems manager. Requesting individuals should specify a full name, and social security account numbers or service numbers. Visitors should be able to provide proper identity, such as a drivers license. Written requests must be signed by a requester or his/her legal representative.

RECORD ACCESS PROCEDURES:

Information may be obtained from the Board for Correction of Naval Records, Department of the Navy, Washington, D.C. 20370 by providing name, military status, branch of service and social security number. Current address and telephone numbers should be included. Personal visits may be made only to the Board for Correction of Naval Records, Arlington Annex, Columbia Pike and Southgate Road, Arlington, Virginia. For personal visits, identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents of records and appealing initial determinations by the individual concerned may be obtained from the systems manager.

RECORD SOURCE CATEGORIES:

All official Naval records, Veteran's Administration and Police and Law enforcement records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01070-9

SYSTEM NAME:

White House Support Program

SYSTEM LOCATION:

White House Liaison Office, Office of the Secretary of the Navy, Department of the Navy, Washington, DC 20350.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy and Marine Corps military and civilian personnel and contractor employees who have been nominated by their employing activities for assignment to Presidential support duties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel records, correspondence, and other documents and records in both automated and nonautomated form concerning classification, security clearances, assignment, training, and other qualifications relating to suitability for Presidential support duties.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301

PURPOSE(S):

To evaluate and nominate individuals for assignment to Presidential support duties; to ensure that only those individuals most suitably qualified are assigned to duty in Presidential support activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees in the Executive Office of the President in the performance of their duties related to personnel administration, and evaluation and nomination of individuals for assignment to Presidential support duties.

To officials and employees of other federal agencies and offices, upon request, in the performance of their official duties related to the provision of Presidential support and protection.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc drums, and on punched cards. Manual records may be stored in file folders, or microform.

RETRIEVABILITY:

Manual Records: By name if individual has been nominated and not yet approved. By OSD approval date if

individual has been approved, and by employing activity removal date if an individual is removed from assignment for cause. Automated records may be retrieved by name, social security number, and control number.

SAFEGUARDS:

Records are afforded appropriate protection at all times, stored in locked rooms and locked file cabinets, and are accessible only to authorized personnel who have a definite need to know and who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps records.

SYSTEM MANAGER(S) AND ADDRESS:

Administrative Aide to the Secretary of the Navy, Navy Department, Washington, D.C. 20350

NOTIFICATION PROCEDURE:

Requests from individuals by correspondence should be addressed to the Office of the Administrative Aide to the Secretary of the Navy, Navy Department, Washington, D.C. 20350. Visits are limited to the Office of the Administrative Aide to the Secretary of the Navy. Written requests should contain the full name of the individual and his social security number. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy and other Department of Defense components; federal, state, and local court documents; civilian and military investigative reports; general correspondence concerning the individual; and federal and state agency records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a (k)(1), (2), (3) and (5), as applicable. For additional information, contact the System Manager.

N01080-1

SYSTEM NAME:

Enlisted Master File Automated System

SYSTEM LOCATION:

Naval Military Personnel Command, Navy Department, Washington, D. C. 20370; Personnel Management Information Center, New Orleans, LA 70159; Naval Reserve Personnel Center, New Orleans, LA 70159

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy Enlisted Personnel: Active and Inactive

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer file contains data concerning enlisted assignment, planning, programming, accounting, promotions, career development, procurement, education, training, retirement, performance, security, personal data, qualifications, programming, and enlisted reserve drill data. The system also contains Activity Personnel Diaries, personnel accounting documents, Reserve Unit Drill reports and other personnel transaction documents necessary to maintain file accuracy and currency; and all computer extracts, microform, and printed reports therefrom.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To assist in the administration, management, and supervision of Navy enlisted personnel and the operation of personnel affairs and functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of Navy enlisted personnel affairs and functions.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or government agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, disks, drums and on punched cards.

Printed reports and other related documents supporting the system are stored in authorized areas only.

RETRIEVABILITY:

Automated records are retrieved by Social Security Account Number.

SAFEGUARDS:

Within the computer center, controls have been established to desseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertent or unauthorized disclosure will result in harm, embarrassment, inconvience or unfairness to the individual, will be shredded. Computer files are kept in a secure, continuously manned area and are accessible only to authorized computer operators, programmers, enlisted managment, placement, and distributing personnel who are directed to respond to valid, official requests for data. These accesses are controlled and monitored by the Security System.

RETENTION AND DISPOSAL:

Automated records are retained in accordance with MAPMIS manual (periods range from 1 month to permanent).

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Navy Department, Washington, D. C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence from active duty enlisted personnel shall be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D. C. 20370; requests by correspondence from inactive duty and reserve personnel shall be addressed to: Commanding Officer, Naval Reserve Personnel Center (Attn: Privacy Act Coordinator), New Orleans, La 70149; request shall contain full name, social security account number, rank, status, and signature of requestor.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy and Department of Defense and Components thereof in performance of their office duties and as specified by current instructions and regulations promulgated by competent authority; educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01080-2

SYSTEM NAME:

Officer Master File Automated System

SYSTEM LOCATION:

Naval Military Personnel Command, Navy Department, Washington, D.C. 20370; Personnel Management Information Center, New Orleans, LA 70149; Naval Reserve Personnel Center, New Orleans, LA 70149

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Naval Officers; commissioned, warrant, active, inactive; officer candidates, and Naval Reserve Officer Training Corps personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer file contains data concerning officer assignment, planning, accounting, promotions, career development, procurement, education, training, retirement, performance, security, personal data, qualifications, programming, and Reserve Officer drill data. System also contains activity Personnel Diaries, personnel accounting documents, Reserve Unit Drill Reports and other personnel transaction documents necessary to maintain file accuracy and currency; and all computer file extracts, microform and printed reports therefrom.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 USC 301 Departmental Regulations

PURPOSE(S):

To assist officials and employees of the Navy in their official duties related to the management, supervision, and administration of both active duty and retired Naval officers, and in the operation of personnel affairs and functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of Navy officer personnel and the operation of personnel affairs and functions.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated Records are stored on magnetic tapes, disks, drums and on punched cards. Printed reports and other paper documents supporting the system are stored in authorized personnel areas only.

RETRIEVABILITY:

Automated records are retrieved by Social Security Account number.

SAFEGUARDS:

Within the computer center, controls have been established to disseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertent or unauthorized disclosure that would result in harm, embarrasment, inconvenience or unfairness to the indiviual, will be shredded. Computer files are kept in a secure, continuously manned area and are distributing personnel who are directed to respond to valid, official request for data. These accesses are controlled and monitored by the Security System.

RETENTION AND DISPOSAL:

Records are retained in accordance with MAPMIS Manual (periods range from 1 month to permanent).

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Department of the Navy, Washington, D.C. 20370.

NOTIFICATION PROCEDURE:

Active duty Navy Officers/Officer Candidates shall request by correspondence addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370. Naval Reserve and retired officers shall request by correspondence from Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149. Requests shall contain full name, Social Security Account Number, rank, status, address and signature of the requestor.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense and components therof, in performance of their official duties and as specified by current Instructions and Regulation promulgated by competent authority; official records of professional qualifications; Educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01130-1

SYSTEM NAME:

Low Quality Recruiting Report

SYSTEM LOCATION:

Commander, Naval Recruiting Command 4015 Wilson Blvd Arlington, Va 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Reports of enlisted performance

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of performance

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

Used by the Navy Recruiting Command, the Chief of Naval Education and Training, the Chief of Naval Technical Training and the Recruit Training Center to evaluate the quality of recruits with a view towards improvement of recruitment and training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File Folder

RETRIEVABILITY:

Random filing by submitting activity

SAFEGUARDS:

Maintained in locked safe in controlled building

RETENTION AND DISPOSAL:

Two years

SYSTEM MANAGER(S) AND ADDRESS:

Commander Navy Recruiting Command

NOTIFICATION PROCEDURE:

By individual request upon presentation of letter or identification. Must provide program and name.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Service Record entries, Commanding Officers performance evaluations

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01131-1

SYSTEM NAME:

Officer Selection and Appointment System

SYSTEM LOCATION:

Primary System - Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203 Decentralized segments - Headquarters, Navy Recruiting Activities and subsidiary offices; Armed Forces Entrance and examining Centers; Bureau of Naval Personnel; Bureau of Medicine and Surgery; National Personnel Records Centers; Naval Reserve Units; Naval Education and Training Activities; NROTC Units; Naval Sea Systems Command Headquarters; Naval Intelligence Command and subsidiary activities; Department of Defense Medical Examination Review Board.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have made application for direct appointment to commissioned grade in the Regualr Navy or Naval Reserve, applied for officer candidate program leading to commissioned status in the U.S. Naval Reserve, applied for a Navy/Marine Corps sponsored NROTC scholarship program or preparatory school program, applied for interservice transfer to Regular Navy or Naval Reserve.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records and correspondence in both automated and non-automated form concerning any applicant's personal history, education, professional qualifications, physical qualifications, mental aptitude, character and interview appraisals, National Agency Checks and certifications of background investigations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections governing authority to appoint officers. 10 USC Sections 591, 600, 716, 2107, 2122, 5579, 5600. Merchant Marine Act of 1939 (as amended); Executive Orders 9397, 10450, 11652; 5 USC 301 Departmental Regulations.

PURPOSE(S):

To manage and contribute to the recruitment of qualified men and women for officer programs and the regular and reserve components of the Navy. To ensure quality military recruitment and to maintain records pertaining to the applicant's personal profile for purposes of evaluation for fitness for commissioned service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

To officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tape; paper records are stored in file folders.

RETRIEVABILITY:

Name and social security number applicant

SAFEGUARDS:

Records kept in file cabinets and offices locked after working hours. Based on requirements of user activity, some buildings have 24-hour security guards.

RETENTION AND DISPOSAL:

Application records maintained six months; after six months, summary sheets maintained for 5 years at National Record Storage Center. NROTC application records kept for current year only. Correspondence files maintained for two years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander Naval Recruiting Command (Attn: Privacy Act Coordinator), 4015 Wilson Boulevard, Arlington, Va. 22203; or, Chief of Naval Reserve (Code 111C), New Orleans, Louisiana, 70146, or, to applicable Naval Recruiting District as listed under U.S. Government in white pages of telephone book. Letter should contain full name, address; social security account number and signature.

The individual may visit Commander, Navy Recruiting Command, 4015 Wilson

Boulevard, Arlington, Va. 22203. Proof of identification will consist of picture-bearing or other official identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Navy Recruiting personnel and employees processing application; Medical personnel conducting physical examination and private physicians providing consultations or patient history; character and employer references named by applicants; educational institutions, staff and faculty members; Selective Service Commission local state, and Federal law enforcement agencies; prior to current military service record; members of Congress; Commanding Officer of Naval Unit, if active duty; Department of Navy offices charged with personnel security clearance functions. Other officials and employees of the Department of the Navy, Department of Defense, and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (k)(1), (5), (6) and (7), as applicable. For additional information, contact the System Manager.

N01131-2

SYSTEM NAME:

U.S. Naval Academy Admissions Records

SYSTEM LOCATION:

U.S. Naval Academy, Leahy Hall, Annapolis, Maryland 21402.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All candidates for admission to the Naval Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Admissions records, including information on nominations and appointments, and candidate guidance files. Admissions files contain personal data, personal statements, transcripts from previous academic institutions, admission tests results, physical aptitude exam results, recommendation letters from school officials and others, interest inventory, extracurricular activities report, and report of officer interview. Nominations and appointments records consist of card files all Congressional Offices and who each congressman appointed; files of candidates nominated for the following academic year; status cards, indexed by nominating source, of all candidates appointed, admitted, and graduated or resigned prior to graduation. Similar files are separately kept on foreign candidates. Candidate guidance files consist of precandidate questionnaires concerning educational background, personal data, physical data, extracurricular activities and employment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 10 U.S.C. 6956, 6957, and 6958, 44 U.S.C. 3101.

PURPOSE(S):

To evaluate eligibility/potential and establish an audit trail of candidate profiles by obtaining information for the initiation of formal officer accession programs in conjunction with the admissions process.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All records are filed in folders or index boxes, and stored in file cabinets in the appropriate offices.

RETRIEVABILITY:

Basic admissions records are retrieved by use of a six digit candidate number. Nominations and Appointment records are indexed either by candidate names or by nomination source. Candidate guidance questionnaires are stored by candidate names alphabetically.

SAFEGUARDS:

Visitor control and all files are kept in locked file cabinets and locked offices.

RETENTION AND DISPOSAL:

Admissions records of admitted candidates are kept by the Registrar's office after a candidate reports. Unsuccessful candidate files are kept for one year in locked file, then destroyed. Nomination and Appointment files vary in retention. All Congressional Office card files are kept for 10 years on the premises. Status cards of admittees are kept until graduation or resignation, and then transferred to the Academy archives and microfilmed. Nominations files are disposed of yearly through normal refuse removal methods. Candidate guidance files are destroyed after one year.

SYSTEM MANAGER(S) AND ADDRESS:

Admissions Officer, Office of the Dean of Admissions, U.S. Naval Academy, Annapolis, Maryland 21402.

NOTIFICATION PROCEDURE:

Written request may be made to the system manager.

RECORD ACCESS PROCEDURES:

Rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Educational institutions, nominating sources, individual candidates, school officials, personal statements, Blue and Gold officer interviews, and letters of recommendation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01133-1

SYSTEM NAME:

NAME/LEAD Processing System

SYSTEM LOCATION:

Primary System, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have responded to Navy advertising, requested their names not be used in future Navy advertising, students throughout the country who may be qualified for enlistment, first-term enlistees on active duty in the U. S. Navy, veterans, enlisted discharged personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Automated and non-automated form containing personal records and correspondence on both education, service, and Navy program information on potential Navy applicants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5531; Section 133, 503, 504, 508, 510; 5 USC Sections 301, 302; 44 USC Sections 3101, 3702

PURPOSE(S):

To provide field recruiters with names of individuals who have responded to Navy advertising, students who may be qualified for enlistment, first-term enlistees in the U.S. Navy, veterans, and enlisted personnel who have been discharged. To provide an interface between Navy Recruiters and members of the civilian community. To generate prospective applicants for enlistment in the U.S. Navy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are maintained on disks, magnetic tape or on punched cards in a limited access area.

Computer print outs are stored in locked filing cabinets or file folders

RETRIEVABILITY:

Information can be accessed by name, program and social security account number.

SAFEGUARDS:

Lists and files are handled with maximum security during processing and storage, and are accessible to routine users only and then only through a selected group of individuals charged with security of the lists. Files are stored in a limited access area and coded so that only several persons have both knowledge of the code and access to the files.

RETENTION AND DISPOSAL:

A record is maintained of all outgoing automated responses, and disposed of in accordance with Departmental Regulations.

Compiled lists and commercial purchased lists are maintained for certain period of time depending on the usefulness and currentness of the information, and disposed of in accordance with Departmental Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Recruiting Adverstising Department, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

NOTIFICATION PROCEDURE:

Requests should be addressed to: Director, Recruiting Advertising Department, Navy Recruiting Command, 4015 Wildon Boulevard, Arlington, Virginia 22203.

Requester is required to provide a full name, address, and signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Parents, influentials, friends and associates of the subject of the records and officials and employees of the Department of the Navy, Department of Defense, and the Veterans Administration in the performance of their official duties and as specified by current Instructions and regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01133-2

SYSTEM NAME:

Recruiting Enlisted Selection System

SYSTEM LOCATION:

Primary System - Commander Navy Recruiting Command Decentralized Segments - Navy Recruiting Area Commanders, Navy Recruiting District Headquarters, Navy Recruiting 'A' Stations, Navy Recruiting Branch Stations, AFEES.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records and corespondence pertaining to prospective applicants, applicants for regular and reserve enlisted programs, and any other individuals who have initiated correspondence pertaining to enlistment in the United States Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records and correspondence in both automated and non-automated form concerning personal history, education, professional qualifications, mental aptitude, physical qualifications, character and interview appraisals, National Agency Checks and certifications, service performance and congressional or special interests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Sections 133, 275, 503, 504, 508, 510, 672, 1071 - 1087, 1168, 1169, 1475 - 1480, 1553, 5031; 5 USC 301 Departmental Regulations.

PURPOSE(S):

To provide recruiters with information concerning personal history, education, professional qualifications, mental aptitude, and other individualized items which may influence the decision to select/non-select an individual for enlistment in the U.S. Navy. To provide historical data for comparison of current applicants with those selected in the past.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

To officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tape; paper records are stored in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of subject

SAFEGUARDS:

Records are accesible only to authorized Navy recruiting personnel within and are handled with security procedures appropriate for documents classified 'For Offical Use Only'

RETENTION AND DISPOSAL:

Records are normally maintained for two years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander Naval Recruiting Command (Attn: Privacy Act Coordinator), 4015 Wilson Boulevard, Arlington, VA 22203; or, Chief of Naval Reserve (Code 111C), New Orleans, Louisiana, 70146, or, to applicable Naval Recruiting District as listed under U.S. Government in white pages of telephone book. Letter should contain full name, address, social security account number and signature.

The individual may visit Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, VA 22203. Proof of identification will consist of picture-bearing or other official identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Navy Recruiting personnel and Administrative Staff; Medical Personnel conducting physical examinations and/or Private Physicians providing consultations or patient history; Character and Employer references; Educational institutions, Staff and Faculty members; Selective Service Commission; Local, State, and Federal Law enforcement agencies; prior or current military service records; Members of Congress.

Other officials and employees of the Department of the Navy, Department of Defense and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N01136-1

SYSTEM NAME:

Navy Recruiting Support System

SYSTEM LOCATION:

Headquarters, Navy Recruiting Command, 4015 Wilson Boulevard, Aarlington, Virginia 22203

Decentralized Segments-Navy Recruiting Areas; Navy Recruiting Districts; Navy Recruiting 'A' Stations; Navy Recruiting Branch Stations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students who have taken the Armed Forces Vocational Aptitude Battery; Naval Reserve officers nominated by District Commanding Officers for a collateral duty assignment as Recruiting District Assistance Council Chairmen (RDAC); Enlisted Personnel selected by local Navy Recruiter for participation in local Navy Recruiting effort; Community leaders and individuals who provide assistance to Navy Recruiters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name; Social Security Number; Address; Pertinent family information; Pertinent military information; Professional and education affiliations and experience.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Sections 133, 503, 504, 508, 510, 5031; 5 USC 301 Departmental Regulations; 44 USC Sections 3101, 3702.

PURPOSE(S):

To provide field recruiters with various vehicles of recruiting support; to familiarize Navy Recruiters with community leaders; to provide a thorough interface between the Navy and the community; to promote the Navy among the members of the civilian community; to provide educators with a measure of the vocational aptitude of their students through administration of the Armed Services Vocational Aptitude Battery; to cultivate community awareness; to assign inactive Reserve officers to recruiting support functions as Recruiting District Assistance Council Chairmen; to facilitate liason with various business, social and education cultures in the community; to obtain media support for the Navy Recruiting Command; to assist the local recruiter in any way the recruiter feels necessary; and to generate prospective applicants for the U.S. navy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File cabinets and magnetic tape

RETRIEVABILITY:

Information can be accessed by name and social security number

SAFEGUARDS:

Lists and files are handled with discretion and accessible only to those personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained for the tenure of the individual involved or in the case of high school Armed Services Vocational Aptitude Battery lists for a maximum two-year period or until information is no longer useful for recruiting support.

Magnetic tapes are demagnetized; other manual files are shredded or burned when discarded.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Recruiting Support Department, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

NOTIFICATION PROCEDURE:

Information may be obtained from: Director, Recruiting Support Department, Navy Recruiting Command,

4015 Wilson Boulevard, Arlington, Virginia 22203 Telephone: 202/692-4795

Requester is required to supply full name, rank/rate (if applicable), address and social security number.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Subject of the information; Field Recruiters; Area Commanders/ District Commanding Officers; Chief of Naval Personnel; Chief of Naval Reserve; District Commandants; Chief of Naval Education and Training; Vocational Testing Group; Recruit Training Commands; Service Schools Commands and other officials and employees in the Department of the Navy and other components of the Department of Defense in the performance of their officials duties and as specified by current instructions and regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01211-1

SYSTEM NAME:

Naval Research Reserve Program Personnel Accounting System

SYSTEM LOCATION:

Office of Naval Research 800 North Quincy st. Arlington, VA 22217

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Research reserve personnel, officer and enlisted

CATEGORIES OF RECORDS IN THE SYSTEM:

Military identification information, including Naval Officer Billet Codes, plus professional qualifications information, including education and occupation

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

To effectively manage the Office of Naval Research headquarters reserve unit. These records are used to maintain the unit's mobilization readiness. The system is used to prepare fitness reports, recall rosters, training reports and any other management function required to sustain the reserve unit.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Punched cards, printouts, printed forms (NAVSO 1080/2 and 1080/2A)

RETRIEVABILITY:

Name, rank, designator, NOBC's, education, major subject, First Navy qualification, first job function, reserve unit affiliation

SAFEGUARDS:

Records kept in controlled access building, controlled computer spaces, file cabinets in limited access offices

RETENTION AND DISPOSAL:

Physically destroyed annualy when new questionnaire forms are received

SYSTEM MANAGER(S) AND ADDRESS:

Research Reserve Coordinator, Code 723 Office of Naval Research Arlington, VA 22217

NOTIFICATION PROCEDURE:

Write to SYSMANAGER, giving full name, rank, SSN. Visit Office at above address, showing Naval Research ID Card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Qualifications Questionnaire Naval Reserve Research Program, NAVSO form 1080/2

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01301-1

SYSTEM NAME:

Office of the Judge Advocate General, Reporting Questionnaire

SYSTEM LOCATION:

Office of the Judge Advocate General, (Code 61), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers reporting for duty in the Office of the Judge Advocate General.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, designator, rank, date of rank, branch of service, place and date of birth, dependents, wife's name, height, weight, eye and hair color, home address and telephone number, date reported, date detached, previous duty station and mode of travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 806

PURPOSE(S):

To assist the Judge Advocate General in assignment of officers within the Office of the Judge Advocate General.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records kept in a folder alphabetically, stored in a file cabinet.

RETRIEVABILITY:

By officer's name.

SAFEGUARDS:

Records are maintained in a file cabinet under the control of authorized personnel during working hours; and the office space in which the cabinet is located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are destroyed when the officer is transferred from the Office of the Judge Advocate General.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Written requests must

be signed by the requesting individual. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information submitted by the officer upon his reporting for duty in the Office of the Judge Advocate General.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01301-2

SYSTEM NAME:

Naval Officer Development and Distribution Support System

SYSTEM LOCATION:

Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Naval officers on active duty; all Naval Reserve officers requesting recall to active duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and personnel records in both automated and non-automated form concerning classification, qualifications, assignment, placement, career development, education, training, recall, release from active duty and management of Naval officers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations
10 USC 5504 Lineal List
10 USC 5708 Promotion Selection List

PURPOSE(S):

To assist Navy officials and employees in the classification, qualification determinations, assignment, placement, career development, education, training, recall and release of officer personnel pursuant to meet manpower allocations and requirements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management and administration of Navy enlisted personnel in order to meet manpower allocations and requirements.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetice tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name or social security account number.

SAFEGUARDS:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are generally maintained until superseded, or for a period of two years or until release from active duty and disposed of by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Navy Department, Washingtonm, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator) Navy Department, Washington, D.C. 20370. The letter should contain full name, rank, social security account number, designator, address and signature.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB 2) Rm. 1066, Washington, D.C. for assistance. Advance notification is requested for personal visits. Proof of identification will consist of military identification card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Personnel Service jackets; records of the officer promotion system; officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current instructions and regulations promulgated by competent authority; education institutions; official records of professional qualifications; general correspondence concerning the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01306-1

SYSTEM NAME:

Enlisted Development and Distribution Support System

SYSTEM LOCATION:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D.C. 20370 Secondary System-Enlisted Personnel Management Center, New Orleans, Louisiana 70159 and Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70149

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy enlisted personnel: active, inactive, reserve, fleet reserve, and retired.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records in both automated and non-automated form concerning classification, assignment, distribution, advancement, performance, retention, reenlistment, separation, training, education, morale, personal

affairs, benefits, entitlements, and administration of Navy military personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To assist Navy officials and employees in the initiation, development, implementation of policies pertaining to enlisted personnel assignment, placement, retention, career enhancement, and motivation, and other career related matters, in order to meet manpower allocations and requirements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management and administration of Navy enlisted personnel in order to meet manpower allocations and requirements.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums, and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name, social security account number, or enlisted service number.

SAFEGUARDS:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

The Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or, for Training and Administration of Reserve personnel only, to Commanding Officer, (Attn: Privacy Act Coordinator) Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70149. The letter should contain full name, social security account number (and/or enlisted service number), rate, military status, and signature of the requestor. The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB #2), Rm. 1066, Washington, D.C. for assistance with records located in that building; or Training and Administration of Reserve personnel may visit the Commanding Officer (Privacy Act Coordinator), Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70149. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and components therof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual; official records of professional qualifications; Navy Relief and American Red Cross requests for verification of status; Educational institutions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01420-1

SYSTEM NAME:

Officer Promotion System

SYSTEM LOCATION:

Naval Military Personnel Command, Navy Department, Washington D.C. 20370; and Reporting Seniors (see Directory of the Department of the Navy Mailing Addresses); Federal Records Storage Centers; National Archives.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officers on active duty; all reserve officers on inactive duty.

CATEGORIES OF RECORDS IN THE SYSTEM:

Fitness Report Jacket, Selection Board Jacket, Officer Summary Record. Promotion History Cards, and other records concerning fitness and qualifications of officers and related to promotion requirements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations
10 USC 543 Selection Boards
10 USC 33, 545, 549 Promotions

PURPOSE(S):

To assist officials and employees of the Department of the Navy relating to the promotion of naval officers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the Navy's Officer Promotion System and the records contained therein.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tape, discs or on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Automated records may be retrieved by social security account number. Manual records may be retrieved by social security account number and/or officer file number, and name.

SAFEGUARDS:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or to Reporting Seniors (see Directory of the Department of the Navy Mailing Addresses). The letter should contain full name, social security account number, (or officer file number), rank, military status, address and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex, (FOB#2), Rm. 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the Reporting Senior for records maintained by that individual. Proof of identification will consist of Military Identification Card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, other Departments and Agencies of the Executive Branch of the Government, and components therof, in the performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; educational institutions; federal, state and local court documents; general correspondence concerning the individual; official records of professional qualifications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N01500-1

SYSTEM NAME:

Naval Educational Development Records.

SYSTEM LOCATION:

Chief of Naval Education and Training Naval Air Station Pensacola, FL 32508

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applications, participants, graduates and staff of officer acquisition, professional development, Navy Youth, dependents' education (Atlantic), and Non-Traditional Education Support programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications, biographical information, student records and reports of performance, graduation, and disenrollment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

Used by Naval Educational Development staff members, selection boards, Naval Military Personnel Command, and Navy media for selection, student monitoring, and utilization of graduates.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders and punched cards.

RETRIEVABILITY:

Name and SSN

SAFEGUARDS:

Locked buildings and access only to authorized personnel.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual

SYSTEM MANAGER(S) AND ADDRESS:

Director of Naval Educational Development (See location section)

NOTIFICATION PROCEDURE:

By individual request upon presentation of letter of identification. Must provide program and name.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individual applications, selection board proceedings, transcripts, and correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01500-2

SYSTEM NAME:

NAVSCOLS/TIS, USMC Training Supsys

SYSTEM LOCATION:

Schools and other training activities or similar organizational elements of the Department of the Navy and Marine Corps as listed in the directory of Department of Navy activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records of present, former, and prospective students at Navy and Marine Corps schools and other training activities or associated educational institution of Navy sponsored programs; instructors, staff and support personnel; participants associated with activities of the Naval Education and Training

Command, including the Navy Campus for Achievement and other training programs; tutorial and tutorial volunteer programs; dependents' schooling.

CATEGORIES OF RECORDS IN THE SYSTEM:

Schools and personnel training programs administration and evaluation records. Such records as basic identification records i.e., social security number, name, sex, date of birth, personnel records i.e., rank/rate/grade, branch of service, billet, expiration of active obligated service, professional records i.e., Navy enlisted classification, military occupational specialty for Marines, subspecialty codes, test scores, basic test battery scores, and Navy advancement test scores. Educational records i.e., education levels, service and civilian schools attended, degrees, majors, personnel assignment data, course achievement data, class grades, class standing, and attrition categories. Academic/training records, manual and mechanized, and other records of educational and professional accomplishment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5031

PURPOSE(S):

To determine course and training demands, requirements, and achievements; analyze student groups or courses; provide academic and performance evaluation in response to official inquiries; guidance and counseling of students; preparation of required reports, and for other training administration and planning purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Department of Education as required.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in microform or in file folders, card files, file drawers, cabinets, or other filing equipment. Automated records may be stored on magnetic tape, discs, punched cards, etc.

RETRIEVABILITY:

Social security number and name

SAFEGUARDS:

Access is provided on a 'need-to-know' basis and to authorized personnel only. Records are maintained in controlled access rooms or areas. Data is limited to personnel training associated information. Computer terminal access is controlled by terminal identification and the password or similar system. Terminal identification is positive and maintained by control points. Physical access to terminals is restricted to specifically authorized individuals. Password authorization, assignment and monitoring are the responsibility of the functional managers. Information provided via batch processing is of a predetermined and rigidly formatted nature. Output is controlled by the functional managers who also control the distribution of output.

RETENTION AND DISPOSAL:

Records disposal manual.

SYSTEM MANAGER(S) AND ADDRESS:

The commanding officer of the activity in question. See the directory of Navy and Marine Corps activities mailing addresses.

NOTIFICATION PROCEDURE:

Apply to system manager. Requestor should provide his full name, social security number, military or civilian duty status, if applicable, and other data when appropriate, such as graduation date. Visitors should present drivers license, military or Navy civilian employment identification card, or other similar identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individuals, schools and educational institutions, Commander, Naval Military Personnel Command, staNaval Education and Training Command and other activities and the Commandant of the Marine corps; instructor personnel; and commander, Naval Recruiting Command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01500-3

SYSTEM NAME:

Students awaiting legal, medical action account

SYSTEM LOCATION:

Naval Air Technical Training Center, Lakehurst, New Jersey 08733

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

A. The student locator card file contains specific data on all student personnel assigned to NATTCL, whether or not they successfully completed training. A dead file is maintained after the student is transferred.

B. The 'others' file is a list of all students on board that are not enrolled in class. Categories include: disciplinary, medical, and administrative (awaiting orders, port calls, passports, humanitarian requests, administrative discharge).

CATEGORIES OF RECORDS IN THE SYSTEM:

A. The student locator card file is composed of 4' x 6' cards on which the following is recorded: name, previous command, rate, branch of service, date of transfer, new duty station and command, estimated date of arrival, standard transfer order number, and rate upon departure.

B. The following information is included on students listed in the 'others' file: date of hold, type of hold, estimated period of hold, work assignment, parent command notification, date re-enrolled, availability submission (used to notify Chief of Naval Personnel of member's availability for transfer), date orders or discharge authorization received, date transferred, and remarks.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

To verify date of departure; to determine, in conjunction with the next duty station, if member is in an unauthorized absentee; to verify attendance and/or completion of training; to answer requests by parents who do not know the school or class individual is attending; to forward official correspondence; to maintain accountability of all students not enrolled in class to ensure the appropriate administrative actions are completed in a timely manner ensuring minimum delay in the training pipeline.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

A. Index card drawer
B. File folders

RETRIEVABILITY:

A. Name
B. Name, rate, social security number

SAFEGUARDS:

A. Locked room
B. Maintained in locked room-accessibility is limited to the student control office personnel, personnel officer, administrative officer, legal officer, executive officer, and commanding officer.

RETENTION AND DISPOSAL:

A. Two years
B. Two years

SYSTEM MANAGER(S) AND ADDRESS:

A. Personnel office supervisor
B. Personnel office supervisor

NOTIFICATION PROCEDURE:

A. The file is available to members upon proper identiication.
B. The file does not contain information beneficial to the individual; however, with proper identification any student can review the form pertaining to himself. This may be accomplished by presentation of Military I.D. card to a responsible petty officer in the student control office.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

A. Official documents such as orders, assignment directives, and service records.
B. Sources of information are: NATTCL schools, medical authorities, legal officer, transfer section of personnel office, drug exemption officer, NATTCL duty office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01500-4

SYSTEM NAME:

DODCI Student Record System

SYSTEM LOCATION:

Department of Defense Computer Institute, Washington Navy Yard, Washington, D.C. 20374.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All students who have completed a course of instruction presented by the Department of Defense Computer Institute: primarily DOD military and civilian personnel as regular students; personnel from other federal, state and local government agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DOD activity who sponsor their attendance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Alphabetized card file of students who have attended DODCI courses. Record consists of name, military rank or rate, civilian grade, branch of service, DOD agency or activity and title of course attended. Also associated file of consolidated listing of students for each course offering arranged by DOD agency or activity and name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

Maintained by DODCI registrar to respond to individuals requesting official verification of attendance to a specific course; to respond to students, agency or activity requesting official record of training completed. Used to compile statistical data of student throughput, e.g., attendance by course, attendance by branch of service, agency or activity. Statistical data is not compiled by name.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Alphabetic card file and file folders in file cabinet.

RETRIEVABILITY:

Name and course title.

SAFEGUARDS:

Maintained in administrative office which is locked after normal working hours, accessible only to authorized office staff and director or delegate on demand.

RETENTION AND DISPOSAL:

Individual cards by student name and consolidated listing of students are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Registrar, DOD Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

By individual request upon presentation of letter or identification. Must provide course title and year of attendance.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Enrollment and registration request for DOD management education and training program courses (DD Form 1556), and course listing of students review by course manager and individual students.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01500-5

SYSTEM NAME:

DODCI Student/Faculty/Senior Staff Biography System

SYSTEM LOCATION:

Department of the Defense Computer Institute, Washington Navy Yard, Washington, D.C. 20374.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All faculty members, senior staff members, and guest lecturers currently instructing or managing at the DODCI All students who are attending or who have completed a course of instructions presented by the Department of Defense Computer Institute: primarily DOD military and civilian personnel as regular students; personnel from other federal, state and local governments

agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DOD activity who sponsor their attendance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographic summary forms individually submitted upon request by each DODCI faculty member, senior staff member, guest lecturer, or student. Students record consists of name, rank or rate, civilian grade, organization and division, office phone number, current and previous job titles and positions, number of months with present job title, major duties of present job, formal education completed, objectives for attending DODCI course, computer-related and other technical training and experience, information on usage of computers in present position, influence and authority student has over design of computer-based systems including security and privacy aspects, extent involved in planning and design of teleprocessing systems. Faculty/senior staff record consists of name, rank or rate, current and previous job titles and positions, former major duties, formal education completed, computer-related and other technical training experience.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301.

PURPOSE(S):

The student biographical summaries are used by course managers and functional department heads to evaluate education level, computer related work experience, and general computer background of DODCI students. Establishes student qualifications to attend a requested course and if course objectives have satisfied personal objectives of students attending course. Statistical summarization of information contained in the system provides basis for modification and revision to course content. Serves as vehicle to place student into appropriate laboratory and seminar group in courses requiring such a breakout.

Information on faculty/senior staff members contained in the biographical summaries is provided to students as an attachment to their student notebooks. Records are used to identify faculty and senior staff members, areas of data processing and information management expertise for consultation purposes and as an expertise preamble to the next scheduled lecturer.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders in file cabinet.

RETRIEVABILITY:

By name for faculty/senior staff members. Course title and name for students.

SAFEGUARDS:

Maintained in scheduling office (for students) and in the reproduction shop (for faculty/members) which is locked after normal working hours, access controlled by system manager and accessible only to authorized faculty members, director of administration, and director or delegate on demand.

RETENTION AND DISPOSAL:

All completed individual student biographical summaries attending a specific course are retained in a file folder marked by course title and course date. Individual student biographical summaries are retained by course for two fiscal years preceeding the fiscal year in progress. All individual faculty and senior staff biographical summaries are retained in a master file folder until no longer providing services to DODCI. Master file is review periodically to maintain currency. Students receiving a course notebook can retain the included biographical records are well as the notebook.

SYSTEM MANAGER(S) AND ADDRESS:

Scheduling Officer, DOD Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Students by individual request upon presentation of letter of identification. Must provide course title and year of attendance.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Student biography forms are of DODCI origin and completed by each individual student. Forms are completed either the first day of the course or, in the case of certain specific courses, are mailed to the prospective student requesting return prior to commencement of the course.

Biographies are authorized by each faculty and senior staff member soon after arrival at DODCI. Guest lecturers are requested to voluntarily submit biographies for use in course notebooks. Contents is never changed, but in some cases selectively reduced in length so as not to exceed one page. Format and content are generated solely by DODCI member and are subjected only to editorial review.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01500-6

SYSTEM NAME:

DODCI Course Evaluation System

SYSTEM LOCATION:

Department of Defense Computer Institute, Washington Navy Yard, Washington, D.C. 20374.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All students who have completed a course of instruction presented by the Department of Defense Computer Institute: primarily DOD military and civilian personnel as regular students; personnel from other federal, state and local government agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DOD activity who sponsor their attendance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual student evaluation of entire course and random sampling of specific lecture presentations. Includes objectives for attending course; statement concerning realization of personal objectives, numerical or qualitative rating of overall course, lab sessions and/or specific lectures; list of strengths and weaknesses of course; list of lecture subjects of particular benefit or of little use to student; list of lecture subjects which should be expanded or reduced in coverage; and list of topics not covered in course but should be included. Comments concerning course

content, sequence, lecture presentation, teaching techniques, audio visual aids, physical facilities and administrative support are solicited and recorded. Categories are posed as questions with ample space to encourage written response of student opinion in a structured but non-restrictive format. These Course Evaluation Forms also contain hard core factual information, i.e., course title, course dates, student name, rank/rate/grade, branch of service, duty station or agency, and present job title.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301.

PURPOSE(S):

The system is used to evaluate course, lecture, teaching techniques and individual instructor effectiveness. It provides basis for modification and revision to course content and sequence and lecture content. It provides input to long-range plan for course update, additions and revisions. Student evaluation of all attendees to a particular course are reviewed as a composite group by DODCI faculty members to determine problem areas, trends, and provides a continuous evaluation of course effectiveness.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders in file cabinet.

RETRIEVABILITY:

Course Title and Student Name.

SAFEGUARDS:

Maintained in Scheduling Office which is locked after normal working hours, access controlled by Systems Manager and accessible only to authorized faculty members. Director of Administration, and Director or delegate on demand.

RETENTION AND DISPOSAL:

All completed individual evaluations of students attending a specific course are retained in a file folder marked by Course Title and Course Date. Individual student evaluation forms are retained by course for two fiscal years preceeding the fiscal year in progress.

SYSTEM MANAGER(S) AND ADDRESS:

Scheduling Officer, DOD Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

By individual request upon presentation of letter or identification. Must provide course title and year of attendance.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Student Course Evaluation Forms are of DODCI origin and distributed in class and completed by each individual student.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01500-7

SYSTEM NAME:

DODCI Lecture-Instructor Inventory System.

SYSTEM LOCATION:

Department of Defense Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current DODCI instructors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Two disk files comprise the system of records. First master file contains instructor's name, functional group assignment code, projected date of departure; list of lectures instructor gives. Second master file contains lecture I.D., title, lecture primary, instructors giving the lecture. In addition to the items on disk, a manual file is maintained which is a record summary form containing the names of DODCI instructors and the number of lectures and/or laboratory hours they present in resident or on-site classes each quarter.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 and 10 U.S.C. 5031

PURPOSE(S):

The system provides the ability for functional managers to generate a list of instructors along with the associated lectures in which they are proficient or to specify a lecture title and determine which instructors are capable of presentation. This system provides assistance in assigning instructors to course schedules, teams for on-site course presentations, determining lectures which are critical in flexibility of assignment, planning instructor assignments on the order of lecture priority. The Records Summary Form is used to evaluate the instructor's workloads and to assist in preparing the performance evaluation reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on magnetic disks in a computer data base. The Record Summary Form is maintained in paper copy in file cabinets.

RETRIEVABILITY:

Instructor's last name, lecture ID number, or functional group code.

SAFEGUARDS:

This system of records is maintained on magnetic disks in the computer operations center which is kept locked. Only the manager and assistant manager of the Computer Support office have access to the center during normal working hours and the security watch has access after hours. The mode of access to the computer-based system is via remote terminal and special passwords are required. Appropriate data base language commands (available only to authorized DODCI staff members) must be invoked to gain access to information in the system. Portions of the system can only be accessed by functional managers via controlled key work commands. An accounting log is maintained of all accesses to the system which contains identification of the user, log-on and off, station number, and date/time of last access.

RETENTION AND DISPOSAL:

The system data base is retained indefinitely. Revisions are in continuous process, e.g., instructors' names being added upon arrival and deleted on departure, lecture titles added or deleted as they are developed or discontinued,

lecture presentation capability expanded or deleted as appropriate. The Record Summary Form is retained for two years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Manager, Computer Support Office, DOD Computer Institute, Building 175, Washington, D.C. 20374 for records maintained on magnetic disks. The Scheduling/Reproduction Officer, for the Record Summary Form.

NOTIFICATION PROCEDURE:

DODCI faculty members are informed of existence and purpose of system. Individual instructors can request printout of information in system which pertains to them.

RECORD ACCESS PROCEDURES:

The Institutes rules for access to records may be obtained from the Systems Manager.

CONTESTING RECORD PROCEDURES:

The Institute's rules for contesting contents and appealing initial determinations by the individual concerned can be obtained from the Systems Manager.

RECORD SOURCE CATEGORIES:

DODCI functional managers maintain system and periodically revise data base by entering new data and deleting discontinued information. Additionally, the Systems Manager can enter information affecting printout format and contents. The information contained in the Instruction Hour Records forms are extracted from teaching schedules prepared on each course of instruction.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01513-1

SYSTEM NAME:

Navy Recruiting Command Attrition Tracking System

SYSTEM LOCATION:

Primary System - Recruiting Data Systems,Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy Enlisted Personnel who attrite during Basic Recruit Training

CATEGORIES OF RECORDS IN THE SYSTEM:

File consists of records and correspondence pertaining to individuals discharged at Navy Recruit Training Centers. Records include personal and service information, education, physical and mental qualifications and circumstances surrounding discharge.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Sections 133, 275, 503, 504, 508, 510, 5031; 5 USC 301 Departmental Regulations.

PURPOSE(S):

To accumulate records and correspondence pertaining to individuals discharged at Navy Recruiting Training Centers. To provide attrition information to Navy Recruiting Command Headquarters for application against recruiter point averages under the Freeman Plan. To provide a historical record of reasons for attrition for use in determining new enlistment eligibility parameters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment or reenlistment eligibility and related benefits.

To officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their duties related to management of quality military recruitment.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual Records stored in file cabinets in a secure government building. Automated records are maintained on magnetic tape.

RETRIEVABILITY:

Info can be retrieved by Social Security Account Number, Navy Recruiting Area or District Recruit Training Center, Age, Education, Discharge Reason or Date of Discharge.

SAFEGUARDS:

Only authorized routine users are permitted access to the records. The Headquarters building in which the records are located has a 24-hour guard which prevents unauthorized access to the building.

RETENTION AND DISPOSAL:

Records are maintained at Headquarters, Navy Recruiting Command for five years, and then destroyed. Records at Area and District Headquarters are retained for one year before being destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Recruiting Data Systems, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203 Telephone: 202-692-4089

Written requests for information should contain the full name, social security account number and location where individual was recruited, and signature.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The Agency's for access to records may be obtained from System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Discharge Sections at Navy Recruit Training Commands Other officials and employees of the Department of the Navy, Department of Defense and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01531-1

SYSTEM NAME:

U.S. Naval Academy Midshipmen Performance Records.

SYSTEM LOCATION:

U.S. Naval Academy, Bancroft Hall, Annapolis, Maryland 21402.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Naval Academy Midshipmen.

CATEGORIES OF RECORDS IN THE SYSTEM:

Performance jackets contain midshipmen records relative to all facets of performance. Specifically, the jackets include: Performance aptitude evaluations, performance grades, personal history, autobiography, record of emergency data, aptitude history, review board records, medical excuse from duty forms, conduct records and grades, counseling and guidance interview sheets, academic grades,

letters of commendation, and training records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 10 U.S.C. 6962 and 10 U.S.C. 7088.

PURPOSE(S):

To maintain information on midshipmen in regard to their aptitude for military service, conduct, and academic standing in order to have a composite record used for management, supervision, administration, counseling and disciplining. The midshipmen performance jacket is an official file of material compiled on each individual while attending the Naval Academy and is not a part of a graduated midshipmen's permanent service record.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the parents and guardians of midshipmen in connection with the counseling of midshipmen who encounter academic, performance, or disciplinary difficulties.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All records are kept in file folders in locked cabinents.

RETRIEVABILITY:

Records are kept alphabetically by Company and Class.

SAFEGUARDS:

Visitor control and files are kept in locked cabinets.

RETENTION AND DISPOSAL:

Performance records are kept by the Company Officer until graduation or separation from the Academy. The records are then retained in the Performance Office storage area until they are destroyed two years after the midshipman's class graduates.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent, U.S. Naval Academy, Annapolis, Maryland 21402 and the Performance Officer, Office of the Commandant, U.S. Naval Academy, Annapolis, Maryland 21402.

NOTIFICATION PROCEDURE:

Written request may be made to the system manager.

RECORD ACCESS PROCEDURES:

Rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

Rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individual midshipman, supervisors, midshipman personal history/ performance record, midshipman autobiography, Record of Emergency Data (NAVPERS 601-2), Statement of Personal History (DD-398), Aptitude History Record (Form 1610-105), Midshipmen Summary Sheets, Military Performance Board Results, Letters of Probation, Midshipmen Performance Evaluation Reports (Form 54A), Medical Reports, Clinical Psychologist Reports, Excused Squad Chits (Form 6320/20), Conduct Card (Form 1690/91C), Letters of Commendation, Counseling and Guidance Interview Records (Form 1230/98), Letters from Congressmen, parents, etc., and copies of replies thereto, and Record of Disclosure (Privacy Act).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01533-1

SYSTEM NAME:

NROTC Educational Development Records

SYSTEM LOCATION:

Chief of Naval Education and Training Naval Air Station Pensacola, FL 32508

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NROTC Scholarship Candidate Placement Records, NROTC Student Attrition Records, NROTC Student Jackets, Applications for NROTC Program, Commanding Officers and Executive Officers of NROTC units.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information concerning students selected as principal and alternate candidates for NROTC scholarship. Contains name, SSN, address, telephone number, academic scores, medical qualification, race, and sex.

Reports of disenrollment, appointment to commissioned status, and non-selection as an applicant for the NROTC program.

Student records containing enlistment cntract, service agreement, officer candidate training application, evidence of citizenship, birth certificate, reports of medical qualification, aptitude for naval service evaluations, academic records, personal history information, report of security clearances granted, special request, and action of boards concerning these special request.

Application file consisting of officer candidate training request, service agreement, report of medical qualification, evidence of citizenship, personal history, interviewers' appraisal sheets, and academic records.

Officer Biography Sheet (NAVPERS 979)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

To assign scholarship selectees to various NROTC hosted institutions. Provides reference to individuals's attrition from the NROTC program. Provides program managers with information to determine students eligibility for continuation in program and eventual commissioning as a naval officer. To determine applicant's eligibility for enrollment in NROTC program. Information in the system can be used in preparing Fitness Reports, award recommendations, TAD assignments in conjunction with summer training and preparing background information for Flag and high government official visits to the NROTC unit.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, index cards, and notebook

RETRIEVABILITY:

Name, SSN, and NROTC unit.

SAFEGUARDS:

Secured room and building. Access to information to authorized personnel only.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

NROTC, CNET, NAS, Pensacola, FL.

NOTIFICATION PROCEDURE:

Call or write system manager listed above.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individual concerned, CHNAVPERS, COMNAVCRUITCOM, and NROTC unit.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01572-1

SYSTEM NAME:

Reservists reporting for active duty for training, background questionnaires

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 62), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers reporting for duty in the Office of the Judge Advocate General

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, designator, rank, unit to which attached, law school attended, year admitted to practice and State or Territory where admitted, and employment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 806

PURPOSE(S):

Information provided by this questionnaire will routinely be used in the preparation of a memorandum to the Judge Advocate General and/or Deputy Judge Advocate General on each officer who reports for active duty for training. The memorandum permits the JAG and/or Deputy JAG to familiarize himself with the officer's background. It also assists the Reserve Personnel Division to make an informed assignment of the officer during his/her training period which will enable the officer and the JAG and/or Deputy JAG to obtain maximum benefit from the officer's training period.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, stored in a file cabinet.

RETRIEVABILITY:

By officer's name.

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the cabinets are located is locked outside of official working hours.

RETENTION AND DISPOSAL:

Records are retained for two months and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Written requests must be signed by the requesting individual. For personal visits, the individual should be able to provide some acceptable identification, e.g., Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is received from Reserve officers who participate in the Naval Reserve Law Programs.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01610-1

SYSTEM NAME:

Navy Personnel Evaluation System

SYSTEM LOCATION:

Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All members of the U.S. Navy including Regular, Reserve, Active Duty, Inactive Duty, Fleet Reserve and Retired.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and investigatory material containing information pertinent to member's retention, assignment or separation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301. Departmental Regulations.

PURPOSE(S):

To assist in personnel administration of Navy members, including but not limited to retention, assignment, and separation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Director, Veterans Administration, and Director, Selective Service Administration and their officials and employees in connection with notification and assistance in obtaining benefits by members and former members. To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to personnel administration. To state and local government agencies in the performance of their official duties related to personnel administration. When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary. The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and index cards. Some information from the paper records is automated.

RETRIEVABILITY:

Filed alphabetically by last name or by Social Security Account Number.

SAFEGUARDS:

Stored in locked safes and cabinets in buildings that employ security guards. File areas are accessible only to authorized persons who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are maintained as long as member has any affiliation with the Naval service and for five years thereafter and are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370. The letter should contain full name, social security account number, rank/rate/civilian status, address and notarized signature of the requestor. The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex, Washington, D.C. (FOB#2) Rm. 1066, for assistance with records located in that building. Prior written notification of personal visits is required to ensure that all parts of the record will be available at the time of the visit. Proof of identity will be required and will consist of a military identification card for persons having such cards and picture-bearing identification.

RECORD ACCESS PROCEDURES:

The agency's ruls for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Civilian and military investigative reports; reports of federal and state civilian court actions and criminal proceedings; general correspondence concerning and individual; officials and employees of the Department of the Navy, Department of Defense and Components therof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N01640-1

SYSTEM NAME:

Individual Correctional Records

SYSTEM LOCATION:

United States Navy Brigs and United States Marine Corps Correctional Facilities. Official mailing addresses are in the Department of Defense Directory; and/or may be obtained from Naval Military Personnel Command, Washington, D.C. 20370.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any military member confined in a naval facility as a result of or pending trial by courts-martial; any member sentenced to three days bread and water or diminished rations; and any military member awarded correctional custody to be served in a correctional custody unit.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains documents related to the administration of individual prisoners in the Department of the Navy confinement and correctional custody facilities - courts martial orders; release orders; confinement orders; medical examiners' reports; requests and receipts for health and comfort supplies; reports and recommendations relative to disciplinary actions; clothing and equipment records; mail and visiting lists and records; personal history records; individual prisoner utilization records; requests for interview; initial interview; spot reports; prisoner identification records; parolee agreements; inspection record of prisoner in segregation; personal funds records; valuables and property record; daily report of prisoners received and released; admission classification summary; social history; clemency recommendations and actions; parole recommendations and actions; restoration recommendations and actions; psychiatric, psychological, and sociological reports; certificate of parole; certificate of release from parole; requests to transfer prisoners; disciplinary action data cards showing name, grade, SSN, sex, education, sentence, offense(s), sentence computation, organization, ethnic group, discharge awarded, length of unauthorized absence, number and type of prior punishments, length of service, and type release; weekly status report (each member's legal status, offense charged, length of time confined). On tape, the same data as the disciplinary action data card, except name, computation of sentence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 951

PURPOSE(S):

Commanding officers, officers-in-charge, and chief petty officers-in-charge of Navy brigs and Marine Corps correctional facilities and staff members use these records to determine initial custody classification; to determine when custody grade change is appropriate; to gauge member's adjustment to confinement or correctional custody; to identify areas of particular concern to prisoners and personnel in correctional custody; to determine work assignment; to determine educational needs; serves as the basis for correctional treatment; serves as a basis for recommendations for clemency, restoration, and parole.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Department of Justice and state and local criminal justice agencies established by law.

To law enforcement and investigative agencies for investigation and possible criminal prosecution, civil court actions or regulatory order.

To confinement/correctional system agencies for use in the administration of correctional programs to include custody classification; employment, training and educational assignments; treatment programs; clemency, restoration to duty, and parole actions; verifications concerning military offenders or military criminal records, employment records and social histories.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; on punch cards and computer tapes.

RETRIEVABILITY:

Paper records filed alphabetically by last name of prisoner. Information from computer tapes is retrieved using SSN of the individual.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Computer tape information at NMPC accessed only by authorized personnel.

RETENTION AND DISPOSAL:

Logs and disciplinary action data cards are transferred to National Personnel Records Center, St. Louis, MO 63132 two years after release of prisoner. Other records are held at confinement facilities/correctional custody units for two years and destroyed. Transfer of a prisoner from one naval facility to another is not construed as a release. In such cases, the file accompanies the prisoner.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command (NMPC-84) Washington, D.C., 20370; Commandant of the Marine Corps (Code MPH) Washington, D.C., 20380.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Military personnel records; military financial and medical records; military and civilian investigative and law enforcement agencies; courts-martial proceedings; records of non-judicial administrative proceedings; United States military commanders; staff members and cadre supply information relative to service member's conduct or duty performance; and other individuals or organizations which may supply information relevant to the purpose for which this system was designed.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 USC 522a (j) (2) as applicable. For additional information, contact the System Manager.

N01710-1

SYSTEM NAME:

Special Membership Listing of the Organizational Recreation Association

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This file records the name of all members who join the particular ship or activity recreation association. Also crossfiled by number of membership card.

CATEGORIES OF RECORDS IN THE SYSTEM:

This record lists the names, internal codes, room and telephone numbers of each membership card and dates purchased.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To indicate income from sale of membership cards; to provide an audit trial for the auditors; and to confirm memberships, upon request.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concern, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01740-1

SYSTEM NAME:

Personal Services and Dependents Services Support System

SYSTEM LOCATION:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D.C. 20370; Navy Family Allowance Activity, Anthony J. Celebrezze Federal Building, Room 967, Cleveland, Ohio 44199; local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy military personnel: officers, enlisted, active, inactive, reserve, fleet reserve, retired, midshipmen, officer candidates, Naval Reserve Officer Training Corps personnel, and their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications, forms, correspondence and supporting documents and other personnel records concerning entitlements, benefits, basic allowance for quarters, waiver of indebtedness, travel allowances, morale, and personal affairs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301. Departmental Regulations

10 USC 6161

10 USC 2774 as added by Public Law 92-453

PURPOSE(S):

To assist in the management, supervision, and administration of personal services, benefits and entitlements for Navy service members and their dependents.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Veterans Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Navy.

To officials and employees of Navy Relief and American Red Cross in the performance of their duties related to assistance of the members, their dependents and relatives.

To state and local government agencies in the performance of their official duties related to assistance of members and their dependents.

To non-government agencies only to assist members and their dependents.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders.

RETRIEVABILITY:

Records may be retrieved by name, social security account number or enlisted service number/officer file number of member; or name of dependent.

SAFEGUARDS:

Computer and punched cards processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, military status, or name of the dependent, name of sponser, sponsor's social security account number, and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB#2), Room 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy and the Department of Defense in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; educational institutions; federal, state, and local court documents; general correspondence relative to individual; officials and employees of Navy Relief, the American Red Cross, Veterans Administration and other agencies in the performance of their official duties.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01740-2

SYSTEM NAME:

Federal Housing Administration Mortgage Insurance System

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy members who have home mortgages through FHA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Payments made to FHA for insurance payments credited to members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To calculate payments for FHA and to reconcile any discrepancies in accounts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Department of the Treasury when address is needed for issuance of a check.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

Social security number and member's name

SAFEGUARDS:

Guards, personnel screening and requestor codes

RETENTION AND DISPOSAL:

Destroyed one year after death or discharge of member

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to members at above address. Information request must contain Navy member's full name and social security number. Requester may visit above address and must have military identification card or valid state

driver's license and social security card as proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

FHA, member, field disbursing officers

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01746-1

SYSTEM NAME:

Nonappropriated Fund Activity Information Support System

SYSTEM LOCATION:

Naval Military Personnel Command, Navy Department, Washington, D. C. 20370; and local Nonappropriated Fund Activities under the cognizance of the Commander, Naval Military Personnel Command.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals authorized under current regulations to use Commissioned Officers Messes (open), Chief Petty Officer Messes, Petty Officer First and Second Class Messes, Enlisted Men's Clubs, Consolidated Package Stores, Special Services facilities, and other Non-Appropriated Fund Activities under the cognizance of the Commander, Naval Military Personnel Command.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence, records, membership applications, membership and user listings of Nonappropriated Fund Activity facilities, accounts receivable records, bad check listings, investigatory reports involving abuse of facilities, required for management of Nonappropriated Fund Activities under the cognizance Commander, Naval Military Personnel Command.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To assist in the management, supervision and administration of Nonappropriated Fund Activities such as messes, clubs, package stores and special-services facilities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Primarily by Name, and/or Social Security Number/Membership Number.

SAFEGUARDS:

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or Departmental Instructions.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Navy Department, Washington, D. C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, 20370; or to the Head of the local Nonappropriated Fund Activity concerned. The letter should contain full name, social security account number, status, address, and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Washington, D. C. 20370 (Arlington Annex, FOB #2), Rm. 1066 for assistance with records located in that building; or the individual may visit the local activity concerned for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officals and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01754-1

SYSTEM NAME:

Navy Family Support Program

SYSTEM LOCATION:

Navy Family Service Centers located at various Naval and Marine Corps activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps service members and their families/dependents. In certain overseas locations civilian Navy and Marine Corps employees may be eligible for services. In certain CONUS locations, civilian Marine Corps employees may be eligible for services.

CATEGORIES OF RECORDS IN THE SYSTEM:

File could contain personal information such as name, social security number, home address, telephone number, marriage counseling information, parent-child relationship information, family relations, financial data, and developmental disability information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 Departmental Regulations.

PURPOSE(S):

The Family Service Centers offer information, conduct referral services, and directly deliver services for a wide array of personal and family matters, counseling, assistance and crisis intervention to naval members and/or dependents.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of member.

SAFEGUARDS:

Records are maintained in monitored or controlled areas accessible only to authorized personnel that are properly cleared and trained. Building/rooms locked outside regular working hours.

RETENTION AND DISPOSAL:

Records are retained for two years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-152), Department of the Navy, Washington, DC 20370.

NOTIFICATION PROCEDURE:

Written requests may be addressed to the appropriate Naval/Marine Corps activity concerned (mailing addresses are listed in the Navy directory in the component system notice). Individuals should provide proof of identity, full name, rank, dates of counseling, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Form submitted by the individual applying for counseling/assistance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01770-1

SYSTEM NAME:

Decedent Affairs Records System

SYSTEM LOCATION:

Commander, Naval Medical Command, 23rd and E Sts., N.W., Washington, D.C. 20372; Office of Medical Affairs Geographic Commands and Commanding Officers, Naval Medical Treatment Facilities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Deceased individuals for whom the Department of the Navy is responsible

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports concerning casualty, status, transportation of remains, requests for special escorts and our responses, disposition instructions, acknowledgements to next of kin; pertinent data, medals and awards, preparation and identification of remains reports, escort orders and debriefing forms, death certificates, some autopsy reports, DD Forms 1300 (Reports of Casualty); correspondence pertaining thereto; and adjudication copies and paid vouchers and statistical data excerpted from decedent affairs files

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, US Code 103a and b; Title 10, Sections 1481-1488, US Code; Executive Orders 8557, 30 Sep 40 and 10209 of 1 Feb 51; 44 US Code 3101

PURPOSE(S):

To facilitate and monitor return of remains and associated benefits; to verify eligibility of beneficiaries for benefits; to assist officials in the identification, care and return of decedent's remains, and the notification of the next of kin of the cause of death, and payment of allowances thereto.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

CATEGORIES OF USERS

Department of Navy and families of decedents

SPECIFIC USES

Verification of eligibility for benefits; provision of information to families of decedents concerning identification, care and return of remains, causes of death and payment of allowances

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders Statistical data on magnetic tape

RETRIEVABILITY:

Filed alphabetically according to name of decedent by fiscal year of date of death -- Name, social security (or serial) number, date of death

SAFEGUARDS:

Locked building and guard during non-duty hours; personnel screening during duty hours

RETENTION AND DISPOSAL:

Permanent - Records are accumulated chronologically and filed alphabetically by fiscal year; held three years and retired to the Federal Records Center for permanent retention under control of this Command. Records are held for two years and then destroyed at the Office of Medical Affairs Geographic Commands.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Medical Command, 23rd and E Sts., N.W., Washington, D.C. 20372 Office of Medical Affairs Geographic Commands and Commanding Officers, Naval Medical Treatment Facilities.

NOTIFICATION PROCEDURE:

Address inquiries to the systems manager inquiry must include name of decedent, military status at time of death, SSN and/or service number, and date of death Requestor may visit Naval Medical Command, 23rd and E Streets, N.W., Washington, D. C. 20372

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the systems manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

RECORD SOURCE CATEGORIES:

Reports submitted by field commands and next of kin as required by regulations and directives pertaining to the decedent affairs program

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01770-2

SYSTEM NAME:

Casualty Information Support System

SYSTEM LOCATION:

Primary System-Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370 and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses); Washington National Records Center, Suitland, Maryland.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy military personnel who are reported missing, missing in Action, Prisoner of War or otherwise detained by armed force; deceased in either an active or inactive duty status; reported ill/injured in either active duty, fleet reserve, or retired status.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence, reports, and records in both automated and non-automated form concerning circumstances of casualty, next-of-kin data, survivor benefit information, personal and service data, and casualty program data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 USC 301 Departmental Regulations

PURPOSE(S):

To assist in the management of the casulty assistance program and to provide swift accurate responses to beneficiaries and survivors of Navy military personnel; to aid in the efficient settlement of the service member's estate and other affairs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Health and Human Services in connection with eligibility, notification and assistance in obtaining benefits due.

To officials and employees of the Veterans Administration and the Selective Service Administration in connection with eligibility, notification and assistance in obtaining benefits due.

To officials and employees of state and local government agencies in connection with eligibility, notification and assistance in obtaining benefits due.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper files, microfiche or microfilm.

RETRIEVABILITY:

Records may be retrieved by name and/or social security account number.

SAFEGUARDS:

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, trained, and cleared.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Files are retained and disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or in accordance with Department Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, military status, date of casualty and status at time of casualty, and signature of the requestor. The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB#2), RM 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's ruls for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, Public Health Service, Veterans Administration, and components thereof, in performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; casualty reports may also be received from state and local agencies, Hospitals and other agencies having knowledge of casualties to Navy personnel; general correspondence concerning member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01770-3

SYSTEM NAME:

Naval Academy Cemetery Records

SYSTEM LOCATION:

U.S. Naval Academy, Administration Building Annapolis, Maryland 21402

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Those eligible to reserve a lot for future burial in the Naval Academy Cemetery. Deceased individuals interred in the Naval Academy Cemetery.

CATEGORIES OF RECORDS IN THE SYSTEM:

State of Maryland Burial Transit Permit, Cemetery Interment Record (NDM-USNA-PWO-1170), U.S. Naval Academy Cemetery Records (NDW-USNA-DMC-5360/11) and correspondence to and from individuals. Specifically, information contained on the forms or correspondence may be: full name, home address, rank, service, social security number, date and place of birth, date and place of death, marital status, name of father and mother, date and place of burial, lot number and other information relating to burial arrangements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5031; Title 10, Secs 1481-88; 44 U.S.C. 3101

PURPOSE(S):

To maintain official records of individuals holding gravesite reservations in the Naval Academy Cemetery. Records are used to respond to general inquiries from individuals holding gravesite reservations. To verify eligibility of widows of an officer or enlisted person of the Navy or Marine Corps who is buried in the Naval Academy Cemetery.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by last name.

SAFEGUARDS:

Records are kept in a building not open to general visiting and are maintained in an area accessible only to authorized personnel. Building is under surveillance of security personnel during non-working hours.

RETENTION AND DISPOSAL:

Records are permanent. They are retained after the individual is deceased.

SYSTEM MANAGER(S) AND ADDRESS:

Superintendent, U.S. Naval Academy, Annapolis, Maryland 21402

NOTIFICATION PROCEDURE:

Written requests may be made to the system manager.

RECORD ACCESS PROCEDURES:

The agencies rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agencies rules for contesting contents by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the individual to whom it applies and from the Register of Alumni.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01800-1

SYSTEM NAME:

Naval Home Resident Information System

SYSTEM LOCATION:

Primary System-Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia Pennsylvania 19146 Secondary System-National Personnel Records Center, St. Louis, Missouri 63132

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Residents of the Naval Home (current, discharged and deceased).

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records concerning application for admission and supporting documents, personnel data, service data, personal affairs, administrative records covering period of residence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations 24 USC 17

PURPOSE(S):

To manage and supervise the Naval Home with specific emphasis on personnel administration.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Veterans Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by residents of the Naval Home.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records may be stored in paper file folders, and/or vertical card files.

RETRIEVABILITY:

Records may be retrieved by name.

SAFEGUARDS:

All file folders and cards of residents are locked in file cabinets and are available only to authorized persons having a need to know.

RETENTION AND DISPOSAL:

Records are maintained at Naval Home for life of Resident and for 10 years after death or discharge or Resident; thereafter, records are retained at the National Personnel Records Center, St. Louis, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia, Pa 19146.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to : Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia, Pa 19146. The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, and signature of requestor. The individual may visit the Governor, U.S. Naval Home for assistance with record located in that building. Proof of identification will consist of Military Identification Card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and Veteran's Administration in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N01810-1

SYSTEM NAME:

Directory of Retired Regular and Reserve Judge Advocates

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 61) Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired Officers of the Judge Advocate General's Corps

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, SSN, Designator, address, rank, retirement date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 806

PURPOSE(S):

To utilize/assign retired Judge Advocate Generals' Corps Officers to Official Navy Selection Boards involving Judge Advocate Generals' Corps Personnel and to facilitate location of lawyers throughout the world with naval experience, which may be utilized by the Naval Service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer paper printouts

RETRIEVABILITY:

Computer paper printouts requested from the Bureau of Naval Personnel. Retirees are shown alphabetically by rank.

SAFEGUARDS:

Records are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records not kept after person is deceased.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Written requests must be signed by the requesting individual. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information received from records held by the Bureau of Naval Personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N01850-1

SYSTEM NAME:

Determinations on Origins of Disabilities For Which Military Members Have Retired

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 12), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired or former members of the Navy or Marine Corps who have been placed on the Temporary Disability Retired List or Permanent Disability Retired List and who have subsequently obtained or applied for Federal civilian employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Requests originated by individuals concerned or any federal agencies employing such individuals; Bureau of Medicine and Surgery historical narratives and opinions concerning the origins of disabilities of individuals on whom determinations have been requested; copies of Judge Advocate General determinations; and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 3502(a), 6303(a), 8332(c);
5 U.S.C. 301;
44 U.S.C. 3101.

PURPOSE(S):

Information is used as the basis for determinations concerning the eligibility of individuals to certain benefits connected with Federal civilian employment available to those disabled in combat with enemies of the United States or having disabilities caused by instrumentalities of war during periods of war.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Determinations are rendered, upon request, to any Federal agencies employing members who retired from the naval service for disability.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders.

RETRIEVABILITY:

By name of individual.

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are permanent and are retained indefinitely in the Office of the Judge Advocate General.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the System Manager stating the full name of the individual concerned and the approximate date on which relief was requested. Written request must be signed by the requesting individual. Visits may be made to: Civil Affairs Division (Code 12) Office of the Judge Advocate General Room 9N11, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332

Armed forces identification card or state driver's license is required for identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the

individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Employment information in the system is submitted by the individuals concerned or the Federal agencies employing them. Medical information in the system is obtained from the individuals' medical records, physical evaluation board records, and service records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01850-2

SYSTEM NAME:

Physical Disability Evaluation System Proceedings

SYSTEM LOCATION:

Director, Disability Evaluation System, Ballston Tower 2, 801 N. Randolph St., Arlington, Va. 22203.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy and Marine Corps personnel who have been considered by a Physical Evaluation Board for separation or retirement by reason of physical disability (including those found fit for duty by such boards).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains medical board reports; statements of findings of physical evaluation boards; medical reports from Veterans Administration and civilian medical facilities; copies of military health records; copies of JAG Manual investigations; copies of prior actions/appellate actions/review taken in the case; transcripts of physical evaluation board hearings; rebuttals submitted by the member; intra and interagency correspondence concerning the case; correspondence from and to the member, members of Congress, attorneys, and other interested members; and documents concerning the appointment of trustees for mentally incompetent service members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 1216

PURPOSE(S):

To determine fitness for duty or eligibility for separation or retirement due to physical disability of Navy and Marine Corps personnel, by establishing the existence of disability, the degree of disability, and the circumstances under which the disability was incurred, and to respond to official inquiries concerning the disability evaluation proceedings of particular service personnel.

Used by the Office of the Judge Advocate General relating to legal review of disability evaluation proceedings; response to official inquiries concerning the disability evaluation proceedings of particular service personnel; to obtain information in order to initiate claims against third parties for recovery of medical expenses under the Medical Care Recovery Act (42 U.S.C. 2651-53); and to obtain information on personnel determined to be mentally incompetent to handle their own financial affairs, in order to appoint trustees to receive their retired pay.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Veteran's Administration to verify information of service connected disabilities in order to evaluate applications for veteran's benefits.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and microfiche, and in some files, plastic recording discs and cassettes.

RETRIEVABILITY:

Filed by year of initial disability proceeding, and alphabetically by name within that year. Veterans Administration to verify information of service connected disabilities in order to evaluate applications for veterans' benefits.

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours. Access during working hours is controlled by Board personnel and the office space in which the file cabinets and storage devices are located is locked after official working hours. The building in which the office is located employs security guards.

RETENTION AND DISPOSAL:

Records are permanent. They are retained by the Naval Council of Personnel Boards for six years. After that time, they are sent to the Washington National Center, 4205 Suitland Road, Suitland, Maryland.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, Va. 22203.

NOTIFICATION PROCEDURE:

Information may be obtained from the Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, Va. 22203.

Written requests for information should contain the full name of the individual, military grade or rate, and date of Disability Evaluation System action. Written requests must be signed by the requesting individual.

For personal visits, the individual should be able to provide some acceptable identification, such as a military identification card (active duty or retired) or a driver's license.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, Va. 22203.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Military medical boards and medical facilities; Veterans Administration and civilian medical facilities; physical evaluation boards and other activities of the disability evaluation system, Naval Council of Personnel Boards, the Naval Medical Command; the Judge Advocate General; Navy and Marine Corps local command activities; other activities of the Department of Defense; and correspondence from private counsel and other interested persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01900-1

SYSTEM NAME:

Naval Discharge Review Board Proceedings.

SYSTEM LOCATION:

Naval Discharge Review Board, Room 914, Ballston Tower 2, 801 North Randolph Street, Arlington, Va. 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Navy and Marine Corps personnel who have submitted applications for review of discharge or

dismissal pursuant to 10 USC 1553, or whose discharge or dismissal has been or is being reviewed by the Naval Discharge Review Board, on its own motion, or pursuant to an application by a deceased former member's next of kin.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains the former member's application for review of discharge or dismissal, any supporting documents submitted therewith, copies of correspondence between the former member or his counsel and the Naval Discharge Review Board and other correspondence concerning the case, and a summarized record of proceedings before the Board.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 1553

PURPOSE(S):

The collected information is used to defend the Department of the Navy in civil suits filed against it in the State and/or Federal courts system. This information will permit officials and employees of the Board to consider former member's applications for review of discharge or dismissal and any subsequent application by the member; to answer inquiries on behalf of or from the former member or counsel regarding the action taken in the former member's case. The file is used by members of the Board for Correction of Naval Records when reviewing any subsequent application by the former member for a correction of records relative to the former member's discharge or dismissal.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The file is used by counsel for the former member, and by accredited representatives of veterans' organizations recognized by the Administrator of Veterans' Affairs under 38 U.S.C. 3402 and duly designated by the former member as his or her representative before the Naval Discharge Review Board.

Officials of the Department of Justice and the United States Attorneys offices assigned to the particular case.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; plastic recording disks and recording cassettes.

RETRIEVABILITY:

The records are filed by name, by social security number, and by service number.

SAFEGUARDS:

Files are kept within the Naval Discharge Review Board's administrative office. Access during business hours is controlled by Board personnel. The office is locked at the close of business; the building in which the office is located employs security guards.

RETENTION AND DISPOSAL:

Files are permanent. They are retained in the Naval Discharge Review Board's administrative office for two years. After that time, they are sent to the Federal Records Center, 4205 Suitland Road, Suitland, Maryland 20409.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Council of Personnel Boards, Department of the Naval, 801 North Randolph Street, Arlington, Va. 22203

NOTIFICATION PROCEDURE:

Information may be obtained from the Naval Discharge Review Board, Room 905, 801 North Randolph Street, Arlington, Va. 22203. Telephone 202/692-4991

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information contained in the files is obtained from the former member or those acting on the former member's behalf, from military personnel and medical records, and from records of law enforcement investigations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N01900-2

SYSTEM NAME:

Navy Individual Service Review Board Proceedings (ISRB)

SYSTEM LOCATION:

Commander, Naval Military Personnel Command, Department of the Navy, Washington, DC 20370.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have applied for discharge from the United States Navy who claim membership in a group which has been determined to have performed active military service with the United States Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains the individual's application for discharge, supporting documentation, copies of correspondence between the individual and the Navy ISRB and other correspondence concerning the case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 95-202

PURPOSE(S):

The file is used in conjunction with the consideration of the individual's application for discharge and any subsequent application by the individual. The file is used by the individual, the counsel for the individual, his/her designated representative and by the Navy ISRB.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and cross-referenced index cards.

RETRIEVABILITY:

The records are filed by name.

SAFEGUARDS:

The files are kept within the Naval Military Personnel Command offices. Access during business hours is controlled by Command personnel. Records not in use are maintained in a room which is locked during non-duty hours. The Command is secured at the close of business and the building is which the command is located has limited access controlled by security guards.

RETENTION AND DISPOSAL:

Applications which are approved will necessitate creation of a service record which is part of the Navy Personnel Records System. Remaining records are retained in the Naval Military Personnel Command for two years and then

destroyed. Cross-referenced index cards are retained permanently in the Naval Military Personnel Command.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Department of the Navy, Washington, DC 20370.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commander, Naval Military Personnel Command (NMPC-3), Department of the Navy, Washington, DC 20370.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information contained in the files is obtained from the individual or those acting on the individual's behalf, from other military records and from the Department of Defense Civilian/Military Service Review Board.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N03461-1

SYSTEM NAME:

Summary debriefs of former Prisoners of War.

SYSTEM LOCATION:

Fleet Aviation Specialized Operational Training Group, Pacific Fleet, Naval Air Station, North Island, San Diego, California 92135

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former Prisoners of War in Southeast Asia.

CATEGORIES OF RECORDS IN THE SYSTEM:

Synopsis of captivity experiences as summarized by debriefers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

School instructors/managers use this system to maintain information on captivity experiences, resistance techniques, and survival aspects including indoctrination, interrogation, POW organization, communications, medical/isolation conditions and facilities for use in training programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Need to know certification, locked room, limited access building with visitor control, GSA Approved Security Container.

RETENTION AND DISPOSAL:

Held indefinitely in support of training.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Intelligence Command, Naval Intelligence Command Headquarters, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

NOTIFICATION PROCEDURE:

Commanding Officer of military personnel submit visit request (OPNAV Form 5521-27) to Commanding Officer, Fleet Aviation Specialized Operational Training Group, Pacific Fleet, Naval Air Station, North Island, San Diego, California 92135. Civilian personnel submit request to System Manager.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Debriefing sessions with individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N03461-2

SYSTEM NAME:

POW/MIA Captivity Studies

SYSTEM LOCATION:

Naval Aerospace Medical Institute, Special Studies Department(122), Naval Air Station, Pensacola, Florida 32508

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Files are maintained by Code on all military and civilian returned prisoners of war, and on the families of military POW/MIAs, civilian POWs and military KIAs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files consist of intelligence debriefing material, microfilm and microfiche copies of medical records, X-rays, dental and somatotype photographs, newspaper clippings, individual and family research questionnaires.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

Files are converted to group statistics and are used for research into the effects of the captivity experience on the man and his family and for recommending changes in training and improved health care delivery services, as well as for professional publications. Information is used by the Professional Staff, Center for Prisoner of War Studies, Research Staff, Naval Aerospace Medical Institute, Pensacola, Florida; Research Staff, Brooke Army Medical Center, San Antonio, Texas.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Files consist of file folders, magnetic and video tapes, key-punched IBM cards, computer tapes, microfiche and microfilm.

RETRIEVABILITY:

Files are retrieved by code number.

SAFEGUARDS:

All files in this system are protected by limited, controlled access, locked doors and class 6 security cabinets. Only professional and/or research staff with appropriate security clearances are given access to files.

RETENTION AND DISPOSAL:

The files will be maintained as long as there is an ongoing program of captivity research; with destruction of codes when files are closed.

SYSTEM MANAGER(S) AND ADDRESS:

Head, RPOW Data Analysis Division, Naval Aerospace Medical Institute, Naval Air Station, Pensacola, Florida 32508

NOTIFICATION PROCEDURE:

Write: Commanding Officer, Naval Aerospace Medical Institute, ATTN: Code 122, Naval Air Station, Pensacola, Florida 32508, providing full name, military or civilian status, POW status, security clearance, and service affiliation.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System's manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

All information contained in files was obtained through personal interviews with returned POWs, families of POW/MIA/KIA/hostages/civilian POWs, through intelligence debriefings at time of repatriation, newspapers and periodicals, and from materials supplied by the Department of the Army (Office of the Surgeon General and Army Intelligence); Department of the Navy (Bureau of Medicine and Surgery and Naval Intelligence); and Marine Corps Headquarters.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N03501-1

SYSTEM NAME:

Fleet Ballistic Missile Submarine Demo and Shakedown Operation Crew Evaluation

SYSTEM LOCATION:

Director, Strategic Systems Projects (PM-1) Department of the Navy Washington, D.C. 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer and enlisted personnel in responsible positions within the Weapons and Navigation Department of both crews of a fleet ballistic missile submarine undergoing Demonstration and Shakedown Operations

CATEGORIES OF RECORDS IN THE SYSTEM:

Memorandum report to file

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

Preparation of Certification for Deployment Messages by Director, Strategic Systems Projects and Commander, Submarine Group Six, and development of follow-on training programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File holders

RETRIEVABILITY:

Ship and crew designators

SAFEGUARDS:

Access restricted to Assistant for Weapons System Operation and Evaluation staff, Strategic Systems Project Office and Commander Submarine Group Six staff. Vault storage.

RETENTION AND DISPOSAL:

Maintained for at least two years then destroyed by shredding

SYSTEM MANAGER(S) AND ADDRESS:

Director, Strategic Systems Projects Department of the Navy Washington, D.C. 20376

NOTIFICATION PROCEDURE:

All inquiries should be directed to the Privacy Act Coordinator:
Deputy Director, Strategic Systems Projects
Department of the Navy
Washington, D.C. 20376
and should indicate full name, military status, time period and ship undergoing Demonstration and Shakedown Operations, and billet held.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Observation of Demonstration and Shakedown Operation team and questionnaire filled out by ship's personnel

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N03760-1

SYSTEM NAME:

Individual Flight Activity Report

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All aeronautically designated commissioned Navy and Marine Officers assigned as crew members in the operation of an aircraft in accordance with the direction of competent authority.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of each flight submitted by the custodian of the aircraft. Total flight activity survey reports and annual flight activity reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

Flight activity data for specific individuals or categories of aviators is correlated with aircraft mishap data. This information is analyzed in order to determine the relationship between various categories and combinations of flight experience and accident involvement. Results of these studies are provided to all echelons within the Navy and Marine Corps having responsibility for flight operations, pilot training and allocation of resources to and within the aviation program. An annual summary of flight activity by model aircraft is provided to each reporting individual for his/her verification and personnel records. Upon request, a detailed by flight report for a specified time frame is also provided. Records are also provided to Commander, Naval Military Personnel Command for promotional screening, detailing and compliance with minimum standards. Summaries of

flight activity for Marine Corps personnel are provided to the Commandant of the Marine Corps. Records of specific pilots or categories of pilots are provided to contractors, if required, for projects either funded by or deemed potentially valuable to the Department of the Navy.

To the Naval Audit Service to investigate certain phases of the Naval Aviation Program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To committees authorized by Congress to investigate certain phases of the Naval Aviation Program.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape.

RETRIEVABILITY:

Any of the data elements such as pilot's social security number, model aircraft, squadron and specific flight experience may be used to retrieve individual records.

SAFEGUARDS:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information which are not included in the routine usage criteria must be approved by the Commander, Naval Safety Center or his designated representative.

RETENTION AND DISPOSAL:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Aviation Safety Programs, Naval Safety Center, NAS, Norfolk, VA 23511

NOTIFICATION PROCEDURE:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Aircraft reporting custodian, Navy and Marine Corps pilots.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N03834-1

SYSTEM NAME:

Special Intelligence Personnel Access File

SYSTEM LOCATION:

Commander Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian and military personnel of the Department of the Navy and contractors and consultants of the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records pertaining to the eligibility of Department of the Navy personnel (civilian,military, contractor and consultant) to be granted access to Special Intelligence which include documents of nomination, personal history statements, background investigation date and character, narrative memoranda of background investigation, eligibility documents for access to special intelligence, proof of indoctrination and debriefings as applicable and record of hazardous activity restrictions assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947, as amended; 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 503, Department of the Navy; 10 U.S.C. 6011, Navy Regulations; 44 U.S.C. 3101, Records Management by federal agencies; Executive Order 11652, classification and declassification of National Security Information and Material.

PURPOSE(S):

To permit a determination of an individual's eligibility for access to Special Intelligence information. This information may be provided to the Department of Defense and all its components to certify Special Compartmented Intelligence access status of Naval personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Central Intelligence Agency, the Federal Bureau of Investigation, the National Security Agency, the Department of Energy, the Department of Treasury, and to any other Federal agency in the performance of their official duties, to certify SCI access status of Naval personnel.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Active files consist of paper records in file folders and computerized tapes. Inactive files are retained on microfiche.

RETRIEVABILITY:

Records are filed alphabetically by last name of the individual.

SAFEGUARDS:

GSA approved containers located in controlled access spaces.

RETENTION AND DISPOSAL:

Records are retained indefinitely. Inactive files are retained on microfiche.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Intelligence Command, 4600 Silver Hil Road, Washington, DC 20389.

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the system manager, giving full name, residence address and date and place of birth. A notarized statement may be required for identity verification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Personal History Statement and related forms from the individual. Access forms and documents prepared by the system manager. Correspondence between system manager and activities requesting access status.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N04050-1

SYSTEM NAME:

Personal Property Program

SYSTEM LOCATION:

All Navy Personal Property Counseling and Shipping Offices and Federal Records Centers (mailing addresses are listed in the Navy directory in the appendix to the Component System Notice).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DOD and other federal departmental military personnel and their dependents and civilian employees and their dependents having applied for and shipped and/or stored personal property, privately owned automobiles and mobile homes.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's applications for shipment and/or storage related shipping documents and records of delivery, payment, and inspection of personal property. Forms maintained include: DD 619 Statement of Accessorial Services Performed; DD 1100 Household Good Storage Record; SF 1103 U.S. Government Bill of Lading; DD 1252 U.S. Customs Declaration for Personal Property Shipments (Part I); DD 1252-1 U.S. Customs Declaration for Personal Property Shipments (Part II); DD 1299 Application for Shipment and/or Storage of Personal Property; DD 1671 Reweight of Personal Property; DD 1780 Report of Carrier Services Personal Property Shipment; DD 1781 Customer Satisfaction Report; DD 1797 Personal Property Counseling Checklist; DD 1799 Member's Report on Carrier Performance- Mobile Homes; DD 1800 Mobile Home Shipment Inspection at Destination; DD 1841 Government Inspection Report; DD 1842 Claim for Personal Property Against the United States; DD 1845 Schedule of Property.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5724; DOD Regulation 4500.43; DOD Regulation 4500.34-R; 'personal Property Traffic Management Regulation;' JAG Manual; NAVSUP Publication 490; 'Transportation of Personal Property.'

PURPOSE(S):

Navy Personal Property Shipping Offices applicable finance centers and the Navy Material Transportation Office for effecting, coordinating and payment of personal property shipment and storage.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of member.

SAFEGUARDS:

Records are maintained in monitored or controlled areas accessible only to authorized personnel that are properly cleared and trained. Buildings-rooms locked outside regular working hours.

RETENTION AND DISPOSAL:

Records are retained in Personal Property Office files for a period of four years, then forwarded to Federal Record Centers and/or General Accounting Office for indefinite retention.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Supply Systems Command (Code 05), Washington, D.C. 20376.

NOTIFICATION PROCEDURE:

Written requests may be addressed to the appropriate Navy personal property shipping office concerned (mailing addresses are listed in the Navy directory in the component system notice). Individuals should provide proof of identity, full name, rank, dates of shipment-storage, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the Commander, Naval Supply Systems Commands (Code 05), Washington, D.C. 20376.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents of records and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Application and related forms submitted by the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N04060-1

SYSTEM NAME:

Navy and Marine Corps Exchange and Commissary Sales Control and Security Files

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Customers, employees, and guests at Navy and Marine Corps Exchanges and Commissaries, including individuals making large dollar volume purchases and contract purchases; individuals having requested adjustments or made claims; individuals having previously passed bad checks or been apprehended for shoplifting.

CATEGORIES OF RECORDS IN THE SYSTEM:

Sales and contract records; lists, logs, or card records of individuals; claims and adjustment records; large volume purchase records; mail orders, and customer special order records, customer list; correspondence; and abuser notification letters. Records of complaints and investigations of regulatory and criminal violations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 Departmental Regulations.

PURPOSE(S):

To control sales; to prevent and detect abuse of privileges; to determine responsibility when there are violations of regulations or criminal statutes. Information may be furnished to the Naval Investigative Service or command legal personnel for prosecution of military offenses and other administrative actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Federal Bureau of Investigation or foreign organizations for further investigation or prosecution.

To officials of other federal agencies in connection with the performance of their official duties related to personnel administration.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tape, discs, drums, and punched cards. Manual records may be stored in file folders or microform, in file cabinets or other containers.

RETRIEVABILITY:

Automated and manual records may be retrieved by social security account number and/or name.

SAFEGUARDS:

Access is provided on a need-to-know basis, only. Automated records are located in restricted areas accessible only to authorized persons. Manual records and computer printouts are maintained in locked or controlled access areas.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST 5212.5B, Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to system manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals concerned, other records of the activity concerned, other records of activity investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a(j) or (k), as applicable. For additional information, contact the system manager.

N04066-1

SYSTEM NAME:

Bad Checks and Indebtedness Lists

SYSTEM LOCATION:

Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305 (for all Navy Exchanges) Commissary Store operations as listed in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Patrons of Navy exchanges and Commissary Stores who have passed checks which have proven bad; recruits who have open accounts wth Navy exchanges; patrons who have made C.O.D. mail order transactions and those patrons who make authorized charge or credit purchases where their accounts are maintained on the basis of an identifying particular such as name, social security number or service number.

CATEGORIES OF RECORDS IN THE SYSTEM:

Bad Check System (including: Returned Check Ledger; Returned Check Report; copies of returned checks; bank advice relative to the returned check or checks; correspondence relative to attempt by the Navy exchange or Commissary Store to locate the patron and/or obtain payment; a printed report of names of those persons who have not made full restitution promptly, or who have had two or more checks returned through their own fault or negligence) Accounts Receivable Ledger, detailed by patron; COD Sales Ledger;

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 and 10 USC 5031

PURPOSE(S):

To record receipt of bad checks from patrons; to monitor and avoid undue losses because of continued passing of bad checks. To keep track of the correspondence issued in an effort to recover losses. The information in this system is issued to all cashiers, exchange and commissary officers. The Accounts Receivable Ledgers are used to properly record credit sales and the payment of these accounts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained vary, but include: magnetic tape; printed reports; file folders; file cards;

RETRIEVABILITY:

Name and social security number

SAFEGUARDS:

Locked file cabinets; supervised office spaces; supervised computer tape library which is accessible only through the computer center (entry to the computer center is controlled by a combination lock known by authorized personnel only).

RETENTION AND DISPOSAL:

Records are kept for four years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

Record Holder Director, Treasury Division (TD) Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

In the initial inquiry the requester must provide full name, social security number, activity where they had their dealings. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requesters must provide the following proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The individual; the bank involved and the activity sales records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04066-2

SYSTEM NAME:

Commercial Fidelity Bond Insurance Claims

SYSTEM LOCATION:

Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305 (for all Navy Exchanges).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel assigned to Navy exchanges, who the duly constituted authority (usually a Board of Investigation appointed by the base Commanding Officer) has established to be guilty of a dishonest act which has resulted in a loss of money, securities or other property, real or personal, for which the exchange is legally liable.

CATEGORIES OF RECORDS IN THE SYSTEM:

Equipment Loss Reports, Cash and/or Merchandise Loss Reports from Navy exchanges, including correspondence relating to losses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 and 10 USC 5031

PURPOSE(S):

To render proper assistance in processing insurance claims.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the insurance carrier (Fidelity Bond Underwriter) to ensure appropriate coverage.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained varies but includes file folders and ledgers.

RETRIEVABILITY:

Name, payroll number, service number, activity.

SAFEGUARDS:

Locked file cabinets; locked offices which when open are supervised by appropriate personnel; security guards.

RETENTION AND DISPOSAL:

Records are kept for four years and then retired to the Federal Records Center, St. Louis, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

In the initial inquiry the requestor must provide full name, payroll or military service number and activity where they had their dealings. A list of other offices the requestor may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requestors must provide proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The individual; the insurance underwriter; audit reports; investigatory reports and/or activity loss records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04066-3

SYSTEM NAME:

Layaway Sales Records

SYSTEM LOCATION:

Commands, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305 (for all Navy exchanges)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Patrons of Navy exchanges who buy goods on a layaway

CATEGORIES OF RECORDS IN THE SYSTEM:

Layaway Tickets and layaway patron lists

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 and 10 USC 5031

PURPOSE(S):

To record the selection of layaway merchandise, record payments, verify merchandise pick-up and perform sales audits.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders include layaway tickets and layaway patron lists.

RETRIEVABILITY:

Name, address, service number or exchange permit number

SAFEGUARDS:

Locked file cabinets, supervised records space

RETENTION AND DISPOSAL:

Destroyed after two years per Navy Exchange Manual

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

Record Holder Director, Controller Non-appropriated Fund Division (CNAFD) Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

Individual record holders within the central system may be contacted through the central system record holder.

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

In the initial inquiry, the requester must provide full name, social security number, activity where layaway sales were transacted. A list of other offices the requester may visit will be provided after initial contact at the office listed above. At the time of personal visit, requesters must provide proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The individual

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04066-4

SYSTEM NAME:

Navy Lodge Records

SYSTEM LOCATION:

Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305 (for all Navy Exchanges)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Patrons and guests authorized lodging at a Navy exchange Navy Lodge.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reservation request; guest registration card; navy lodge guest folio.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 and 10 USC 5031

PURPOSE(S):

To keep a record of reservations to insure orderly room assignment and avoid improper booking; to record registration and payment of accounts; to verify proper usage by eligible patrons; cash control; to gather occupancy data; to determine occupancy breakdown; and to account for rentals and furnishings.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained vary, but include: folio card; ledger; Guest Registration Cards; and local copies and reports of central system reports.

RETRIEVABILITY:

Name; service number; social security number

SAFEGUARDS:

Supervised offices; locked files

RETENTION AND DISPOSAL:

Records are kept for two years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

Record Holder Manager, Personalized Services (SODI) Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

Individual record holders within the central system may be contacted through the central system record holder.

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

In the initial inquiry the requester must provide full name, social security number, service number and location of the last Navy Lodge where they had dealings. A list of other offices the requester may visit will be provided after initial contact is made with the office listed above. At the time of a personal visit, requesters must provide proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The individual patron and the charges he or she incurred during a visit at the Navy Lodge.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04350-1

SYSTEM NAME:

Contract Field Service File

SYSTEM LOCATION:

Commander Naval Electronic Systems Command Washington, D.C. 20360

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Contractor representatives (engineers/technicians)

CATEGORIES OF RECORDS IN THE SYSTEM:

NAVELEX 4603 maintains a contractor field engineer file system by name and company. The only personal information contained in these files are security clearance information (degree, date cleared, by whom), date and place of birth, and social security number. Contract services requests and authorizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulation

PURPOSE(S):

The system is used to notify ships, shipyards, supships, other Navy activities and some contractor plants of reporting engineers security information for tech assistants.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

The files are filed by company and name.

SAFEGUARDS:

The files are located in a locked cabinet. When the cabinet is open, personnel is in the room at all times. Normally no other people have access to these files. The only ones that could have access based upon a need to know are the cognizant engineers and the contractor representatives may review their own personal jacket. ELEX 4603 personnel must remove records from cabinets.

RETENTION AND DISPOSAL:

The records are retained as long as the engineer is employed by the company, then the records are transferred to Archives for the standard retention period.

SYSTEM MANAGER(S) AND ADDRESS:

Contract Services Coordinator, ELEX 4603

NOTIFICATION PROCEDURE:

Request must be made to system manager ELEX 4603. Requestor must provide full name, social security number and photo identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The source of information is from the contractor representatives (engineers/technicians) employers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04385-1

SYSTEM NAME:

Investigatory (Fraud) System

SYSTEM LOCATION:

Inspector General offices within the Department of the Navy as listed in the directory of the Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals alleged, suspected, convicted, or otherwise involved in areas of possible criminal or administrative misconduct, including, but not limited to, fraud, larceny, embezzlement, theft or other improper conduct relating to the acquisition or disposal of government property, conflict of interest, violation of the standards of conduct, or other violations of law or regulation pertaining to procurement, disposal and related matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

1. Administrative memoranda
2. Investigative reports and other investigative/intelligence information
3. Reports of disciplinary action taken
4. Public court records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Inspector General Act of 1978 (10 USC 987 app.(1982)).

PURPOSE(S):

To conduct and to coordinate official investigations and inquiries of audit to monitor final actions taken thereon. To disseminate information on misconduct, procurement fraud and related matters to other components within DOD. For internal uses such as auditing, investigating, inspecting and management functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To federal, state or local law enforcement agencies, when such information relates to matters under their judicial or administrative cognizance.

To the Department of Justice or other appropriate agencies for use in judicial or administrative actions such as debarrment/suspension actions and required notification of federal, state and local agencies.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, index cards, magnetic tape/discs.

RETRIEVABILITY:

By subject name and SSN; by case name, case number, type of crime and other case fields.

SAFEGUARDS:

Access is limited to officials/employees of the command who have a need to know. Files are stored in a locked cabinet. The area is sight controlled during normal work hours and locked during non duty hours. Building access is controlled during non-duty hours by a Security Force, which also conducts roving patrols of the building. There is no possibility that the computer can be accessed from outside the controlled area.

RETENTION AND DISPOSAL:

Files are maintained at the command for two years after final action is taken. Thereafter, files are stored with the nearest Federal Records Center. Electronic data are erased, over-printed or destroyed, as appropriate.

SYSTEM MANAGER(S) AND ADDRESS:

The Inspector General of the Command in question. See the directory of Navy activities mailing addresses.

NOTIFICATION PROCEDURE:

Written requests should be addressed to the system manager, giving full name, address, and either a social security number or date and place of birth. Written requests must be notarized. Individuals may visit the system manager between the hours of 0900-1500, Monday-Friday and must show proof of identity consisting of ID containing photograph.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agencies Rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals, investigative, judicial, and administrative reports, and complainants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a (j)(2). The exemption rule for this system is contained in SECNAVINST 5211.5 series.

N04410-1

SYSTEM NAME:

File of Records of Acquisition, Transfer and Disposal of Privately Owned Vehicles

SYSTEM LOCATION:

U.S. Naval Radio Station, FPO New York 09516

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

United States Navy personnel stationed at U.S. Naval Radio Station, FPO New York 09516 who own a concession vehicle in the United Kingdom.

CATEGORIES OF RECORDS IN THE SYSTEM:

Request for delivery of a motor vehicle without payment of duty, value added tax and car tax.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To maintain information on type of car, engine no., license no., year, make of car, base assigned, organization, SSNA, and paygrade.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

Name

SAFEGUARDS:

Locked safe in Admin Office with a 24 hour security watch.

RETENTION AND DISPOSAL:

Records are maintaned as long as a person owns a concession vehicle in the United Kingdom. Records are burned as soon as vehicle is either shipped out of the U.K. or destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, U.S. Naval Radio Station, FPO New York 09516 is overall policy official with the Administrative Officer, U.S. Naval Radio Station, FPO New York 09516 as the subordinate holder.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to U.S. Naval Radio Station, FPO New York 09516, giving full name and social security number. Visitors may come to the Administrative Office at the address given under SYSMANAGER and must have valid military I.D. or, if no longer in the military, have other valid identification such as a driver's license.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by theindividual concernd may be obtained from th system manager.

RECORD SOURCE CATEGORIES:

Applicable U.S. Serviceman

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04410-2

SYSTEM NAME:

Military and Civilian Employee Dependents Hurricane Shelter Assignment List

SYSTEM LOCATION:

Commanding Officer Naval Communication Station Key West Key West Florida 33040

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel and civilian employees and their dependents who apply for assignment to naval communication station shelter

CATEGORIES OF RECORDS IN THE SYSTEM:

Record lists names, addresses, and phone numbers of military/ civilian station personnel applying for shelter assignments for their families, together with names of dependent spouses, names and ages of dependent children, and whether or not requirement exists for station transportation to shelter.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

Used by Disaster Preparedness Officer in determining shelter logistics requirements and by Shelter Officer in mustering assigned dependents in shelter in case of hurricane.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder

RETRIEVABILITY:

Name

SAFEGUARDS:

File maintained in locked cabinet by Disaster Preparedness Officer.

RETENTION AND DISPOSAL:

Maintained from May through April each year, disposed of by burning.

SYSTEM MANAGER(S) AND ADDRESS:

Disaster Preparedness Officer Naval Communication Station Key West Key West Florida 33040

NOTIFICATION PROCEDURE:

Individual record entries are filled out by hand by station military/civilian sponsors desiring to register their families in command hurricane shelter. System contains no info other than entries provided by sponsors. Certified station sponsors may review/remove entry by phoning/visiting the Disaster Preparedness Officer, Naval Communications Station Key West.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

All entries to file are hand written forms filled in by military/civilian command sponsors requesting hurricane shelter for their families.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N04410-3

SYSTEM NAME:

Duty Free Vehicle Log

SYSTEM LOCATION:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

Customs Officer, HMS Customs and Excise, Campbeltown, Argyll, Scotland

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals stationed aboard NAVWPNSFACDET Machrihanish who own vehicles purchased or imported into the United Kingdom duty free.

CATEGORIES OF RECORDS IN THE SYSTEM:

Single line entry on loose leafe pages listing: Name and rank/rate of individual; make, year and registration of vehicle; status (bought new in UK or imported) of vehicle; and date of purchase or importing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

To assist local customs officials in protecting against the illegal transfer of duty-free vehicles to UK citizens.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder

RETRIEVABILITY:

Name

SAFEGUARDS:

The records are maintained in an office that is locked when not manned.

RETENTION AND DISPOSAL:

Pen and ink changes are made to records until complete page must be retyped. Old pages are then destroyed by shredding or burning. Retention period dependent upon number of changes occuring. Method of disposal by local customs official unknown.

SYSTEM MANAGER(S) AND ADDRESS:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

NOTIFICATION PROCEDURE:

Individuals wishing to learn if records concerning them are still retained may contact the System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is obtained from documents provided by the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N04410-4

SYSTEM NAME:

Record of Import and Export of Foreign Made Auto Vehicles into and out of Australia

SYSTEM LOCATION:

U.S. Naval Communication Station FPO San Francisco 96680

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Importers/exporters and purchasers of foreign made automobiles imported into Australia by U.S. personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of shipping and customs documents for automobiles imported into and exported from Australia.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Agreement between Australia and the United States of America concerning the status of United States forces in Australia and protocol to that agreement.

PURPOSE(S):

The Supply Officer uses this system to determine shipping and wharf handling requirements. The legal officer uses this system to monitor sale and/or export of foreign made vehicles imported into Australia by U.S. personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder.

RETRIEVABILITY:

Name.

SAFEGUARDS:

File cabinet, Entry by legal/personal property office personnel only.

RETENTION AND DISPOSAL:

Duration of customs to duty bond. Destruction through burning.

SYSTEM MANAGER(S) AND ADDRESS:

Legal officer and personal propety supervisor.

NOTIFICATION PROCEDURE:

Individual initates record and may request information. Legal Officer, Personal Property Supervisor, U.S. Naval Communication Station. Information requested must provide: full name, official title, purpose of inquiry. Offices to be visited: Legal Office and Personal Property Office, U.S. Naval Communication Station. Proof of identity: visual recognition or identification card.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information supplied by individual, copy of purchase documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N04650-1

SYSTEM NAME:

Personnel Transportation System

SYSTEM LOCATION:

Military Traffic Office & East Coast Passenger Control Point, Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370.

District Passenger Transportation Office & West Coast Passenger Control Point, Headquarters, TWELFTH Naval District, Treasure Island, San Francisco, California 92132.

District Passenger Transportation Office & Alaskan Passenger Control Point, Naval Support Activity, Seattle, Washington 98115.

District Passenger Transportation Offices, all other Naval District Headquarters.

Overseas Area Travel Coordinators at U. S. Naval Activities, United Kingdom; U. S. Naval Activities, Spain; Headquarters, U. S. Fleet Air Mediterranean; U. S. Naval Support Activity, Naples, Italy; Headquarters, Middle East Force; U. S. Naval Station, Keflavik, Iceland; U. S. Naval Air Facility, Lajes, Azores; Naval Station, Argentina, Newfoundland; Naval Base, Guantanamo Bay, Cuba; Headquarters, TENTH Naval District; Headquarters, FIFTEENTH Naval District; Headquarters, U. S. Naval Forces, Mariannas; Headquarters, U. S. Naval Forces, Philippines; Headquarters, U. S. Naval Forces, Japan; and Naval Communication Station Harold E. Holt, Exmouth, Western Australia (See Directory of the Department of the Navy Mailing Addresses).

And local activities (See Directory of the Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy military personnel, midshipmen, retired Navy members, civilian employees of the Navy, dependents of the foregoing, and other civilians

authorized through Navy commands to travel at Government expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for travel and, where applicable, for passports and visas; requests for extension of 12-month limit on travel by retired member to home of record; supporting documents; correspondence, and approvals/disapprovals relating to the above records; travel arrangements in response to above applications.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

37 USC 404 Travel & Transportation Allowances--General

5 USC 5701 et seq Travel, Transportation & Subsistence

PURPOSE(S):

To determine eligibility for transportation; to authorize or deny transportation; and otherwise manage the personnel transportation system.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the provision of transportation; diplomatic, official, and other no-cost passports; and visas to subject individuals.

Foreign embassies, legations, and consular offices--to determine eligibility for visas to respective countries, if visa is required.

To Commercial Carriers providing transportation to individuals whose applications are processed through this system of records.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums, and on punched cards. Manual records in file folders or file-card boxes, microfiche or microfilm.

RETRIEVABILITY:

Automated records may be retrieved by social security account number and/or name. Manual records are filed alphabetically by name of applicant; applications for dependents filed by name of sponsor.

SAFEGUARDS:

Records are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or in accordance with Departmental regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to the local activity where the request for transportation was initiated (see Directory of the Department of the Navy Mailing Addresses), and/or to intermediate activities (if applicable) (see Directory of the Department of the Navy Mailing Addresses, or to the Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370). The letter should contain full name, social security account number, address and signature of the requester. The individual may visit the activities and commands listed under LOCATION for assistance with the records maintained at the respective locations. Proof of identification will consist of Military Identification Card for persons having such cards. Others must present other positive personal identification, preferably picture-bearing.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, State Department and other agencies of the Executive Branch and components thereof, in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; foreign embassies, legations, and consular offices reporting approval/disapproval of visas; and carriers reporting on provision of transportation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05100-1

SYSTEM NAME:

Diving Log

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy military and civilian employees of the Navy involved in diving or exposed to a hyperbaric environment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Diving Log Report.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

Reports summarizing diving activity are furnished to the commanding officer for individuals attached to the unit and are used to monitor experience levels associated with types of dives, equipment usage and requalification requirements. Individual records are also used to evaluate the diving program at specific activities and to determine if manning level, experience and operational requirements are consistent with an effective safety program. Pertinent individual records or statistical summaries prepared by Naval Safety Center analysts are also provided to all echelons within the Navy having a responsibility for the diving program and to the Commander, Naval Military Personnel Command, Naval Audit Service or other activities having responsibility for the administration or control of personnel assignments and hazardous duty payments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape.

RETRIEVABILITY:

Records may be selected based on any of the data elements contained in the file such as diver's social security number, organization unit, type of dive and equipment used.

SAFEGUARDS:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not directly related to the diving program must be approved by the Commander, Naval Safety Center or his designated representative.

RETENTION AND DISPOSAL:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Submarine Safety Programs, Naval Safety Center, NAS, Norfolk, VA 23511

NOTIFICATION PROCEDURE:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Commanding Officer of naval units conducting diving or hyperbaric exposure incident to diving.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05100-2

SYSTEM NAME:

Diving Accidents and Injuries

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA. 23511

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy military and civilian employees of the Navy involved in an accident or who are injured while engaged in diving or exposed to a hyperbaric environment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Diving Accident/Injury Report. Personnel Casualty Report. JAG manual investigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

Records of diving accidents and injuries are evaluated by Naval Safety Center analysts to determine existence of problem areas and to detect trends. The records are correlated with the diving log reports and used as a basis for recommending changes in operating procedure, equipment, decompression schedules and training requirements. Individual reports and compilations of accidents and injuries are routinely furnished to activities within the Navy having responsibility for diving safety.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To government and private research institutions engaged in studies relating to the prevention or treatment of diving injuries or the design and usage of underwater equipment.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape.

RETRIEVABILITY:

Any of the data elements such as diver's social security number, type of accident, depth and purpose of dive, degree of injury and treatment provided are used to retrieve individual records.

SAFEGUARDS:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not directly related to diving safety must be approved by the Commander, Naval Safety Center or his designated representative.

RETENTION AND DISPOSAL:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Submarine Safety, Naval Safety Center, NAS, Norfolk, Va. 23511

NOTIFICATION PROCEDURE:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Commanding Officer of naval units conducting diving or hyperbaric exposure incident to diving. Office of the Judge Advocate General. Chief, Bureau of Medicine and Surgery.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05100-3

SYSTEM NAME:

Occupational Injury and Illness

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511 (Central) Subordinate Type Commands/ Ship/Naval Units

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy military personnel who sustain an injury or occupational illness and Navy civilian personnel who sustain an occupational illness or injury resulting in one or more days of lost time.

CATEGORIES OF RECORDS IN THE SYSTEM:

Accidental Injury/Death Reports. Personnel Casualty Reports. Hospital Admission Reports. JAG manual investigations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

Accidental injury records are used to compile a variety of statistical reports which are routinely published or prepared at the request of Navy forces afloat and shore activities. Individual injury reports are selected and reviewed by Naval Safety Center analysts in order to detect problem areas relating to operating procedure, training and equipment usage and malfunction. Results of these studies which may include individual injury reports are provided to commanding officers and to all echelons within the Navy having responsibility for the allocation of resources or the implementation of the Safety Program. Individual injury records are correlated with data contained in other personnel files in order to detect unfavorable trends within an activity and to recommend appropriate corrective measures.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Individual records and statistical summaries are provided on request to all Government activities having a legitimate need for such information. Individual records and summary data are provided to contractors and research activities in connection with projects either funded by or deemed potentially valuable to the Department of the Navy.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape. (Central location) File Folders/cardex (subordinate commands)

RETRIEVABILITY:

Any of the data elements such as social security number, command or unit identification code, degree of injury, location, equipment malfunction and cause factors are used to select individual records.

SAFEGUARDS:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not within the routine usage criteria must be approved by the Commander, Naval Safety Center or his designated representative.

RETENTION AND DISPOSAL:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Occupational Safety, Health and Support Programs, Naval Safety Center, NAS, Norfolk, VA 23511

NOTIFICATION PROCEDURE:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Commanding officers of Forces Afloat and Shore activities, Judge Advocate General and Chief, Bureau of Medicine and Surgery.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05100-4

SYSTEM NAME:

Motor Vehicle Accidents and Injuries

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511 Subordinate/Type Commands/Levels

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy military personnel regardless of duty status who are injured as a result of a motor vehicle accident or are the operator of one of the vehicles involved in such an accident. Navy military and civilian personnel who are involved in a Government motor vehicle accident or a private motor vehicle accident on Navy property. Navy civilian employees who are injured in a motor vehicle accident during the course of their official duties.

CATEGORIES OF RECORDS IN THE SYSTEM:

Motor Vehicle Accident Report. Personnel Casualty and Death Report, Hospital Admission Reports and JAG manual investigations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

Motor vehicle accident records are used to compile statistics which are given wide dissemination within the Navy. Compilations of motor vehicle accident records for particular commands, activities and units are furnished on request to assist in the development of an effective safety program at all levels within the Navy. Accident records of individuals assigned to specific units or records of individuals involved in multiple accidents are provided to commanding officers. Motor vehicle accident records are correlated with data contained in other accident/injury or training files. The significance of this data is evaluated by Naval Safety Center analysts and summary information, specific individual records or composite records provided to all echelons within the Navy having a responsibility for motor vehicle safety.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Individual records and statistical summaries are provided on request to all Government activities having a legitimate need for such information.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape. (Central location) File folders/cardex (subordinate commands)

RETRIEVABILITY:

Any of the data elements such as individual social security number, activity or unit identification, cause factors and degree of injury are used to retrieve individual records.

SAFEGUARDS:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information which are not included in the routine usage criteria must be approved by the Commander, Naval Safety Center or his designated representative.

RETENTION AND DISPOSAL:

Magnetic tape files contain all available records and are never purged. Original documents are destroyed when no longer required. Reports are not transferred to a record center.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Occupational Safety, Health, and Support Programs, Naval Safety Center, NAS, Norfolk, VA 23511

NOTIFICATION PROCEDURE:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Commanding officers of Forces Afloat and Shore activities, Judge Advocate General and Chief, Bureau of Medicine and Surgery.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05100-5

SYSTEM NAME:

Aviation Mishap Report

SYSTEM LOCATION:

Commander, Naval Safety Center, Naval Air Station, Norfolk, Virginia 23511.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All aeronautically designated individuals in a crew status who are involved in a naval aviation mishap resulting in a cost of
50,000 or more.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, social security number, flight experience of involved individuals, and location, severity, cause factors and description of the accident.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DOD Instruction 1000.19, dated 18 October 1979; subject: Mishap Investigative Reporting and Recordkeeping.

PURPOSE(S):

Used to file complete reports of mishap involvement by individual pilots. The reports are required to evaluate potential problems of active duty aviators and to determine suitability for assignment to selected Reserve units. Unless required, the identification of individuals will be deleted from reports provided to non-Navy activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Departments of Labor, Commerce, Transportation and NASA for the purpose of promoting aviation safety.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape, disk storage packs, file folders and microfilm.

RETRIEVABILITY:

Name or social security number may be used for retrieval.

SAFEGUARDS:

Files are maintained within the data processing facility and a limited number of Naval Safety Center personnel have free access to this area. When the computer facility is not occupied, physical security is provided by the Naval Safety Center duty section and by periodic checks made by the base security patrol. A knowledge of the computer operating system is required to process the mechanized files.

RETENTION AND DISPOSAL:

Original source documents will normally be destroyed within 18 months after being processed. Microfilm copies of the source documents and the data files will be retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Records and Data Processing Department, Naval Safety Center, Naval Air Station, Norfolk, Virginia 23511.

NOTIFICATION PROCEDURE:

Individuals can determine the existence of records pertaining to them by contacting the System Manager. Full name and social security number must be provided.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The source of data for the file is the Aviation Mishop Report.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05101-1

SYSTEM NAME:

Safety Equipment Needs, Issues, Authorizations

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel whose work requires them to wear, or are issued, protective clothing or equipment, including prescription safety lenses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Listings, cards, and other records of individuals requiring, authorized, or issued prescription or other safety equipment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations.

PURPOSE(S):

Used by Safety Department personnel to determine who needs; is eligible; or has been authorized or issued prescription or other safety equipment for protection.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card index files, file folders in file drawers, or microform.

RETRIEVABILITY:

By name or date of authorization or issue.

SAFEGUARDS:

Controlled access space or locked rooms; personnel screening.

RETENTION AND DISPOSAL:

Secretary of the Navy Instruction 5212.5B, Disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting access may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals to whom the records pertain.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05101-2

SYSTEM NAME:

Sight Conservation Program

SYSTEM LOCATION:

Director, Naval Research Laboratory, Washington, D.C. 20375

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees wearing glasses whose work requires the use of safety glasses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Eyewear prescriptions and pertinent information on special fitting requirements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations

PURPOSE(S):

To maintain a record of eyewear prescriptions for employees whose work requires use of safety glasses.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Office door locked at night.

RETENTION AND DISPOSAL:

Retained as long as employee is on program. When he leaves NRL or changes job and does not qualify for program, his file is destroyed by tearing it up.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Safety Office, Naval Research Laboratory, Building 222, Room 188.

NOTIFICATION PROCEDURE:

Verbal request to system manager, with some proof of identity, such as driver's license or ID card.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Optometrist's measurements.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05120-1

SYSTEM NAME:

Bond Accounting

SYSTEM LOCATION:

Decentralized, maintained by Issuing Agents for Savings Bonds; a list is available from:
Commander
Navy Accounting and Finance Center
(NCF-123)
Washington, D.C. 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and Military Personnel of the Department of the Navy including contract employees who meet the requirement for ownership of savings bonds as outlined in Treasury Department Circular No. 530 as amended.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual application and related records - The Bond Record File - Master Bond Record Card Control Account - The Master Control Account - Activity Subcontrol Accounts - Refund Subcontrol - Transfer Journal.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To issue U.S. Savings Bonds; to provide an audit trail on requisition, control and issuance of bonds and to maintain the accounts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Metal file cabinets equipped with a locking device - Paper records in metal filing cabinets - Microfilm.

RETRIEVABILITY:

Retrieved by name, social security number or payroll number. From the Federal Reserve Bank by numerical sequence by serial number shown on bond issued stub.

SAFEGUARDS:

Locked cabinets, with building or military base security. Access authorized to personnel engaged in payroll processing, disbursing, supervisory or management personnel, and auditors. Bond subscribers are authorized to receive information on their own records.

RETENTION AND DISPOSAL:

Records are maintained for one year. Records are then forwarded to a Federal Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Navy Accounting and Finance Center (NCF-123) Washington,

D.C. 20376 Procedures are prescribed in Comptroller of the Navy Manual (NAVSO P-1000). For decentralized locations where individuals may deal directly, addresses are available from the SYSMANAGER.

NOTIFICATION PROCEDURE:

Information may be obtained by contacting the Bond Issuing Office responsible for issuing bond if known. If unknown the inquiry should be submitted to Commander, Navy Accounting and Finance Center, NCF-123, Washington, D.C 20376. Requester should provide full name, social security number or payroll number, current address when requesting information. An individual is permitted to visit any Bond Issuing Agent Office for information and will be required to provide identification such as identification card (i.e., DOD Building Pass).

RECORD ACCESS PROCEDURES:

The Agency's rule for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Request for Bonds are filed by individuals who provide information on themselves. Other records are generated from the original request.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05210-1

SYSTEM NAME:

Correspondence files

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

These are files kept by subject, name of correspondent (Congressman, contractor, other member of public, etc.,) or name of recipient.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incoming and outgoing correspondence and related material.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To follow-up on previous correspondence, for reference purposes, to assure consistency of policy, and for other official Navy business, as required.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSN, Case Number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05300-1

SYSTEM NAME:

Organization Locator and Social Roster

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel attached to the activity; also may include military and civilian personnel of the Department of Defense and other government agencies; may also include family members and guests of military and civilian personnel; other invitees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Manual or mechanized records. Includes information such as names, addresses, telephone numbers; official titles or positions and organizations; invitations, acceptances, regrets, protocol, and other information associated with attendents at functions. Locator records of personnel attached to the organization.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To locate individuals on routine and emergency matters. System is used for mail distribution, for forwarding addresses, and as a recall list. Also, may be used as a social roster for social reference for various official and non-official functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape, and similar record formats.

RETRIEVABILITY:

Name, SSN, number, organization, function.

SAFEGUARDS:

Access provided on a need to know basis.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to record may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, correspondents, directories and official publications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05300-2

SYSTEM NAME:

Administrative Personnel Management System

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy activities. Official mailing addresses are in the Navy's address directory in the appendix to the Navy Department's systems notices appearing in the Federal Register. Included in this notice are those records duplicated for maintenance at a site closer to where the employee works (e.g., in an administrative office or a supervisor's work area).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian, (including former members and applicants for civilian employment), military and contract employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence/records concerning identification, location (assigned organization code and/or work center code); MOS; labor code; payments for training, travel advances and claims, hours assigned and worked, routine and emergency assignments, functional responsibilities, clearance, educational and experience characteristics, travel, retention group, hire/termination dates; type of appointment; leave; trade, vehicle parking, disaster control, community relations, (blood donor, etc), employee recreation programs, grade and series or rank/rate, retirement category, awards, property custody, personnel actions/dates, violations of rules, physical handicaps and health data, veterans preference, mutual aid association memberships, union memberships, qualifications, and other data needed for personnel, financial, line and security management, as appropriate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5031

PURPOSE(S):

To manage, supervise and administer programs for all Navy civilian and military personnel such as preparing rosters/locators; contacting appropriate personnel in emergencies; training; determining clearance for access control; controlling the budget; travel claims; manpower and grades; maintaining statistics for minorities; employment; labor costing; watch bill preparation; projection of retirement losses; verifying employment to requesting banking; rental and credit organizations; name change location; checklist prior to leaving activity; payment of mutual aid benefits; and similar administrative uses requiring personnel data. Arbitrators and hearing examiners in civilian personnel matters relating to civilian grievances and appeals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape, magnetic disc.

RETRIEVABILITY:

Name, SSN, Case number, organization, work center and/or job order.

SAFEGUARDS:

Password controlled system, file, and element access based on predefined need to know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual, employment papers, other records of the organization, official personnel jackets, supervisors, official travel orders, educational institutions, applications, duty officer, investigators, opm officials, and/or members of the American Red Cross.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05300-4

SYSTEM NAME:

Personnel Management and Training Research Statistical Data System

SYSTEM LOCATION:

Commanding Officer
U. S. Navy Personnel Research and Development Center
San Diego, California 92152

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U. S. Navy and Marine Corps Personnel and applicants thereto: Active duty, reserve, prior service, dependents, retired, and Department of the Navy civilians from 1951 to present. (Only samples of data from each category are on file, depending on research study.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Performance, attitudinal, biographical, aptitude, vocational interest, demographic, physiological. Data in any file are limited, depending on purpose of the research study.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

The data are used solely by Navy Personnel Research and Development Center researchers who analyze them statistically to arrive at recommendations to management on such topics as: Comparison of different training methods, selection tests, equipment designs, or policies relating to improving race relations and decreasing drug abuse. In no case are the data used for other than statistical purposes; that is, the data are not used in making decisions affecting specific individuals as individuals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, magnetic disk, punched cards, and coding

RETRIEVABILITY:

Records are retrievable by name, social security number, or service/file numbers, but such identifying information is used only to permit collation of data for statistical analysis, and is not used for retrieval of individual records.

SAFEGUARDS:

Unauthorized access to records is controlled by: Security clearances for all Research Center and contractor personnel; physical security including a badge system for entry to the Center and a 24-hour guard maintained on a fenced compound; control of visitors; data bank users having special access codes; and, access limited to only designated personnel.

RETENTION AND DISPOSAL:

Records are destroyed five years after termination of a research project. They are maintained within the confines of the Research Center. Destruction is accomplished by degaussing magnetic tapes and disks, and punched cards are recycled.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Programs (Code 03PA)

U. S. Navy Personnel Research and Development Center

San Diego, California 92152

NOTIFICATION PROCEDURE:

Research Center files are organized by research study. To determine if Center files contain information concerning himself, an individual would have to specify time and place of participation in the research, unit to which attached at the time, and descriptive information about the study so that appropriate data may be located. For further information, contact the System Manager.

Office to visit: Contact System Manager

Visitor Identification: System Manager will specify

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The source depends on purpose and nature of study: From the subjects themselves, educational institutions, supervisors, peers, instructors, spouses, and job sample tests.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05300-5

SYSTEM NAME:

Sys Cmd Accting/Monitoring of Projects (SCAMP)

SYSTEM LOCATION:

Navy Regional Data Automation Center (NARDAC), Washington Navy Yard, Building 196, Washington, D.C. 20374.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current employees, assigned military personnel, contractor personnel and those separated within the current five fiscal years.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's social security number, date of birth, home address, home telephone number, education level, sex, race or ethnic group. Other types of records integrated with personnel records include: (a) status of travel orders during the previous fiscal year; (b) vehicle identification for parking control purposes; (c) privacy log containing a history of accesses made to any of the privacy protected data; (d) record of personnel actions issued; (e) training data extracted from the Individual Development Plan (IDP); (f) history of all promotions associated with employment at NARDAC; (g) listing of security accesses; (h) manpower costs for all personnel distributed by project and task; and (i) data relating to projects or endeavors that individuals have work on. This data deals with costs and milestone monitoring.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 42 U.S.C. 2000e et seq., 44 U.S.C. 3101, Federal Personnel Manuals 293, 294, 295, 713.

PURPOSE(S):

To manage personnel, monitor projects and manage financial data.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disk and on magnetic tape.

RETRIEVABILITY:

SCAMP users obtain information by means of either a query or a request for a standard report. Personnel data may be indexed by any data item although the primary search key is the badge number.

SAFEGUARDS:

Access to building is protected by uniformed guards requiring positive identification for admission. The computer room where data is physically stored is protected by a cypher lock. The system is protected by user account number and password sign-on, data base authority, set and item authority for list, add, delete and update.

RETENTION AND DISPOSAL:

An individual's Personnel Master Data Set record is retained in the data base as long as they are actively employed with the Command. The online personnel data set is purged of all records of separated personnel at the end of each fiscal year. Historical data may be kept for five years on separate tape files.

SYSTEM MANAGER(S) AND ADDRESS:

Department Head, Management Information Analysis Department (Code 20B) NARDAC, Building 157, Washington Navy Yard, Washington, D.C. 20374.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the system manager. Written requests should contain the full name and signature of the individual concerned and his/her social security number indicated on the letter. For personal visits, the individual should be able to provide some acceptable form of identification, i.e., driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the individual to whom it applies, from security agencies to which application for clearances have been made, and from agencies' various administrative departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05330-1

SYSTEM NAME:

Manhour Accounting System

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active military and civilian personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record could contain any of the following: assigned organization code, work center code, name, grade code, pay rate, social security number, NEC/MOS, labor code, type transaction, hours assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5031

PURPOSE(S):

To maintain a data base which will permit officials and employees of the respective naval commands to effectively manage and administer the workforce such as scheduling and assigning work; identifying individuals' skill level; tools issued, planned absents and temporary assignments to other areas.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Punched cards, magnetic tape and flat paper

RETRIEVABILITY:

Name, organization code, SSNA, and work center.

SAFEGUARDS:

Files are stored in a limited access area. Information provided via batch processing is of a predetermined and strictly formatted nature.

RETENTION AND DISPOSAL:

Individual personal data are retained only for that period of time that an individual is assigned. Upon departure of an individual, personal data are deleted from the records and history records are not maintained.

SYSTEM MANAGER(S) AND ADDRESS:

The commanding officer of the activity in question. See directory of Navy activities mailing addresses.

NOTIFICATION PROCEDURE:

Individuals desiring information whether the system contains records pertaining to them should request that determination from the Records Holder listed under SYSMANAGER. The requester should provide his social security number and full name. The office of the Records Holder listed under SYSMANAGER may be visited for this determination but the requester must present his social security card and military identification card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the systems manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing intitial determinations by the individual concerned may be obtained from the systems manager.

RECORD SOURCE CATEGORIES:

Input provided by command employing individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05340-1

SYSTEM NAME:

Combined Federal Campaign/Navy Relief Society

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All assigned personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Extracts from payroll systems and administrative personnel management systems. Contributor cards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10927

PURPOSE(S):

To manage the Combined Federal Campaign fund drive of CFC records. To manage the Navy Relief Society Fund drive of NRS records. Data released to respective campaign coordinators.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Records are maintained for one year or completion of next equivalent campaign and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Payroll files, administrative personnel files, contributors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05340-2

SYSTEM NAME:

Personal Commercial Affairs Solicitation Privilege File System

SYSTEM LOCATION:

Primary System-Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370.

Secondary System-Local Navy Activities involved in the Personal Commercial Affairs Solicitation Privilege System (see Directory of the Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are authorized Personal Commercial Affairs Solicitation Authorization concerning solicitation privileges on board military installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records concerning letter of application for solicitation privileges, letters of accreditation, violation incident data, denial data, appeal data, and other supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 USC 301 Departmental Regulations

PURPOSE(S):

To assist in responding to letters of application for solicitation privileges, granting letters of accreditation, responding to appeals and compiling of statistics pertaining thereto.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To state and local agencies in the performance of their official duties related to agent qualifications.

To private firms whose agents have been banned may request verification of the status of agents.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records may be stored in paper file folders.

RETRIEVABILITY:

Records are retrieved by name of agent or agency.

SAFEGUARDS:

Records are accessible only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Files are retained and disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or Departmental Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security number of the applicant, firm represented, and dates or time period in question, and signature of the requestor. The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB#2), Rm 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to records maintained locally. Proof of identification will consist of picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerning may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; State and local agencies in the performance of their official duties related to agent qualifications; investigatory records; general correspondence concerning individual agents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05350-1

SYSTEM NAME:

Navy Personnel Rehabilitation Support System

SYSTEM LOCATION:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D.C. 20370;

Decentralized segments-Navy Drug Rehabilitation Centers, Navy Alcohol and Drug Information System Processing Office, Navy Alcohol Rehabilitation Centers, Naval Regional Medical Centers, Navy Counseling and Assistance Centers, Navy Alcohol Rehabilitation Drydocks, Naval Health Research Center, Navy Corrections Centers; and local activities to which an individual is assigned (see Directory of Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy personnel (officers and enlisted) who have been identified as drug or alcohol abusers, or who have undergone counseling and rehabilitation for drug or alcohol abuse in Navy Drug or Alcohol

rehabilitation facilities; personnel who work part-time helping alcoholics; active duty navy recovered alcoholics who voluntarily help their commands develop alcoholism prevention programs; navy personnel convicted by court martial and sentenced to confinement; or who were in pre-trial confinement; spouses and significant others (this includes parents, live-togethers, and other non-spouses who play an important part in the alcoholic's/drug abuser's life) who have undergone counseling and rehabilitation in navy drug or alcohol rehabilitation centers, who themselves participate in counseling or treatment programs at such facilities and civilians authorized by the Secretary of the Navy for treatment at a military facility for rehablitation purposes.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records in both automated and non-automated form concerning Interview appraisals, personnel, service, biographical, educational, evaluation and testing, performance, and drug and alcohol rehabilitation program data. Correspondence and records in both automated and non-automated form concerning those in confinement containing offense, legal, service, health, personal, evaluation and classification, discipline and conduct, work and training data, interview appraisals, inventories of confinement personnel management data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title V, Public Law 92-129; Section 413; Public Law 92-255

PURPOSE(S):

To assist in the identification, diagnosis, prognosis, or treatment of personnel requiring same for drug or alcohol abuse; to assist them in the prevention of such abuse and to do same for dependents and civilian employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Blanket Routine Uses identified in the yearly recompilation do not apply to this system of records.

Records of identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C. Section 1175, as amended by 88 Stat. 137, and Title 42 U.S.C., Section 4582, as amended by 88 Stat. 131. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

Within the Armed Forces or within those components of the Veterans Administration furnishing health care to veterans or between such components and the Armed Forces.

To medical personnel outside the Armed Forces to the extent necessary to meet a bona fide medical emergency.

To Government personnel for the purpose of obtaining benefits to which the patient is entitled.

To qualified personnel for the purpose of conducting scientific research, management or financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit or evaluation, or otherwise disclose identities in any manner.

To a court of competent jurisdiction upon authorization by an appropriate order after showing good cause therefore. In assessing good cause, the court shall weigh the public interest and the need for disclosure against the injury to the patient, to the physician-patient relationship, and to the treatment services. Upon the granting of such order, the court, in determining the extent to which any disclosure of all or any part of any record is necessary, shall impose appropriate safeguards against unauthorized disclosure.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums or on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

RETRIEVABILITY:

Manual records may be retrieved by name and social security number. Automated records may be retrieved by social security number. Computer programs associated with automated records maintained in this system allow for names and social security numbers to be removed while leaving other data elements intact. When the name and social security number is removed, data is aggregated for use in research, management information and planning.

SAFEGUARDS:

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Manual records are maintained for two years and automated records are maintained indefinely.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Written requests should be addressed to activity to which the individual received treatment or to the Commander, Naval Military Personnel Command, Navy Annex, Washington, D.C. 20370. Requests must contain full name, social security account number, military status, address and signature of requester. (Those inquiring about records at Confinement Centers must have their signature notarized, if not confined at the time of the request.) The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB-2) for assistance with recordslocated in the Naval Military Personnal Command; the individual may also visit local activities concerned (see Directory of Department of the Navy mailing addresses). Proof identification will consist of military identification card for persons having such cards, or

RECORD ACCESS PROCEDURES:

other picture-bearing identification.

The Agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and

Regulations promulgated by competent authority; notes and documents from Service Jackets and Records; federal, state and local court documents; general correspondence concerning the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05353-1

SYSTEM NAME:

Treatment Effectiveness Assessment System

SYSTEM LOCATION:

Primary System-Alcohol Rehabilitation Branch, Health Promotion Division, Naval Medical Command, 23rd and E Streets, NW, Washington, DC 20372.

Secondary system-27 Alcohol Rehabilitation Services at Naval Hospitals in Bethesda, Maryland; Jacksonville, Florida; Pensacola, Florida; Orlando, Florida; San Diego, California; Long Beach, California; Oakland, California; Camp Pendleton, California; Bremerton, Washington; Charleston, South Carolina; Beaufort, South Carolina; Corpus Christi, Texas; Great Lakes, Illinios; Groton, Connecticut; Camp LeJeune, North Carolina; Millington, Tennessee; Newport, Rhode Island; Philadelphia, Pennsylvania; Quantico, Virginia; Guam; Guantanamo Bay, Cuba; Naples, Italy; Roosevelt Roads, Puerto Rico; Okinawa, Japan; Yokosuka, Japan; Subic Bay, Republic of the Phillipines; and Rota, Spain.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have successfully completed a six-week residential alcohol rehabilitation program at a Navy alcohol rehabilitation service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information collected is in three categories:

a. Treatment Facility Records. Title and address of facility; prognosis of individual; dates of treatment completion; and entry for whether an individualized aftercase program has been established.

b. Reviewer's Information. Reviewing official's name, grade and title, and date of review. c. Service Member's Information. Name, SSN, grade, date of birth, current status, type of discharge, if applicable, and general information regarding individual's progress subsequent to treatment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101 and 10 U.S.C. 5031

PURPOSE(S):

For officials and employees of the Naval Medical Command to maintain a data base which will permit monitoring treatment effectiveness of services that provide alcohol rehabilitation (Alcohol Rehabilitation Services/Substances Abuse Departments) at Navy medical treatment facilities in accordance with the Navy Substance Abuse Program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on hard copy forms in a secured safe.

RETRIEVABILITY:

Data will be indexed by name and social security number.

SAFEGUARDS:

The records will be maintained in a secured, locked safe accessible only by combination number. Access to the secured safe is under the control of authorized personnel during working hours. In addition, access to the compound is protected by uniformed guards and requires positive identification for admission.

RETENTION AND DISPOSAL:

Records are retained for three years after the individual successfully completes a residential Navy alcohol rehabilitation program. The records are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Alcohol Rehabilitation Branch, Health Promotion Division, Naval Medical Command, Department of the Navy, 23rd and E Streets, NW, Washington, DC 20372.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the individual to whom it applies, the individual's current duty station, and from the Alcohol Rehabilitation Service in which attended.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05354-1

SYSTEM NAME:

Equal Opportunity Information and Support System

SYSTEM LOCATION:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D. C. 20370; and local activity to which individual is attached (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy personnel who are involved in formal or informal investigations involving aspects of equal opportunity; and/or who have initiated, or were the subject of correspondence concerning aspects of equal opportunity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records concerning incident data, endorsements and recommedations, formal and informal investigations concerning aspects of equal opportunity.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To assist in equal opportunity measures, including but not limited to, investigations and correspondence.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to

the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual concerned.

SAFEGUARDS:

Records maintained in areas accessible only to authorized personnel on a need to know basis.

RETENTION AND DISPOSAL:

Records disposed of after two years in accordance with SECNAVINST P5212.5B, 'Disposal of Navy and Marine Corps Records'; or in accordance with Departmental Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Washington, D.C. 20370; or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number, rank/rate, military status, and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FB#2), Rm. 1066 Washington D.C. for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; federal, state, and local court documents; military investigatory reports; general correspondence concerning individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05370-1

SYSTEM NAME:

Statements of Employment (Regular Retired Officers)

SYSTEM LOCATION:

Commanding Officer, Navy Finance Center Anthony J Celebrezze, Federal Building, Cleveland, Ohio 44199 and Marine Corps Finance Center Kansas City, Missouri 64197

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy and Marine Corps Regular retired officers who have filed a Statement of Employment (DD Form 1357).

CATEGORIES OF RECORDS IN THE SYSTEM:

The information is typically contained in the individual's pay account file and occasionally accompanied by correspondence from, to, or concerning individuals in the above-stated category.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 3326; 18 U.S.C. 207, 281, 283; 37 U.S.C. 801; 44 U.S.C. 3101; U.S. Const., Art. I, 9, CL. 8.

PURPOSE(S):

To determine whether the retiree has of may have a conflict of interest or is engaging in prescribed post-retirement employment activities. In some cases, the information is provided to the Judge Advocate General to serve as basis for advisory opinions on the legality and possible penial and civil consequences of post-retirement employment activities and related conflicts of interests and standards of conduct questions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Justice and other law enforcement and investigation agencies in instances of suspected violations of conflict of interests and related standards of conduct.

To the Comptoller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to instances of suspected violations of conflict of interests and related standards of conduct.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders.

RETRIEVABILITY:

By name or social security number of the individual concerned.

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside of official working hours.

RETENTION AND DISPOSAL:

Records are maintained at the above-stated locations for up to two years after the death of the individual concerned, at which time they are transferred to the Federal Records Center, Mechanicsburg, Pennsylvania, in the case of Navy personnel, and to the Federal Records Center, Kansas City, Missouri in the case of Marine Corps personnel.

SYSTEM MANAGER(S) AND ADDRESS:

For Navy Regular retired officers:
Comptroller of the Navy
Navy Department
Washington, D.C. 20350

For Marine Corps Regular retired officers:
Commanding Officer
Marine Corps Finance Center
1500 East Bannister Road
Kansas City, Missouri 64197

NOTIFICATION PROCEDURE:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e., full name and social security number); the written request must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager for Marine Corps and the Navy Finance Center for Navy.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager for Marine Corps and the Navy Finance Center for Navy.

RECORD SOURCE CATEGORIES:

The information is obtained from the individual to whom the record pertains.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05370-2

SYSTEM NAME:

Statements of Employment and Financial Interest

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons filing DD 1555 or DD 1555-1

CATEGORIES OF RECORDS IN THE SYSTEM:

DD 1555 or DD 1555-1 and supplemental lists or reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations and E.O. 11222.

PURPOSE(S):

For supervisors and counselors to determine whether the employee has or may have a conflict of interest. The Naval Investigative Service may use the system to handle violations. handle violations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

For law enforcement and investigatory agencies, such as the Federal Bureau of Investigation and the Department of Justice, to handle violations.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders and card files.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Safe or locked file cabinet accessible to authorized personnel only.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer or head of the organization in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, his supervisor, and the counselor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05371-1

SYSTEM NAME:

Conflicts of interest and employment activities.

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 12), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty, reserve, or retired military personnel and present and former civilian employees of the Navy or Marine Corps who, by reason of their own inquiries or inquiries or complaints of Department of the Navy or other Federal officials or other appropriate persons, have been the subject of correspondence with the Judge Advocate General concerning the legality of outside Federal, State, or private employment or financial interests, dual Federal employment, post-retirement employment, defense related employment, or foreign employment; acceptance of gifts, gratuities, or benefits from Government cntractors, foreign governments, or other sources, or other possible violations of Federal conflicts-of-interest or standards-of-conduct laws or regulations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence from, to, or concerning, individuals of the above stated category regarding their current, past, or prospective outside Federal, State, or private employment; defense-related employment; post-retirement employment; foreign employment; dual Federal employment; acceptance of gifts, gratuities, or benefits from Government contractors, foreign governments, or other questionable sources; or other possible violations of conflicts-of-interest or standards-of-conduct laws or regulations. Additionally, such records sometimes include copies of statements of employment submitted by retired military personnel to the Navy Finance Center and referred to the Judge Advocate General for review and further action, and copies of investigative reports concerning suspected violations of pertinent laws or regulations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 3326, 5532; 10 U.S.C. 973, 974, 1032, 6223;
18 U.S.C. 202, 203, 205, 207, 209, 219, 281, 283;
37 U.S.C. 801;
U.S. Const., Art. I, 9, cl 8;
5 U.S.C. 301;
44 U.S.C. 3101.

PURPOSE(S):

Information is used as the basis for advisory opinions on the legality of employment activities, financial interests, and the related conflicts-of-interest and standards-of-conduct questions described above.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the General Accounting Office; the Department of Justice; and the Office of Personnel Management in instances of suspected violations of pertinent laws or regulations.

The Blanket Routine Uses that appear at the beginning of the Department of

the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders.

RETRIEVABILITY:

By name of individual.

SAFEGUARDS:

Files are maintained in file cabinets under the immediate control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are permanent and are retained indefinitely in the Office of the Judge Advocate General. However, after five years, name indexes are destroyed, eliminating the capability for retrieval by the names of individuals. Thereafter, they are retrievable only by topical indexes arranged according to the legal issues involved.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va., 22332

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the system manager stating the full name of the individual concerned. Written requests must be signed by the requesting individual. Visits may be made to: Civil Affairs Division (Code 12), Office of the Judge Advocate General, Room 9n11, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Armed forces identification card or state driver's license is required for identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the sstem manager.

RECORD SOURCE CATEGORIES:

Information in the system is furnished by the individual and is supplemented by correspondence from Federal officials; current, past, and prospective employers; other interested persons regarding possible conflicts of interest and employment activities; and by investigations pertaining to particular suspected violations. Additional information in the form of statements of employment is forwarded by officers of the Navy Finance Center to the Judge Advocate General for review and further action.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE.

N05512-1

SYSTEM NAME:

Vehicle Control System

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals that have vehicles registered at a particular Navy installation; and all individuals who apply for Government Motor Vehicle Operator's License.

CATEGORIES OF RECORDS IN THE SYSTEM:

Alphabetical file of each individual who have vehicles registered or who have applied for a Government Motor Vehicle Operator's License. Files kept by month, individual's name, date of birth, SSN, height, weight, hair and eye color, place of employment, driving record, license number, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

Used as a car pool locator, vehicle registration, parking control system, insurance verification system to verify issue of license when individual has lost his or her operator's card, and may be referred to by security or safety officials to determine individual's previous driving record.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05520-1

SYSTEM NAME:

Personnel Security Eligibility Information System

SYSTEM LOCATION:

Prmary System-Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Secondary System-local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the U.S. Navy and Naval Reserve, former members, and applicants for enlistment or commissioning.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain reports of personnel security investigations, criminal investigations, and counterintelligence investigations, usually brief excerpts only; correspondence, records and information pertinent to an individual's

eligibility for acceptance and retention, personnel security clearance, assignment to the Nuclear Weapon Personnel Reliability Program or other 'high risk' program requiring personnel quality control.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To determine service member's eligibility for acceptance and retention, personnel security clearances, assignment to the Nuclear Weapon Personnel Reliability Program and other 'high risk' programs requiring quality control.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To state and local government agencies in the performance of their official duties relating to personnel security eligibility.

To officials and employees of other Executive Branches of the Government, upon request, in the performance of their duties related to personnel security eligibility.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and index cards. Some information from the paper records is contained in an automated file.

RETRIEVABILITY:

Filed alphabetically by last name of individual. Automated files are by social security account number.

SAFEGUARDS:

Stored in locked safes and cabinets. File areas are accessible only to authorized persons who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records and portions thereof vary in period of time retained; records are retained and disposed of in accordance with Department Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to Commander, Naval Military Personnel Command, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number, rank/rate/civilian status, address and notarized signature of the requestor. The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex, (FOB#2) Washington, D.C., Rm. 1066, for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Prior written notification of personal visits is required to ensure that all parts of the record will be available at the time of the visit. Proof of identify will be required and will consist of a military identification card for persons having such cards and picture-bearing identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing inital determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, and other Departments and Agencies of the Executives Branch of government, and components thereof, in performance of their official duties and as specified by current instruction and regulations promulgated by competent authority; civilian and military investigative reports; federal state and local court documents; fingerprint cards; official correspondence concerning individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05520-2

SYSTEM NAME:

Listing of Personnel - Sensitive Compartmented Information

SYSTEM LOCATION:

Director, Naval Research Laboratory, Washington, D. C. 20375

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals indoctrinated for access to compartmented information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, affiliation, billet description, clearances authorized, clearances held, rank, Social Security Number, Background Investigation date, date of birth, place of birth, date of marriage, place of marriage.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

To record and monitor the NRL sensitive compartmented information (SCI) billet structure (personnel authorized to be indoctrinated for SCI).

To control and monitor access to sensitive compartmented information facilities.

To maintain records of NRL personnel visiting other commands as well as personnel from other activities who visit NRL on SCI visits.

To maintain a listing of SCI materials signed out on sub-custody to division personnel for inventory control.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic Tape

RETRIEVABILITY:

Name, Social Security Number, affiliation, assigned billet number

SAFEGUARDS:

Three combination security container and/or vault.

RETENTION AND DISPOSAL:

Records maintained as long as individual authorized access; changed as changes occur.

Magnetic tape erased as required.

SYSTEM MANAGER(S) AND ADDRESS:

Special Security Officer, Naval Research Laboratory, Washington, D. C. 20375

NOTIFICATION PROCEDURE:

Letter to System Manager at above address giving full name, Social Security Number, and affiliation, or visit to NRL Special Security Office with NRL pass as identification

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

All information obtained from individuals and indoctrination documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05520-3

SYSTEM NAME:

Civilian Personnel Security Files

SYSTEM LOCATION:

Department of the Navy Staff, Headquarters and Field Activities employing civilians in sensitive and nonsensitive positions. Official mailing addresses are provided in the Department of the Navy Directory published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Appropriated and nonappropriated fund employees, contractor employees and visitors requiring base or activity access, and applicants under consideration for employment within the employing activity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain records and information appropriate to the activities civilian employee security program and may include certificates of personnel security clearances and source documents which identify the appropriate investigative basis for clearance eligibility, security access information, copies of requests for investigation, personal history and qualifications statements and other information provided by the employee, signed security briefing and debriefing statements, exception documents, copies of letters of reprimand or suspension, memorandums between the personnel officer or other officers and the security manager, final and interim reports of investigations completed, correspondence concerning personnel security matters, records of security orientation, education and training provided employees, internal security information, records of security violations, and information from law enforcement agencies, former employers and supervisors, references and schools attended.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450 (as amended), 'Security Requirements for Government employment' Internal Security Act 1950, 18 USC 1382, and Title 18 U.S. code, and E.O. 9397.

PURPOSE(S):

To provide an effective program to insure that the employment and retention in employment of any civilian officer or employee within the activity is clearly consistent with the interests of national security. To determine the investigative requirements for appointment and retention of civilian officers and employees. To provide information concerning the security clearance and degree of access granted each employee. To provide a basis by which an applicant or employee may be determined suitable for employment or retention in employment in sensitive or nonsensitive positions within the Federal civilain service. To provide a record of favorable security and suitability determinations made by the Navy Central Clearance Group, of favorable and unfavorable determinations made by the Secretary of the Navy and of suitability determinations made by the Office of Personnel Management and the activity.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and on file cards.

RETRIEVABILITY:

Name (last, first, middle), date of birth, and social security number.

SAFEGUARDS:

Safekeeping and storage in accordance with the Department of the Navy Information Security Program Regulation. OPNAV 5510.1F.

RETENTION AND DISPOSAL:

Records are retained during the employment of the employee at the activity, and during period applicants are being considered for employment, but may be disposed of at any time after serving their purpose. The records are disposed of upon separation (retirement, transfer, resignation, termination, etc.) of the employee. Disposal may be made by (1) return to the source from which received, if required, (2) forwarding to the Department of Defense activity to which an employee is transferred, or (3) destruction.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officers of Heads of Department of the Navy Staff, Headquarters and field activities employing civilians.

NOTIFICATION PROCEDURE:

Request should be by correspondence addressed to the SYSMANAGER. The letter should contain the full name, date and place of birth, and social security number of the requester and his signature. Official mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register. The employee may visit the Security Manger's Office of the activity at which she or he is employed.

RECORD ACCESS PROCEDURES:

The agency's rules for access may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Investigation results and information provided by appropriate investigative agencies and the Naval Civilian Personnel Command.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05520-4

SYSTEM NAME:

NIS Investigative Files System

SYSTEM LOCATION:

Primary System-NIS Records Management Division Administration Department, NIS Headquarters, P.O. Box 16230, Suitland Md. 20746

Decentralized Segments - Naval Investigative Service Regional Offices (NISROs) retain copies of certain segments of the investigative files, and related documentation for up to one year. Addresses of these offices are included in the directory of Department of the Navy mailing addresses. Naval Investigative Service Resident Agencies retain copies of investigative reports during pendency and for 90 days thereafter. They also retain evidence custody cards on persons from whom evidence was seized. The number and location of these Resident Agencies are subject to change in order to meet the requirements of the Department of the Navy. Current location may be obtained from Naval Investigative Service Headquarters.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons in the following categories who require access to classified defense information prior to August 1972: Active and inactive members of the naval service, civilian personnel employed by the Department of the Navy (DON), industrial and contractor personnel, civilian personnel being considered for sensitive positions, boards, conferences, etc., civilian personnel who worked or resided overseas, Red Cross personnel. Civilian and military personnel accused, suspected or victims of felonious type offenses, or lesser offenses impacting on the good order, discipline, morale or security of the DON. Civilian personnel seeking access to or seeking to conduct or operate any business or other function aboard a DON installation, facility or ship. Civilian or military personnel involved in the loss, compromise or unauthorized disclosure of classified material/information. Civilian and military personnel who were of counterintelligence interest to the DON.

CATEGORIES OF RECORDS IN THE SYSTEM:

Categories of records in the system: Official Reports of Investigation (ROI) prepared by NIS or other federal, state, local or foreign law enforcement or investigative body on either hard copy or microfilm. NIS operations reports (NORs) and their predecessor NIS information reports (NIRs). NORs and NIRs document information received by NIS which is of interest to the naval services or other law enforcement or investigative bodies. The information may be of criminal, counterintelligence or general investigative interest.

General Administration Reports (GEN). Although no longer used as such, the Investigative Purpose of the GEN was to report the results of pre-employment inquiries on applicants for positions as special agents with NIS. The official ROI (above) is now used for this purpose.

Action, Lead Sheets (ALS's), investigative summaries, memoranda for the files and correspondence relating to specific cases and contained in the individual dossier.

Polygraph Data. A listing of persons who submitted to polygraph examination by NIS examiners. The data includes the examinee's name, location and results of the examination and the identity of the examiner.

Case Control and Management documents which serve as the basis for controlling and guiding the investigative activity.

Records identifying confidential sources and contacts with them.

Index to persons reported by 'Name Only'.

Wiretap Data Records. Automated listing of persons who were subjects of wiretapping or eavesdropping operations.

Case Control and Narcotics Data Records. Automated records used only for statistical purposes in accounting for productivity, manhours expenditures; various statistical data concerning narcotics usage and used solely for statistical purposes.

Modus Operandi Files.

Screening Board Reports. These reports set forth the results of oral examination of applicants for a position as a Special Agent with the NIS.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301
44 U.S.C. 3101
47 U.S.C. 605

Executive Memorandum of 26 June 1939; Investigations of espionage, counterespionage and sabotage matters.

Executive Order 12036; United States Intelligence Activities; Secnavinst 5520.3, criminal and security investigations and related activities within the Dept of the Navy; DOD Dir 5210.8, policy on investigation and clearance of DOD Personnel for access to defense information; DOD Dir 5200.26, defense investigative program; DOD Dir 5200.27, acquisition of information concerning persons and organizations not affiliated with the Dept of Defense; and DOD Dir 5200.24, telephone interception and eavesdropping, and SECNAVINST 3820.2D, investigative and counterintelligence collection and retention guidelines pertaining to the DON.

PURPOSE(S):

The information in this system is (was) collected to meet the investigative, counterintelligence and security responsibilites of the DON. This includes personnel security, internal security, criminal and other law enforcement matters all of which are essential to the effective operation of the department.

The records in this system are used to make determinations of; suitability for access or continued access to classified information, suitability for employment or assignment, suitability for access to military installations or industrial firms engaged in government projects/contracts, suitability for awards or similar benefits; use in current law enforcement investigation of any type including applicants; use in judicial or adjudicative proceedings including litigation or in accordance with a court order; insurance claims including workmens compensation; provide protective services under the DOD Distinguished Visitor Protection Program and to assist the U.S. Secret Service in meeting its responsibilities; used for public affairs or publicity purposes such as wanted persons, etc.; referral of matters under their cognizance to federal, state or local law enforcement authorities including criminal prosecution, civil court action or regulatory order; advising higher authorities and naval commands of the important developments impacting on security, good order or discipline; reporting of statistical data to naval commands and higher authority; input into the Defense Central Index of Investigations.

Users of the records in this system include employees of the NIS who require access for operational, administrative or supervisory purposes; DOD criminal investigative, investigative and intelligence units; DOD components making suitability determinations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To law enforcement or investigatory authorities for law enforcement purposes.

To federal intelligence/counterintelligence agencies of matters under their purview.

To foreign government organizations of criminal and counterintelligence information necessary for the

prosecution of justice, or for mutual security and protection.

To other investigative units (federal, state or local) for whom the investigation was conducted, or who are engaged in criminal investigative and intelligence activities; federal regulatory agencies with investigative units.

To defense counsel in the course of acquiring information.

To officials and employees of the National Archives for historical purposes.

To commercial insurance companies in those instances in which they have a legitimate interest in the results of the investigation, but only to that extent and provided an unwarranted invasion of privacy is not involved.

To victims of crimes to the extent necessary to pursue civil and criminal remedies.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, on cards and on microfilm. Automated records on magnetic tape.

RETRIEVABILITY:

NIS permanent files are filed by terminal digit number. In order to locate the file it is necessary to query the Defense Central Index of Investigations (DCII) computer using the name of the subject and at least one other personnel identifier such as date of birth, place of birth, social security number or military service number. Files may also be retrieved by a case control number assigned at the time the investigation is initiated. Copies of the files in the NISROs and Resident Agencies are retrieved by name.

SAFEGUARDS:

NIS investigative files (permanent and temporary) are maintained and stored in open shelves and filing cabinets located in secured areas accessible only to authorized personnel. Dated files are retired to the Washington National Records Center where retrieval is restricted to NIS authorized personnel.

RETENTION AND DISPOSAL:

Retention of completed NIS Investigative files on Personnel Security Investigations (PSI's) is authorized for 15 years unless adverse information is developed, in which case they may be retained for 25 years. PSI files on persons considered for affiliation with DOD will be destroyed within one year if the affiliation is not consummated. Special Agent applicant records are retained for one year if the applicant declines offer of employment and five years if the applicant is rejected for employment. Criminal files are retained for 25 years. Major investigations of a counterintelligence/security nature, of espionage or sabotage, may be retained permanently. Certain of the above records, when found to have possible historical value, may be offered to the National Archives for continued retention. Counterintelligence records on persons not affiliated with DOD must be destroyed within 90 days or one year under criteria set forth in DOD Directive 5200.27, unless retention is required by law or specifically approved by the Secretary of the Navy. Files retained in the NISO's and resident agencies are temporary and are destroyed after 90 days or one year, as appropriate.

SYSTEM MANAGER(S) AND ADDRESS:

The Director, Naval Investigative Service has ultimate responsibility for all NIS file holdings. Management of NIS permanent files is the direct responsibility of the Head Administration Department. NISRO Commanding Officers are responsible for files retained in their NISRO subordinate Resident Agencies.

NOTIFICATION PROCEDURE:

All requests relative to the retention and/or releasability of NIS investigative files should be addressed to the Director, Naval Investigative Service, P.O. Box 16230, Suitland, Md. 20764. Requests must contain the full name of the individual and at least one additional personal identifier such as date and place of birth, social security number or military service number. Personal visits by requesters should be confined to the Naval Investigative Service headquarters at the above address. It should be borne in mind that the vagaries of the automated indexing system might preclude a same day response. Persons submitting written requests must properly establish their identity to the satisfaction of the NIS. Where a question exists a signed, notarized statement or other certified form of identification will be required. Individuals appearing in person may present proof of identification in the form of military ID card, valid driver's license, or other suitable form of identification bearing a photograph and signature. Attorneys or other persons acting on behalf of a subject of a record must provide a notarized authorization from the subject of the record.

RECORD ACCESS PROCEDURES:

Individuals may make inquiries relative to NIS records maintained on them thru the NIS Information and Privacy Coordinator Naval Investigative Service Headquarters, at the address specified in the previous paragraph.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

See EXEMPTION.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j)(2) and (k)(1), (k)(3), (k)(4), (k)(5), and (k)(6) as applicable. For additional information, contact the System Manager.

N05521-1

SYSTEM NAME:

Access control system

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals considered or seeking consideration for access to space under the control of the Department of the Navy and any visitor (military, civilian, contractor) requiring access to a naval base/activity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Visit requests for permission to transact commercial business, visitor clearance data for individuals to visit a naval base/activity; barring lists and letters of exclusion, and badge/pass issuance records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations and E.O. 9397.

PURPOSE(S):

To maintain all aspects of proper access control, to replace lost badges, to retrieve passes upon separation, to maintain visitor statistics and background information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05521-2

SYSTEM NAME:

Commonwealth Pass Application Form

SYSTEM LOCATION:

U.S. Naval Communciation Station FPO San Francisco 96680

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel requiring access to the Commonwealth property on which the Naval Communication Station is located.

CATEGORIES OF RECORDS IN THE SYSTEM:

Completed application forms for Commonwealth passes. Contains name, rank, organization, height, color of hair, color of eyes, date of birth and place of birth.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Arrangements for the use and occupation by the United States Navy of Commonwealth land and for associated matters.

PURPOSE(S):

To issue passes for entry to Naval Communication Station.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Locked cabinet - limited access.

RETENTION AND DISPOSAL:

Duration of individual's stay in area. Destruction by burning.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, U.S. Naval Communication Station.

NOTIFICATION PROCEDURE:

Individual initiates record and may request information. Security Officer, U.S. Naval Communicaton Station, information requester must provide: full name, official title, purpose of inquiry. Office to be visted: Security Office, U.S. Naval Communication Station. Proof of identity: visual recognition or identification card.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information supplied by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05527-1

SYSTEM NAME:

Security Incident System

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals involved in or witnessing incidents requiring the attention of base, station, or activity security personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incident/complaint report, investigator's report, military magistrate's records, confinement records, traffic accident and violation records, traffic court file, citations to appear before U. S. Magistrate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

Used by command legal personnel for prosecution of military offenses and other administrative actions; support of insurance claims and civil litigation, revocation of base, station, or activity driving privileges.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Federal Bureau of Investigation for further criminal investigations or court actions.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05527-2

SYSTEM NAME:

Security inspection and violation system

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals involved in security violations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Security violation reports, security inspection reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To identify problem areas in security indoctrination, to alert command management officials to areas which present larger than normal security problems and identify personnel who are cited as responsible for non-compliance with procedures.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05527-3

SYSTEM NAME:

Naval Educational Development

SYSTEM LOCATION:

Chief of Naval Education and Training Naval Air Station Pensacola, FL 32508

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Formal/Informal investigations, inquiries conducted as directed by CNET and higher authority

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigations, inquiries

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

To provide CNET and higher authorities with subsequent information involving each formal/informal inquiry.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

Name, grade, title, position

SAFEGUARDS:

Stowed in 3-tumbler safe; access to authorized personnel only

RETENTION AND DISPOSAL:

Per Records Disposal Instructions

SYSTEM MANAGER(S) AND ADDRESS:

Staff Inspector General and his immediate staff

NOTIFICATION PROCEDURE:

Information is available to individuals but is restricted to the extent that the source of the information is not revealed.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Multitude of sources as determined by the scope of the investigation, inquiry.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05527-4

SYSTEM NAME:

Naval Security Group Personnel Security/Access Files

SYSTEM LOCATION:

The central record system is located at:
Commander, Naval Security Group Command
3801 Nebraska Ave., N.W.,
Washington, D.C. 20390

Duplicates of portions of records may be held by other Naval and Marine Corps activities served by a Naval Security Group Special Security Officer. Records pertaining to Naval and Marine Corps military personnel who were considered but not selected for assignment to the Naval Security Group while undergoing recruit training are located at one of the following locations:

Resident in Charge
Naval Security Group Field Office
Marine Corp Recruit Depot
Parris Island, South Carolina 29905

Resident in Charge
Naval Security Group Field Office
Naval Administrative Command
Naval Training Center,
Great Lakes, Illinois 60088

Resident in Charge
Naval Security Group Field Office
Naval Training Center
San Diego, California 92133

Resident in Charge
Naval Security Group Field Office
Naval Training Center
Orlando, Florida 32813

Resident in Charge
Naval Security Group Field Office
Naval Technical Training Center, Corry Station
Pensacola, Florida 32511

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Naval and Marine Corps military and civilian personnel assigned to or employed by the Naval Security Group, including the Reserve components thereof, or who have been considered for such assignment or employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file may contain personal history information, investigative reports, security suitability reports, incident reports, and other data pertinent to determination of eligibility for access to Sensitive Compartmented Information (SCI), including the decisions made in each case. The file also contains records of authorized access to classified information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 10450 Eisenhower Security Program

E.O. 12356 National Security Information

PURPOSE(S):

Information is collected and used by SCI security personnel for the purposes of determining the individual's eligibility for access to SCI information, of maintaining a record of the degree(s) to which access to SCI has been authorized, and of determining the extent, if any, to which controls must be exercised to prevent the compromise of SCI through hostile foreign intelligence activity.

Information may be released to officials and employees of the Defense Intelligence Agency, Army Security Agency, Air Force Security Service, and the Defense Industrial Security Clearance Office to determine the individual's eligibility for access to classified information under the user Agency's cognizance.

Information may be disseminated to the Defense Investigative Service and the Naval Investigative Service to conduct investigations on which to base SCI eligibility decisions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the National Security Agency, Central Intelligence Agency, and White House Communications Agency for the purpose of determining the individual's eligibility for access to classified information under the user agency's cognizance.

To the Central Intelligence Agency to maintain an index of personnel who have been granted access to certain sensitive intelligence programs.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, microfilm, and magnetic tape.

RETRIEVABILITY:

By name and SSN.

SAFEGUARDS:

Approved security areas with alarms and guards. Access is limited to assigned personnel who have been found eligible for access to SCI and received specific instruction in the handling, security, and dissemination policy of information in the files.

RETENTION AND DISPOSAL:

Central record system retained for thirty years after last action. Records held at Naval Security Group Field Offices forwarded to central system after two years. Records retained in central record system and destroyed by burning, shredding, degaussing or chemical destruction at end of retention period.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Security Group Command 3801 Nebraska Ave., N.W. Washington, D.C. 20390

NOTIFICATION PROCEDURE:

a. Send request to SYSMANAGER

b. Full name, date and place of birth, military status, social security number (if voluntarily included) or service number.

c. Visits for the purpose of obtaining information must be submitted in writing to Commander, Naval Security Group Command, 3801 Nebraska Ave., N.W., Washington, D.C. 20390 who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requester.

d. Scheduled visitors must be prepared to present adequate proof of identification-i.e.-combination of full name, date and place of birth, parent(s) name, drivers license, medicare card, military identification card if applicable.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

In addition to information furnished by the individual himself, files contain information furnished by federal investigative agencies, other SCI security organizations, and reports submitted by Naval Security Group Special Security Officer. Files also include administrative correspondence among associated personnel and security offices of the executive branch.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N05527-5

SYSTEM NAME:

Navy Central Clearance Group (NCCG) Records

SYSTEM LOCATION:

Naval Civilian Personnel Command, (Code 23), Department of the Navy, 800 N. Quincy St., Arlington, VA. 22302.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Incumbent and former civilian employees in and applicants for sensitive and nonsensitive postions at Department of the Navy appropriated fund activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records are comprised of (1) reports and other investigative material and information developed by investigations conducted by Federal investigative agencies pursuant to statute and executive order; (2) reports of arrest, criminal activity and theirdisposition, (3) results of the review of the reports by the NCCG, including the security or suitability determination made on the case; (4) copies of correspondence regarding the case and/or reflecting the determination made by the NCCG; and (5) an index file card on each case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

(1) Executive Order 10450 (as amended), 'Security Requirements for Government Employment'. (2) 5 USC 7532, 'Suspension and Removal'.

PURPOSE(S):

The records are maintained to meet the statutory requirements of 5 USC 7532 and E.O. 10450 which require the establishment and maintenance of an effective program to insure that the employment and retention in employment of any civilian officer or employee within the Department is clearly consistent with the interest of the national security and which require adjudication and readjudication of the information as appropriate, and to have the material furnished by the Office of Personnel Management, readily available for return to the OPM upon request. Upon receipt of investigative reports and security information on civilian employees and applicants, the NCCG reviews the material. The Naval Civilian Personnel Command, Personnel Security Branch then transmits the material to the employing activity with a letter or stamped endorsement apprising the command of the security determination made by the NCCG. During the period that the reports and documents are at an activity, the material is under the custody of the activity's Security Manager. Following the review of the material by the activity's commanding officer or his/her designee, the material is returned to the source from which received, if required; retained until the employee is separated, or destroyed if it is of no further value. If the employing activity determines that an adverse action against the employee is warranted based on information in the report, appropriate action in accordance with Office of Personnel Management suitability procedures is initiated by the activity. In some cases the NCCG will make a suitability determination. Other users of the records may include members of Security Hearing Boards and officials and employees of the Department of the Navy in performance of their official duties related to the Department of the Navy Civilian Personnel Security Program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders and on file cards

RETRIEVABILITY:

Name (last, first, middle) and date of birth.

SAFEGUARDS:

Records maintained in GSA approved security containers accessible only to authority employees of NCPC Security Branch who are properly screened and trained and who have proper security clearance.

RETENTION AND DISPOSAL:

Records with the exception of the index file card are retained in active file until end of third calendar year following last entry and then retired to the National Personnel Records Center, Suitland, Md. Index cards are retained in active file until destroyed. Records are destroyed in accordance with DOD NCI-330-76-1 of 3 May 1976.

SYSTEM MANAGER(S) AND ADDRESS:

The Director, Naval Civilian Personnel Command (NCPC), 800 N. Quincy St., Arlington, VA. 22203.

NOTIFICATION PROCEDURE:

Written requests should be addressed to the Director, Naval Civilian Personnel Command, (Code 23), Department of the Navy, 800 N Quincy St, Arlington, VA 22203. The letter should contain the full name, date and place of birth, and social security number of the requester and his signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Investigation results and information provided by appropriate investigative agencies of the Federal Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information contact the System Manager.

N05760-1

SYSTEM NAME:

Biographical and Service Record Sketches of Chaplains

SYSTEM LOCATION:

Office of the Chief of Chaplains, Department of the Navy, Washington, DC 20370

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy chaplains who have served on extended active duty at some time during the period 1778-1981 inclusive, and any future editions. It lists the names, years in which they were commissioned, and the ecclesiastical affiliations of all who held chaplaincy commissions during the period.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical and professional summary which includes individual's full name, denomination of faith group, date and place of birth, education, ordination, date of marriage and name of spouse, first names of children, prior professional experience, authorship, prior military service (including date of commission, date of rank at commisssioning, ships/stations, places and dates; and period spent, if any, in Inactive Reserve), date of augmentation (if applicable), promotion history,

awards and decorations, conclusion of active duty (date of resignation, release from active duty, or retirement as applicable), post active duty career (retirees only), and distinctions which have made the chaplains career interesting or unusually significant (corroborative material suggested).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5031.

PURPOSE(S):

To provide background data in response to news media requests; to provide information on individual chaplains prior to public appearances in which they are scheduled to appear; to provide internal release of information as required.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in bound and published volumes. Source materials are in paper files.

RETRIEVABILITY:

Data is indexed alphabetically by individual names and made available upon written request.

SAFEGUARDS:

Files are locked after official working hours.

RETENTION AND DISPOSAL:

Forms and documents are destroyed after five years from the date of publication. The volumes are kept indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chaplain Corps Historian, Office of the Chief of Chaplains, Department of the Navy, Washington, DC 20370.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager or authorized representative upon written request signed by the listed individual. The full name of the individual should be given. Individuals making inquiry in person must present personal identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from returned questionnaires addressed to individual chaplains, supplemented by Officer Data Cards and historical research.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05800-1

SYSTEM NAME:

Legal Office Litigation/ Correspondence Files

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy Activities. Official mailing addresses are listed in the Navy's address directory appended to this publication.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Criminal and civil plaintiffs/ defendants involved in litigation against or involving the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Statements, affidavits, correspondence, briefs, petitions, court records involving litigation and related matters

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 28, USC; Executive Order 10561; 5 USC 301; 10 USC 801-940

PURPOSE(S):

To prepare correspondence and materials for litigation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File cabinets

RETRIEVABILITY:

Case citation, name of individual

SAFEGUARDS:

Locked in executive spaces

RETENTION AND DISPOSAL:

Most are retained permanently, others disposed of in accordance with Defense Disposal Manual

SYSTEM MANAGER(S) AND ADDRESS:

Associate General Counsel (Litigation), Washington DC 20360

NOTIFICATION PROCEDURE:

Direct inquiry to SYSMANAGER, providing name, rank/rate/shop or badge number and social security number

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager

RECORD SOURCE CATEGORIES:

Court records, personal interviews and statements, departmental records, State and Federal records, police reports and complaints, general correspondence

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information contact the System Manager.

N05800-2

SYSTEM NAME:

Legal Records System

SYSTEM LOCATION:

Commanding Officer
Naval Regional Medical Center
San Diego, CA 92134

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Patients, visitors, staff and employees of Naval Regional Medical Center, San Diego, CA 92134.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incident reports and in-house investigations; records of Commanding Officer's Nonjudicial Punishment and appeals thereof; files of litigation and potential litigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; Federal Tort Claims Act; Medical Care Recovery Act; Article 15, UCMJ.

PURPOSE(S):

Some are protected by attorney-client relationship, and thus are not released without consent of client or used in any way other than original purpose. Incident reports used for internal administration of Medical Center (to correct errors and improve procedures) and to notify attorney of incidents having a potential for legal action. In-house investigations used to prepare for litigation. Records of NJP used in administering Article 15, UCMJ, punishment and for referral to Military Personnel System (for performance evaluation, administrative separation, etc.).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, forms, letters.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Available to staff of Staff Judge Advocate (three persons) on a 'need to know' basis only. Otherwise, maintained in locked cabinets and/or in locked rooms.

RETENTION AND DISPOSAL:

Retained as required; destroyed or moved to National Personnel Records Center, St. Louis, MO, as directed by Department Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Judge Advocate
Naval Regional Medical Center
San Diego, CA 92134

NOTIFICATION PROCEDURE:

Individuals can determine whether the system contains records pertaining to them by writing or visiting the System Manager and supplying full name, SSN, military status, approximate date of contact with system (if known).

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Investigative reports (as from JAG Manual investigations, Office of Naval Intelligence reports, Security System, etc.), Military Personnel System, medical records, personal interviews, personal observation, reported by persons witnessing or knowing of incidents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05801-1

SYSTEM NAME:

Legal Services Management Information System

SYSTEM LOCATION:

Typically maintained at Naval Legal Service Offices, the Naval Legal Service Branch Offices, and any command with a legal assistance office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Servicemembers who are pending courts-martial. Authorized military and civilian personnel and dependents who have sought legal assistance, advice or counseling or other representational services from Naval Legal Service Offices or Detachments and any command with a legal assistance office.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Legal Assistance Card Files. Legal assistance card files typically contain client identification information, e.g., name, address, duty station, telephone numbers, etc., client description of legal problem, attorney classification of problem, and attorney time expended. (2) Case Analysis and Tracking System (CATS): CATS records contain identification information about the individual being courts-martialed such as name; rank/rate; service number; organizational information, such as Convening Authority and Supervisory Authority; information relevant to internal management of the Legal Service Office, such as dates of receipt, docketing, trial, and transcript completion; identities of counsel and military judge; information on the charges alleged, charges of which convicted, if any, sentence adjudged; and other information describing overall case management and processing.

(3) Legal Assistance and Personal Representation Client Records: File contains ID information about the individual seeking legal advice such as name, address, duty station, telephone number, type of assistance requested, results of any hearing involved, and attorney time expended.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; Manual of the Judge Advocate General; 44 U.S.C. 3101

PURPOSE(S):

Attorneys and clerical personnel directly involved in processing courts-martials, and rendering legal assistance and advice within the Naval Legal Service Offices and Detachments and legal assistance offices established within the Department of the Navy. Data will be used for the internal management of the Naval Legal Service Offices and legal assistance offices such as court scheduling and counsel assignment information, and generating monthly workload productivity and statistical reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Pre-printed cards stored in file cabinets; case files are stored on magnetic disk. Reports extracted from this data may be stored temporarily in paper files.

RETRIEVABILITY:

Card files maintained by the legal assistance offices are retrieved by name of client. Case files maintained by the Naval Legal Service Offices are retrieved by an internal case number and secondarily, by name of individual.

SAFEGUARDS:

Manual records/cards are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of official working hours.

Data disks are secured in areas accessible only by authorized personnel.

Additionally, data disks are unreadable without the program disks, as an added security precaution.

RETENTION AND DISPOSAL:

Records are retained for two years after completion of the case, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, Virginia 22332, for legal assistance card files.

Deputy Assistant Commander, Naval Legal Service Command (Management and Plans), 200 Stovall Street, Alexandria, Virginia 22332, for case files.

NOTIFICATION PROCEDURE:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e. full name, etc.); the written request must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Basic information contained in the card files is provided by the client. Basic information contained in the courts-martial files is provided by the Convening Authority for the courts-martial, the attorneys and military judge assigned to the case, and administrative personnel assigned to the Naval Legal Service Office. Information regarding the ultimate disposition of the matter is provided by the attorney rendering the service.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05802-1

SYSTEM NAME:

Fiduciary Affairs Records

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 12), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All active duty, fleet reserve, and retired members of the Navy and Marine Corps who have been medically determined to be mentally incapable of managing their financial affairs, their appointed or prospective trustees, and members' next-of-kin.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains proceedings of medical boards, documentation indicating the origin of the mental incapability, the name(s) and address(es) of the individual's next-of-kin, the disability retirement index, a copy of the interview(s) of prospective trustee(s), the appointment of the approved trustee, authority to pay the individual's retirement pay to the approved trustee, the instructions of duties and responsibilities to the trustee, annual trustee accounting reports, copy of the trustee's surety bond, a copy of the affidavit executed by the trustee to obtain the surety bond, miscellaneous correspondence relating to the trustee's duties and responsibilities, annual approvals of the trustee account, discharge(s) of trustee, release(s) of surety, periodic physical examinations, medical records, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 37 U.S.C. 601-604; 44 U.S.C. 3101

PURPOSE(S):

To provide non-judicial financial management of military pay and allowances payable to active duty, fleet reserve, and retired Navy and Marine Corps members for the period during which they are medically determined to be mentally incapable of managing their financial affairs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Justice when there is reason to suspect financial mismanagement and no satisfactory settlement with the surety can be reached.

To officials and employees of the Veterans Administration in connection with programs administered by that agency.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Papers records in file folders stored in file cabinets or other storage devices.

RETRIEVABILITY:

By name of the member or by name of the trustee.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Indefinitely; however, after the death of a member, his/her files are typically transferred to the Federal Records Center, Suitland, Maryland, 20409.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law) Office of the Judge Advocate General Department of the Navy 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e., full name); written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Components within the Department of the Navy, medical doctors, approved trustees, prospective trustees, surety companies, and Veterans Administration.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05810-1

SYSTEM NAME:

Article 138 Complaint of Wrongs

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 13), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Complaints, three years old or older, are stored at the Federal Records Center, Suitland, Maryland 20409.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Navy and Marine Corps personnel who have submitted complaints of wrong pursuant to Article 138, UCMJ, which have been forwarded to the Secretary of the Navy for final review of the complaint and the proceedings had thereon.

CATEGORIES OF RECORDS IN THE SYSTEM:

The complaint and all proceedings had thereon.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Article 138, Uniform Code of Military Justice, (10 U.S.C. 938).

PURPOSE(S):

Used by JAG as a working file to review and make recommendations to the Secretary of the Navy on Article 138 complaints.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Files are kept in alphabetical order according to last name of the individual concerned.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located is locked outside office working hours.

RETENTION AND DISPOSAL:

Complaints are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (Administrative Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request to the Judge Advocate General stating full name and the approximate date the complaint was submitted for review if known. Written requests must be signed by the requesting individual. Personal visits may be made to the Administrative Law Division, Office of the Judge Advocate General, Room 9N03, Hoffman Bldg II, 200 Stovall St, Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. armed forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The records are comprised of the following source materials: (1) complaint of wrongs; (2) results of examination into complaint of wrongs by the general court-martial authority; and (3) final review action by the Secretary of the Navy.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05810-2

SYSTEM NAME:

Military Justice Correspondence File

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 20), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty, retired, and discharged Navy and Marine Corps personnel who were the subject of military justice proceedings.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains copy of incoming correspondence, all background material necessary to answer the correspondence and copies of letters replying to the correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

To provide a record of individual inquiries and JAG responses concerning military justice related matters for reference purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Correspondence is kept in alphabetical order according to the last name of the individual who is the subject of the correspondence.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate

General (military justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request to the Judge Advocate General stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9S09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces' identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Records of trial and correspondence from commands and agencies involved in the matter which is the subject of the correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE.

N05810-3

SYSTEM NAME:

Appellate Case Tracking System (ACTS)

SYSTEM LOCATION:

Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, Virginia 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have their appellate case reviewed by the Navy-Marine Corps Court of Military Review and/or the Court of Military Appeals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Naval appellate case records; additional Navy appellate case information records; and historical Navy appellate case records. Files contain personal information such as name, rank, social security number, etc., and specific information with regard to the Navy appellate cases.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 866, 867, and 5031.

PURPOSE(S):

To track the status of courts martial cases appealed to the Navy Marine Court of Military Review and Court of Military Appeals. The system will also be used by the officials and employees of the Department of the Navy to provide management and statistical information to governmental, public, and private organizations and individuals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disk, magnetic tape, and on hard copy forms.

RETRIEVABLITY

ACTS users obtain information by means of a query or a request for a standard report. Data may be indexed by any data item although the primary search keys are the name, social security number of Navy-Marine Corps Court of Military Review docket number.

SAFEGUARDS:

Access to building is protected by uniformed guards requiring positive identification for admission after hours. The system is protected by the following software features: user account number and password sign-on, data base access authority, data set authority for add and delete, and data item authority for list and update.

RETENTION AND DISPOSAL:

An individual's record is retained on disk and will be available for on-line access for twenty-five years after the close of the individual's case. The record will be purged to magnetic tape after twenty-five years and will be utilized in a batch processing mode.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Claims Defense/ADP Programs, Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, Virginia 22332.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from th system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the individual's record of trial and supporting documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05813-1

SYSTEM NAME:

Ethics file.

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 20), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military lawyers authorized to practice before a court-martial or Navy Court of Military Review and who by their personal or professional conduct have demonstrated that they are so lacking in competency, integrity or ethical or moral character as to be unacceptable as counsel before a court-martial or Navy Court of Military Review.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigation, correspondence, and court papers relating to the complaint brought against attorneys.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Manual of the Judge Advocate General, section 0142, and 5 USC 301.

PURPOSE(S):

To provide a record of individual lawyers who are not authorized to practice within the military justice system and to document ethics violations for future suspension/revocation of certification in order to protect the integrity of the judicial system.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Files are kept in alphabetical order according to the last name of the attorney concerned.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request to the Judge Advocate General stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9S09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Correspondence from military judges, staff judge advocates, judge advocates, and other military personnel; correspondence from the Judge Advocates General of other branches of the Armed Forces; investigative reports from Naval Investigative Service offices; correspondence and copies of court papers from civilian authorities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05813-2

SYSTEM NAME:

Court-Martial Case Report

SYSTEM LOCATION:

Chief, Navy-Marine Corps Trial Judiciary, Washington Navy Yard, Washington, D.C. 20374

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals having appeared before a special or general court-martial within the preceding two fiscal years.

CATEGORIES OF RECORDS IN THE SYSTEM:

The recording of the Article violation of the UCMJ, the plea, the finding, the sentence and other related information concerning the trial.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations

PURPOSE(S):

To formulate status reports for the JAG.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Stored in file folders by circuit and fiscal year

RETRIEVABILITY:

By name or case number

SAFEGUARDS:

Personnel screening, visitor control

RETENTION AND DISPOSAL:

Two fiscal years. They are not moved to Record Centers but are disposed of after two fiscal years in the same manner as all other unclassified material, i.e., general destruction.

SYSTEM MANAGER(S) AND ADDRESS:

Circuit Military Judge
ATLANTIC Judicial Circuit
Navy-Marine Corps Trial Judiciary
Washington Navy Yard
Washington, D.C. 20374

NOTIFICATION PROCEDURE:

Write to address listed under SYSMANAGER. Provide full name, branch of service, military status, where stationed when tried, and when tried

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager

RECORD SOURCE CATEGORIES:

Military Judge of respective individual's court-martial

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05813-3

SYSTEM NAME:

General Courts-Martial Records of Trail.

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 20), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Navy and Marine Corps personnel tried by general court-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

General court-martial records of trial.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 865 and 5 USC 301.

PURPOSE(S):

To complete appellate review as required under 10 USC Section 869(a) and provide central repository accessible to the public who may request information concerning the

appellate review or want copies of individual public records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Files are kept by Navy court-martial number and each case is cross-referenced by an index card which is filed in alphabetical order according to the last name of the individual concerned.

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e., full name and date of trial of individual concerned). The written request must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Department of the Navy, Room 9S09, Hoffman Bldg, 200 Stovall St., Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g., Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Proceedings by a general court-martial.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05814-1

SYSTEM NAME:

Summary courts-martial and non-bad conduct discharge courts-martial--Navy and Marine Corps

SYSTEM LOCATION:

Records are retained for two years after final action by appropriate officers having supervisory authority over shore activities. Records are retained for three months after final action by appropriate officers having supervisory authority over fleet activities, including Fleet Air Wings and Fleet Marine Forces. After the two years or three month retention period, as appropriate, the records are transferred to the National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps enlisted personnel tried by summary courtmartial or by special court-martial which did not result in a bad conduct discharge.

CATEGORIES OF RECORDS IN THE SYSTEM:

Summary court-martial and non-bad conduct discharge special court-martial records of trial.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 865, 5 U.S.C. 301, and Executive Order No. 11476 of June 19, 1969, as amended by Executive Order No. 11835 of January 27, 1975, paragraph 94b (manual for courts-martial, 1969 (rev.))

PURPOSE(S):

To complete appellate review as required under 10 U.S.C. Section 864(a) and provide central repository accessible to the public who may request information concerning the appellate review or want copies of individual public records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Type of court-martial, date, command which convened the court-martial, name of individual defendant, and command which completed the supervisory authority's action.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are retained for two years after final action by officers having supervisory authority over shore activities, and for three months by officers having supervisory authority over fleet activities. At the termination of the appropriate retention period, records are forwarded for storage to the National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132. Records are destroyed 15 years after final action has been taken.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332, by written request including the full name of the individual concerned, the type of court-martial (summary or special), the name of the command which held the court-martial, and the date of the court-martial proceedings. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9S09,

Hoffman Bldg II, 200 Stovall St., Alexandria, Va., 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. armed forces identification cards, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Proceedings of summary courts-martial and special courts-martial which did not result in a bad conduct discharge.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05815-1

SYSTEM NAME:

Special courts-martial resulting in bad conduct discharges or concerning commissioned officers.

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 20), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps personnel tried by special court-martial and awarded a bad conduct discharge, and all Navy and Marine Corps commissioned officers tried by special court-martial.

CATEGORIES OF RECORDS IN THE SYSTEM:

Special court-martial which resulted in a bad conduct discharge, or involving commissioned officers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 865, 5 U.S.C. 301 and Executive Order No. 11476 of June 19, 1969, as amended by Executive Order No. 11835 of January 27, 1975, paragraph 94b (manual for courts-martial, 1969 (rev.))

PURPOSE(S):

To complete appellate review as required under 10 U.S.C. Section 866(b) and provide central repository accessible to the public who may request information concerning the appellate review or want copies of individual public records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Files are kept by Navy court-martial number and each case is cross-referenced by an index card which is filed in alphabetical order according to the last name of the individual concerned.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St, Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332, by written request stating full name, and date of trial of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9S09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. armed forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Special court-martial proceedings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE.

N05817-1

SYSTEM NAME:

Courts-Martial Statistics.

SYSTEM LOCATION:

Magnetic tape held at Naval Command Systems Support Activity, Production Code 60.1, room 4002, building 196, Washington Navy Yard, Washington, D.C. 20360. Source document (NAVJAG 5813/1) held in Information and Reports Section, Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps personnel tried by general courts-martial and by special courts-martial when the special court-martial sentence as finally approved includes a punitive discharge.

CATEGORIES OF RECORDS IN THE SYSTEM:

Court-martial information on special courts-martial if sentence as finally approved includes a punitive discharge and all general courts-martial including name, social security number, pleas, convening authority action, supervisory authority action, and Court of Military Review action. Information available from 1970 to present only.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

To collect statistical data on general and bad conduct discharge special courts-martials.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To governmental, public and private organizations and individuals, as required.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and source documents (NAVJAG 5813/1) in file folders.

RETRIEVABILITY:

Name and social security number or Navy court-martial number.

SAFEGUARDS:

Tapes stored in secret vault. Without project code number, tape can neither be read nor added to. Only person who has code number is Project Code Officer. Source documents are filed in file cabinets which are located in an office which is under observation during working hours and is locked at night. The office is located in a secure building which is surrounded by a guarded fence. The building is guarded 24 hours a day, and admission is allowed only to personnel on official business and authorized visitors.

RETENTION AND DISPOSAL:

Idefinite.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St, Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request to the Judge Advocate General stating full name, date of trial (if known), date of discharge and type of discharge of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to: The Military Justice Division, Office of the Judge Advocate General, Room 9S09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals must be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Form NAVJAG (Navy Judge Advocate General) 5813/1.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05819-1

SYSTEM NAME:

Article 69 Petitions

SYSTEM LOCATION:

Office of the Judge Advocate General General (Code 20), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps personnel who were tried by courts-martial which were not reviewed by the Navy Court of Military Review and when such service member has petitioned the Judge Advocate General pursuant to Article 69, Uniform Code of Military Justice, for review.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain individual service member's petition together with all forwarding endorsements and copy of action taken by the Judge Advocate General with supporting memorandum.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Article 69, Uniform Code of Military Justice (10 USC 869).

PURPOSE(S):

To complete appellate review as required under 10 U.S.C. Section 869(b) and provide central repository accessible to the public who may request information concerning the appellate review or want copies of individual public records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Records are maintained in chronological calendar order with alphabetical cross-referencing system.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request to the Judge Advocate General stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9S09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The records comprise the following source materials: (1) petitions for relief, (2) forwarding endorsements thereon by petitioner's commanding officer and convening/supervisory authorities of court-martial (above information is omitted if petitioner is former service member), and (3) action of the Judge Advocate General on petition.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05819-2

SYSTEM NAME:

Article 73 Petitions for New Trial.

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 20), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps personnel who submitted petitions for new trial to the Judge Advocate General within two years after approval of their court-martial sentence by the convening authority but after their case had been reviewed by the Navy Court of Military Review or Court of Military Appeals, if appropriate.

CATEGORIES OF RECORDS IN THE SYSTEM:

The petition for new trial, the forwarding endorsements if the petition was submitted via the chain of command, and the action of the Judge Advocate General on the petition.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Article 73, Uniform Code of Military Justice, (10 U.S.C. 873).

PURPOSE(S):

To provide a record of individual petitions in order to answer inquiries from the individual concerned and to provide additional advice to commands involved when and if such petitions are granted.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Files are kept in alphabetical order according to the last name of the individual concerned.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel durng working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9S09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Individuals should have the following items of identification: drivers license or military identification card.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The records are comprised of the following source materials: (1) petitions for new trial; (2) forwarding endorsements thereon by petitioner's commanding officer and convening/supervisory authorities of court-martial (above information is omitted if petitioner is former service member); and (3) action of the Judge Advocate General on petitions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05819-3

SYSTEM NAME:

Naval Clemency and Parole Board files

SYSTEM LOCATION:

Naval Clemency and Parole Board, Ballston Tower 2, 801 North Randolph Street, Arlington, Va. 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members or former members of the Navy or Marine Corps whose cases have been or are being considered by the Naval Clemency and Parole Board.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains individual applications for clemency or parole, reports and recommendations thereon indicating progress in confinement or while awaiting completion of appellate review if not confined, or on parole; correspondence between the individual or his counsel and the Naval Clemency and Parole Board or other Navy offices; other correspondence concerning the case; the court-martial order and staff Judge Advocate's review; and a summarized record of the proceedings of the Board.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 874(a), 952-954

PURPOSE(S):

The file is used in conjunction with periodic review of the member's or former member's case to determine whether or not clemency or parole is warranted. The file is referred to in answering inquiries from the member or former member or their counsel. The file is referred to by the Naval Discharge Review Board and the Board for Correction of Naval Records in conjunction with their subsequent review of applications from members or former members. The file is also used by counsel in connection with representation of members or former members before the Naval Clemency and Parole Board.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Folders are filed by name and social security number or service number.

SAFEGUARDS:

Files are kept within the Naval Clemency and Parole Board administrative office. Access during

business hours is controlled by Board personnel. The office is locked at the close of business; the building in which the office is located employs security guards.

RETENTION AND DISPOSAL:

Files are permanent. They are retained in the Naval Clemency and Parole Board's administrative office until all portions of the sentence have been completed and the discharge has been executed. After that the folders are sent to Washington National Records Center, 4205 Suitland Road, Suitland, MD. 20409

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Council of Personnel Boards, Department of the Navy, 801 North Randolph Street, Arlington, Va. 22203

NOTIFICATION PROCEDURE:

Information may be obtained from the Naval Clemency and Parole Board, Room 905, Ballston Tower 2, 801 North Randolph Street, Arlington Va. 22203.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information contained in the file is obtained from the member or former member or from those acting in their behalf, from confinement facilities, from military commands and offices, from personnel service records and medical records, and from civilian law enforcement agencies or individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Portions of this system may be exempt under 5 U.S.C. 552a(j) or (k), as applicable. For additional information contact the system manager.

N05820-1

SYSTEM NAME:

International Legal Hold Files

SYSTEM LOCATION:

U.S. Naval Legal Offices in a foreign country.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel, members of civilian component and their dependents who have had criminal charges lodged against them in a foreign country.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computerized summaries and card files containing copies of legal documents received and filed relative to the case, statements, affidavits, handwritten notes, and other miscellaneous data about the particular case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

Used by foreign civilian attorneys in representing the accused, by the accused's military advisor in seeking an expeditious settlement of the case; by supervisory personnel in the performance of their official duties when monitoring the legal hold status of the individuals involved.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic tape, file folders and file cards.

RETRIEVABILITY:

Files are retrieved by name and ssn.

SAFEGUARDS:

Only personnel in International Law Department are authorized access. Building is kept locked when not occupied.

RETENTION AND DISPOSAL:

For computerized and manual records-retain on tape until the final outcome of each case, whether it be by final adjudication or out of court settlement and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer or head of the organization in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Requester can write to the system manager giving name, rate and service number. Military ID or any standard ID showing applicant's photo shall be sufficient for personal visits.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Foreign judicial system, accused, attorneys representing accused, military legal advisor, Provost Marshal's office, subject's commanding officer, witnesses, and the complainant.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05822-1

SYSTEM NAME:

Otsu Prison Health and Comfort Items

SYSTEM LOCATION:

Commander Fleet Activities, FPO Seattle 98762

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have been imprisoned under Japanese Law and jurisdiction for various offenses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of requests for, receipt of, and issues to of individuals imprisoned in Otsu Prison located in Yokosuka, Japan.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations.

PURPOSE(S):

Used for billing armed services, other than Navy and Marine Corps for items of health and comfort issued to their personnel imprisoned. Billing is prepared in accordance with existing interservice support agreements (ISSAS). Additionally, file used to answer complaints in instances where prisoners contend they are not supported properly.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folder.

RETRIEVABILITY:

Alphabetically by surname. New individual files instituted with arrival of individual in prison. Previous files retrieved to semi-active for one year and thereafter destroyed without report.

SAFEGUARDS:

Files maintained in locked file cabinet in locked office.

RETENTION AND DISPOSAL:

Destroyed without report after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Commander Fleet Activities, FPO Seattle 98762

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the SYSMANAGER listed above and provide, as a minimum, the following information: rank/ rate, full name, branch of service, social security number. Files maintained in logistics within command and requestors may visit this office for review of their files during normal working hours. Proof of identification limited to Armed Forces Identification Cards or Passports.

RECORD ACCESS PROCEDURES:

The agency's rule for access to record may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Prison Officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05830-1

SYSTEM NAME:

JAG Manual Investigative Records

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 21) Department of the Navy 200 Stovall St, Alexandria, Va 22332

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who participated in, who was involved in, who incurred an injury, disease, or death in, who was intoxicated (drugs or alcohol) during, before, or after, or who had an interest in any accident, incident, transaction, or situation involving or affecting the Department of the Navy, naval personnel, or any procedure, operation, material, or design involving the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records contain all documented evidence relevant to the item under investigation, together with an investigating officer's report, which makes findings of fact and expresses opinions and recommendations, the reviewing authority's actions which either approved or modified the investigating officer's report or returned the entire record for further investigation or remedial action to perfect the record, and, the results of hearings afforded persons who incurred injuries and diseases, to allow them to explain or rebut adverse information in the record. The Judge Advocate General's correspondence to locate and obtain required investigations is also included in the record. Some records contain only a field command's explanation as to why investigation is not required, together with documents pertinent to this lack of requirement. Some records contain only an accident, injury, or death report, prepared for the Department of the Navy by the Army, Air Force, Coast Guard, or other agency under reciprocal agreements, in situations where the Navy or Marine Corps could not conduct the investigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Requirement that enlisted men make up time lost due to misconduct or abuse of alcohol or drugs (10 U.S.C. 972(5)); retirement or separation for physical disability (10 U.S.C. 1201-1221); Executive Order 11476, Manual for Court-Martial, par. 133b; Uniform Code of Military Justice, 10 U.S.C. 815, 832, 869, 873, 935, 936, and 938-940; Military Claims Act (10 U.S.C. 2733); Foreign Claims Act (10 U.S.C. 3724, 2734a, 2734b); Emergency payment of claims (10 U.S.C. 2736); Non-scope claims (10 U.S.C. 2737); Duties of Secretary of the Navy (10 U.S.C. 5031); Duties of the Office of the Chief of Naval Operations (10 U.S.C. 5081-5082, 5085-5088); Duties of the Bureaus and Offices of the Department of the Navy and duties of the Judge Advocate General (10 U.S.C. 5131-5153); Duties of the Commandant of the Marine Corps (U.S.C. 5201); Reservist's disability and death benefits (10 U.S.C. 6148); Requirement of exemplary conduct (10 U.S.C. 5947); Promotion of accident and occupational safety by Secretary of the Navy (10 U.S.C. 7205); Admiralty claims (10 U.S.C. 7622-23); Public Vessels Act (46 U.S.C. 781-790); Suits in Admiralty Act (46 U.S.C. 741-752); Admiralty Extension Act (46 U.S.C. 740); Transportation Safety Act (49 U.S.C. 1901); Federal Tort Claims Act (28 U.S.C. 1346, 2671-2680); Financial liability of accountable officers (31 U.S.C. 82, 89-92); Military Personnel and Civilian Employee's Claims Act of 1964, as amended (31 U.S.C. 240243); Federal Claim Collection Acts (31 U.S.C. 71-75, 951-953); Forfeiture of pay for time lost due to incapacitation caused by alcohol or drug use (37 U.S.C. 802); Eligibility for certain veterans benefits (38 U.S.C. 105); Postal claims (39 U.S.C. 712); Medical Care Recovery Act (42 U.S.C. 2651-2653); General authority to maintain records (5 U.S.C. 301); Records management by agency heads (44 U.S.C. 3101).

PURPOSE(S):

JAG Manual Investigative Records are used internally within the Department of the Navy as basis for evaluating procedures operations, material, and designs with a view to improving the efficiency and safety of the Department of the Navy; determinations concerning status of personnel regarding disability benefits, entitlements to pay during periods of disability, severance pay, retirement pay, increases of pay for longevity, survivors' benefits, and involuntary extensions of enlistments, dates of expiration of active obligated service and accrual of annual leave; determinations concerning relief of accountable personnel from liability for losses of public funds or property; determinations pertaining to disciplinary or punitive action and evaluation of petitions, grievances, and complaints; adjudication, pursuit, or defense of claims for or against the Government; and public information releases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Veterans Administration for use in determinations concerning entitlements to veterans and survivors' benefits.

To Servicemen's Group Life Insurance administrators for determinations concerning payment of life insurance proceeds.

To the U.S. Government Accounting Office for purposes of determinations concerning relief of accountable

personnel from liability for losses of public funds and related fiscal matters.

To agents and authorized representatives of persons involved in the incident, for use in legal or administrative matters.

To contractors for use in connection with settlement, adjudication, or defense of claims by or against the Government, and for use in design and evaluation of products, services, and systems.

To agencies of the Federal, State or local law enforcement authorities, court authorities, administrative authorities, and regulatory authorities, for use in connection with civilian and military criminal, civil, administrative, and regulatory proceedings and actions.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper documents stapled together (with real evidence, if any, attached) in paper file folders and stored in metal file cabinets, on shelves, and in cardboard boxes.

RETRIEVABILITY:

Records are filed in calendar year groupings by surname of individual, bureau number of aircraft, name of ship, hull number of unnamed watercraft, or vehicle number of Government vehicles. Incidents are topically cross-referenced.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located are locked outside official working hours.

RETENTION AND DISPOSAL:

The records are retained permanently. All naval activities which prepare JAG Manual Investigative Records, or which are intermediate addresses, typically retain duplicate copies in local files for a two-year period.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law) Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the system manager. The request must contain the following: (a) an adequate description of the individual about whom the record is retained (e.g., full name, date of birth, etc.); (b) the calendar year to be searched, and the approximate date of the incident which was the subject of the investigation; (c) a signed and notarized statement of the identity of the requester; (d) the present mailing address of the requester, including ZIP code; (e) the present day-time telephone number of the requester, including area code; (f) the request must be signed by the individual. No telephone inquiries will be processed.

RECORD ACCESS PROCEDURES:

Requests from individuals for access should be addressed to the system manager. The request must include a signed and notarized statement of identity. Personal visits may be made to: Office of the Judge Advocate General (Code 21) Investigations Division Room 8S23 Hoffman Bldg II 200 Stovall Street Alexandria, Va 22332

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Records of JAG Manual Investigations are compilations of evidence, information, and data concerning the circumstances of incidents, accidents, events, transactions, and situations, prepared by administrative fact-finding bodies for utilization by proper authorities in making determinations, decisions, or evaluations relating to the matters under investigation. Records may contain: (1) testimony or statements of individuals who are parties to the investigations, witnesses, and others having pertinent knowledge concerning matters under investigation; (2) documentary evidence, typically including records and reports of military or Federal, State, or foreign, civilian law-enforcement investigative, judicial, or corrections authorities; medical records and reports, investigations and accident and injury reports prepared by Federal, State, or foreign governmental agencies or other organizations or persons; court records and other public records; official logs and other official naval records; letters and correspondence; personnel, pay, and medical records; financial records, receipts, and cost estimates; publications, and other pertinent documents and writings; (3) pertinent real evidence; and (4) pertinent demonstrative evidence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05861-1

SYSTEM NAME:

Private Relief Legislation

SYSTEM LOCATION:

Office of Legislative Affairs
Department of the Navy
Pentagon, Room 5C831
Washington, D.C. 20350

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals concerning whom private legislation is introduced in the U.S. Congress.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters to Congressional Committees, expressing the views of the department concerning the legislation and records necessary to prepare the letters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations

PURPOSE(S):

To prepare for Congress the position of the Department concerning proposed legislation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To members of Congress to provide the Navy position on proposed legislation.

To officials and employees of the Office of Management and Budget to clear the Navy position on proposed legislation.

To other executive agencies who would have an interest in the Navy's position on the proposed legislation and/or the Navy's position would impact on that agency.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

Name

SAFEGUARDS:

Access generally limited to personnel of the Office of Legislative Affairs. Stored in a locked office.

RETENTION AND DISPOSAL:

Retained for at least 6 years or as long as the legislation is active if more than 6 years and then moved to Federal Records Center, GSA Accession Section, Washington, D.C. 20409

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Legislative Affairs
Department of the Navy
Pentagon, Room 5C831
Washington, D.C. 20350

NOTIFICATION PROCEDURE:

System Manager; Full name, term and session of Congress when bill introduced, bill number, sponsor of bill (if available); Office of Legislative Affairs, Department of the Navy, Pentagon, Washington, D.C. Driver's license or similar substitute.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Member of Congress; individual about whom file is maintained and individuals from whom he solicits information; other Navy, Marine Corps, and DOD components; OMB; and other interested executive agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05870-1

SYSTEM NAME:

Patent, Invention, Trademark, Copyright and Royalty Files

SYSTEM LOCATION:

Office of Naval Research, 800 North Quincy Street, Arlington, VA, 22217

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Inventors and patent owners of inventions in which Government has an interest or which Department of the Navy has evaluated; copyright owners of works in which Government has an interest; and claimants or parties in administrative proceedings or litigation with the Government involving patents, copyrights or trademarks.

CATEGORIES OF RECORDS IN THE SYSTEM:

Invention disclosures; disposition of rights in inventions of Government employees; patent applications and patented files; patent licenses and assignments; patent secrecy orders; copyright licenses and assignments; patent and copyright royalty matters; administrative claims and litigation with the Government involving patents, copyrights and trademarks including private relief legislation involving these matters; and documents and correspondence relating to the foregoing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5151

PURPOSE(S):

Used by Navy patent personnel to determine rights of the Government and employees in employee inventions; to file and prosecute patent applications; to publish invention disclosures for public information and defensive purposes; to provide evidence and record of Government interest in or under patents or applications for patents; to provide evidence and record of patent and copyright licensing and assignment; to determine action or recommended action regarding disposition of claims or litigation; and to recommend Government employee incentive awards. Used by other Navy/Marine Corps commands to determine Government interest in inventions; to permit utilization of inventions; and to support employee incentive awards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the U.S. Patent and Trademark Office to determine respective rights of the Government and employee-inventors and to evidence legal interests in patent and copyright licenses and assignments; and for the prosecution of patent applications.

To the Commissioner of Patents and Trademarks to administer Patent Secrecy responsibilities.

To the Federal Council for Science and Technology as a source of statistical data for an annual report on Government patent policy.

To appropriate foreign government offices for prosecution of patent applications.

To officials and employees of the U.S. Copyright Office to evidence legal interests in patent and copyright licenses and assignments.

To the National Technical Information Service for publication of inventions available for licensing; non-governmental personnel (including contractors and prospective contractors) having an identified interest in particular inventions and Government rights therein, in infringement of particular patents or copyright, or in allowance of royalties on contracts.

To the Congress in the form of reports on particular bills for private relief and reports of action on Congressional and constituent requests.

To government agencies involved in claims or litigation, including the Department of Justice, who have access to prosecute and defend cases.

To all government agencies who have access to license records.

To parties involved in particular licensing arrangements who have access to specific files involved.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card files.

RETRIEVABILITY:

Subject matter; Navy patent case number; name of inventor, patentee, copyright owner, claimant or correspondent.

SAFEGUARDS:

Maintained in safes and file cabinets in controlled spaces accessible only by authorized personnel who are properly instructed in the permissible use of the information.

RETENTION AND DISPOSAL:

Maintained indefinitely but records are transferred to Federal Records Center two years after completed action on case to which record relates.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Chief for Patents, Code 300, Office of Naval Research, Arlington, VA, 22217

NOTIFICATION PROCEDURE:

Direct information requests to system manager.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information obtained from individual inventor, patent or copyright owner, claimant, licensor or licensee, or from U.S. Patent and Trademark Office, or from U.S. Copyright Office. Information on Government employee-inventors or copyright owners may be obtained from Government personnel records and from Government supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05880-1

SYSTEM NAME:

Federal Tort Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General, Offices of the Commandants of the Naval Districts, Naval Legal Service Offices, all overseas commands with a Navy Judge Advocate General Corps Officer or a Marine Corps judge advocate attached, and the Federal Records Center, Suitland, Maryland. Local commands with which claims under the Federal Tort Claims Act are initially filed typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Defense Directory in the appendix to this notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individuals who have filed claims against the Navy under the Federal Tort Claims Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as local police investigations, etc.), photographs drawings, legal memoranda, opinions of experts, and court documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Tort Claims Act (28 U.S.C. 1346(b), 2671-2680); 32 C.F.R. 750.30-750.49; 5 U.S.C. 301; 44 U.S.C. 3101.

PURPOSE(S):

To evaluste claims for purposes of adjudication and litigation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The files or portions thereof may be furnished to the claimant or his authorized representative, and for those claims for which payment is determined proper.

To third parties in those cases in which they indemnify the U.S. government or to verify claims.

To officials and employees of the Department of Treasury for those claims for which payment is determined proper.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices.

RETRIEVABILITY:

Filed alphabetically by name of claimant.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General Department of the Navy, 200 Stovall St., Alexandria, Va., 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in the files include the following: x-rays and medical and dental records from civilian and military doctors and medical facilities; investigative reports of accidents from military and municipal police agencies; reports of circumstances of incidents from operators of Government vehicles and equipment; witnesses; correspondence from claimants and their attorneys and insurance companies, state insurance commissions, United States Attorneys, and various other Government agencies with information concerning the claim.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05880-2

SYSTEM NAME:

Admiralty Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General; Office of the Commander-in-Chief, United States Naval Forces, Europe; Office of the Commander, Sixth Fleet; and the Federal Records Center, Suitland, Maryland. Local commands with which claims under the Public Vessels Act and the Suits in Admiralty Act are initially filed, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of the Navy directory of mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have asserted claims or instituted suits under the Public Vessels Act and Suits in Admiralty Act against the Department of the Navy in the name of the United States and all individuals who have instituted suits against third parties who have impleaded the Department of the Navy in the name of the United States.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as local police investigations, etc.), photographs, drawings, legal

memoranda, opinions of experts, and court documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Admiralty Claims Act (10 U.S.C. 7622); 5 U.S.C. 301; 44 U.S.C. 3101

PURPOSE(S):

Used in the administrative evaluation and settlement of admiralty claims asserted against the Navy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Justice to defend civil maritime suits brought against the U.S.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices

RETRIEVABILITY:

Filed alphabetically by name of claimant

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of official working hours.

RETENTION AND DISPOSAL:

Records are retained in active files until each claim is settled or litigation resulting therefrom has been concluded. Thereafter, the files are maintained within the office for two years and then retired to the Federal Records Center, Suitland, Maryland.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in the files include the following: x-rays, medical and dental records from civilian and military doctors and medical facilities; investigative reports; witnesses; and correspondence from claimants and their representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-1

SYSTEM NAME:

Automated Claims Information System (ACIS)

SYSTEM LOCATION:

Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, Va 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have filed claims against the Department of the Navy under the Federal Tort Claims Act, the Foreign Claims Act, Military Claims Act, the 'Nonscope' Claims Act, Legislative Reorganization Act, or Military and Civilian Employees' Claims Act. All individuals who have filed claims with the U.S. Postal Service for loss or damage to mailed matter, and which claims have been paid by the U.S. Postal Service and thereafter forwarded for reimbursement by the Department of the Navy pursuant to 39 U.S.C. 712. All individuals who have asserted claims or instituted suits under the Public Vessels Act and Suits in Admiralty Act against the Department of the Navy in the name of the United States and all individuals who have instituted suits against third parties who have impleaded the Department of the Navy in the name of the United States. All individuals against whom the Navy has claims sounding in tort, and all individuals who are in the military or are dependents of military members and have been provided medical care by a Naval medical facility for injuries resulting from such tortious conduct. All common carriers against whom recovery has been sought by the Department of the Navy. Any medical personnel involved in medical malpractice claims against the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, social security number, office processing the claim, dollar amount of claim, dollar amount paid, type of claim, type of property damage, type of personal injury, date of incident that caused the claim, date the claim was presented to the Navy, date payment was made or claim was closed, amount claimed against individual, amount received from individual, location of incident, and medical personnel involved (if applicable), and government bill of lading (if applicable).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Tort Claims Act (28 U.S.C. 1346(b), 2671-2680); 32 CFR 750.30-750.49; Medical Care Recovery Act(42 U.S.C. 2651-53); Federal Claims Collection Act (31 U.S.C. 951-53); 32 CFR 757.1-757.21; Foreign Claims Act (10 U.S.C. 2734); 32 CFR 753.1-753.29; Military Claims Act (10 U.S.C. 2733); 32 CFR 750.50-750.59; 'Nonscope' Claims Act (10 U.S.C. 2737); 32CFR 750.60-750.69; mILITARY AND cIVILIAN Employees Claims Act (31 U.S.C. 240-243); 32 CFR 751.0-751.3; Legislative Reorganization Act (10 U.S.C. 1552); Admiralty Claims Act (10 U.S.C. 7622); 39 U.S.C. 712; 5 U.S.C. 30; 5 U.S.C. 301; 44 U.S.C. 3101; and 31 U.S.C. 231.

PURPOSE(S):

To manage and process claims both for and against the Department of the Navy. The system will be used to report contingent liability to the GAO to satisfy requirements of the GAO Policy and Procedures Manual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Military Traffic Management Command in the performance of their official duties related to the Management of the Department of Defense personal property movement and storage program. The cognizant U.S. Attorney and/or officials and employees of the Department of Justice who are charged

with responsibility for either initiating civil actions or defending civil actions arising under the aforementioned claims statutes, and for prosecuting civil or criminal cases under the False Claims Act (31 U.S.C. 231).

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disk, magnetic tape, and hard copy forms.

RETRIEVABILITY:

ACIS users obtain information by means of either a query or a request for a standard report. Data may be retrieved by any data item although the primary search keys are the name or social security number.

SAFEGUARDS:

Access to buildings are protected by uniformed guards requiring positive identification for admission after hours. The system is protected by the following software features: user account number and password sign-on, data base authority, set and item authority for list, add, delete and update.

RETENTION AND DISPOSAL:

An individual's record is retained on disk and will be available for on-line access for three years after the close of the individual's claim. The record will be transferred to magnetic tape after three years and will be utilized in a batch processing mode. After ten years, the record will be erased from the tape.

SYSTEM MANAGER(S) AND ADDRESS:

Head, Claims Defense Program, Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, Va 22332.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the individual to whom it applies and from offices processing claims.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N05890-2

SYSTEM NAME:

Affirmative Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General, Offices of the Commandants of the Naval districts; Naval Legal Service Offices, and Branch Offices of the Officers in Charge of U.S. Sending State Offices; overseas commands with a Navy or Marine Corps judge advocate attached; the Federal Records Center, Suitland, Maryland; and such other offices of officers as may be designated by the Judge Advocate General. Official mailing addresses of these locations are included in the Department of Defense Directory in the appendix of this notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals against whom the Navy has claims sounding in tort, and all individuals who are in the military or are dependents of military members and have been provided medical care by a Naval medical facility for injuries resulting from such tortious conduct.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files contain reports of injuries to individuals entitled to care at Navy expense, reports of damage to Navy property, x-rays, medical and dental records of treatment, and statements of charges therefor, military and municipal police and individual's reports of accidents, investigative reports, correspondence, legal research, and opinions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Medical Care Recovery Act (42 U.S.C. 2651-53); Federal Claims Collection Act (31 U.S.C. 951-53); 32 C.F.R. 757.1-757.21; 5 U.S.C. 301; 44 U.S.C. 3101.

PURPOSE(S):

To futher efforts to collect such claims without litigation, for preparing litigation reports to the Department of Justice.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To insurance companies to support claims by documenting injuries or diseases for which treatment was provided at government expense.

To civilian attorneys representing the injured parties and the government's interests.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder stored in file cabinets or other storage device.

RETRIEVABILITY:

Filed alphabetically by name of the individual.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of official working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior

correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rule for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in these files includes: military and local police reports, line of duty investigations, commercial credit and asset reports, questionnaires completed by accident victims, x-rays, medical and dental records of treatment and statements of charges therefor from civilian and military doctors and medical facilities; correspondence; and witnesses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-3

SYSTEM NAME:

Foreign Claim Files

SYSTEM LOCATION:

Office of the Judge Advocate General; United States Sending State Office for Italy; United States Sending State Office for Australia; Naval Missions (including the office of the naval section of military missions); Military Assistance Advisory Groups (including the Offices of Chiefs, Naval Section, Military Assistance Advisory Groups); Office of the Naval Advisory to Argentina; naval attaches; any command which has appointed a Foreign Claims Commission; and the Federal Records Center, Suitland, Maryland. Local commands, with which claims under the Foreign Claims Act are initially filed and which do not have or choose to appoint a Foreign Claims Commission, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Defense directory in the appendix to this notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have filed claims against the Department of the Navy under the Foreign Claims Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as foreign police investigations, etc.), photographs, drawings, legal memoranda, opinions of experts, and court documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Foreign Claims Act (10 U.S.C. 2734); 32 C.F.R. 753.1-753.29; 5 U.S.C. 301; 44 U.S.C. 3101

PURPOSE(S):

To adjudicate claims and to evaluate and decide reconsiderations of denials of claims.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The files or portions thereof may be furnished to the claimant or his authorized representatives.

For those claims for which payment is determined proper, the files or portions thereof may be provided to the Department of Treasury.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices.

RETRIEVABILITY:

Filed alphabetically by name of claimant.

SAFEGUARDS:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va., 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in the files includes: x-rays, medical records, and dental records; investigative reports from military and foreign police agencies; reports of circumstances of incidents from operators of Government vehicles and equipment; witnesses; correspondence from claimants, their attorneys, and insurance companies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-4

SYSTEM NAME:

Military Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General, Offices of the Commandants of the Naval Districts, Naval Legal Service Offices and Branch Offices, overseas commands with a Navy or Marine Corps judge advocate attached, and the Federal Records Center, Suitland, Maryland. Local commands, with which claims under the Military Claims Act are initially filed, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Defense directory in the appendix of this notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have filed claims under the Military Claims Act against the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as local police investigations, etc.), photographs, drawings, legal memoranda, opinions of experts, and court documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Military Claims Act (10 U.S.C. 2733); 32 C.F.R. 750.50-750.59; 5 U.S.C. 301; 44 U.S.C. 3101

PURPOSE(S):

To evaluate claims for purposes of adjudication.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To third parties in those cases in which they indemnify the U.S. government or to verify claims.

To the claimant or his authorized representative for those claims for which payment is determined proper.

To officials and employees of the Department of Treasury for those claims for which payment is determined proper.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices

RETRIEVABILITY:

Filed alphabetically by name of claimant

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (civil law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rule for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in the files include the following: x-rays, medical and dental records from civilian and military doctors and medical facilities; investigative reports of accidents from military and municipal police agencies; reports of circumstances of incidents from operators of Government vehicles and equipment; witnesses; correspondence from claimants, their attorneys, insurance companies, state commissions, United States Attorneys, and various other Government agencies with information concerning the claim.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N05890-5

SYSTEM NAME:

Nonscope Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General, Naval Legal Service Offices, and Branch Offices, overseas commands with a Navy or Marine Corps judge advocate attached, and the Federal Records Center, Suitland, Maryland. Local commands, with which claims under the 'Nonscope' Claims Act are initially filed, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Navy directory of mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have filed claims under the 'Nonscope' Claims Act against the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports, photographs, drawings, opinions of experts, legal memoranda, and court documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

'Nonscope' Claims Act (10 U.S.C. 2737); 32 C.F.R. 750.60-750.69; 5 U.S.C. 301; 44 U.S.C. 3101

PURPOSE(S):

To evaluate claims for purposes of adjudication.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Justice to defend unauthorized suits brought against the U.S. under the 'Nonscope' Claims act.

To the claimant or his authorized representative.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices

RETRIEVABILITY:

Filed alphabetically by name of claimant

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge

Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The sources of information contained in the files include the following: x-rays, medical and dental records from civilian and military doctors and medical facilities; investigative reports of accidents from military and municipal police agencies; reports of circumstances of incidents from operators of Government vehicles; witnesses; correspondence from claimants, their attorneys, insurance companies, state insurance commissions, United States Attorneys, and various other Government agencies with information concerning the claim; commercial credit and asset reports; and questionnaires completed by accident victims.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-6

SYSTEM NAME:

Military Personnel and Civilian Employees' Claims

SYSTEM LOCATION:

Offices of the Judge Advocate General; Naval Legal Service Offices; offices of the Commandants of the Naval Districts; Naval Legal Service Branch Offices; the Federal Records Center, Suitland, Maryland; naval activities where there are officers specifically designated by the Judge Advocate General to adjudicate personnel claims. Official mailing addresses of these locations are included in the Department of the Navy Directory of mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who have filed claims against the Department of the Navy under the Military Personnel and Civilian Employees' Claims Act and all common carriers against whom recovery has been sought by the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The files may contain claims filed, correspondence, investigative reports, copies of order, copies of insurance policies, Government bills of lading, copies of Powers of Attorney, estimates of loss or damage, inventories, demands on carriers for reimbursement, correspondence, and legal memoranda.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Military Personnel and Civilian Employees' Claims Act (31 U.S.C. 240-243); 32 C.F.R. 751.0-751.30; 5 U.S.C. 301; 44 U.S.C. 3101.

PURPOSE(S):

To evaluate claims for purposes of adjudication, reimbursement for the Department of the Navy from common carriers, warehousemen, contractors, or insurers who are responsible for loss or damage to personal property of individual claimants.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Justice to defend unauthorized suits brought against the U.S. under the Military Personnel and Civilian Employees' Claims Act.

To the claimant or his/her authorized representative.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices.

RETRIEVABILITY:

Filed alphabetically by name of claimant and name of common carrier, warehousemen, contractors, and insurers.

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which file cabinets and storage devices are located is locked outside of working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically Files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information contained in the file is initially provided by the claimant and witnesses, after which the personal property divisions contribute investigative reports. The carrier may contribute information, and in some cases an investigative report is furnished by a military member's command or by an investigative agency. Adjudicated amounts allowed for the claim are provided by the adjudicating authority.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-7

SYSTEM NAME:

U.S. Postal Service Indemnity Claims Files

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 15), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332 and the Federal Records Center, Suitland, Md. 20409

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons who have filed claims with the U. S. Postal Service for loss or damage to mailed matter, and which claims have been paid by the U. S. Postal Service and thereafter forwarded for reimbursement by the Department of the Navy pursuant to 39 U.S.C. 712.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files may contain claims, substantiating documents, Navy investigative reports (and allied reports such as U. S. Postal Service investigative reports, legal memoranda, and correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

39 U.S.C. 712; 5 U.S.C. 30; 44 U.S.C. 3101

PURPOSE(S):

To evaluate requests for reimbursement by the U. S. Postal Service for payment on claims for loss or damage to mailed matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets or other storage devices.

RETRIEVABILITY:

Filed alphabetically by name of claimant.

SAFEGUARDS:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of working hours.

RETENTION AND DISPOSAL:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify only their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address, and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The information in U. S. Postal Service Indemnity Claims Files may consist of claims filed, substantiating documents, Navy investigative reports, (and allied reports such as U. S. Postal Service investigative reports), legal memoranda, and correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05890-8

SYSTEM NAME:

NAVSEA Radiation Injury Claim Records

SYSTEM LOCATION:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals employed by the Navy and Navy contractors who have alleged radiation injury from radiation exposure associated with Naval Nuclear Propulsion plants.

CATEGORIES OF RECORDS IN THE SYSTEM:

Excerpts from personnel medical records, Navy field organization and Navy contractor work histories and Navy and Labor Department correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations

PURPOSE(S):

Technical evaluation of radiation injury compensation claims by NAVSEA Radiological Control Managers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File Folders

RETRIEVABILITY:

Alphabetical by name

SAFEGUARDS:

Locked in safe and specific permission of custodian

RETENTION AND DISPOSAL:

Indefinitely

SYSTEM MANAGER(S) AND ADDRESS:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

NOTIFICATION PROCEDURE:

Contact System Manager; Provide name, organization where employed at time of alleged injury and supporting evidence.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Personnel medical records and Navy and contractor work histories.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N05891-1

SYSTEM NAME:

Litigation Case File

SYSTEM LOCATION:

Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who may institute or have instituted litigation concerning matters under the cognizance of the Department of the Navy excepting those cases arising:(1) in admiralty,(2) under the Federal Tort Claims Act, and from matters under the cognizance of the General Counsel's Office.

CATEGORIES OF RECORDS IN THE SYSTEM:

All records, correspondence, pleadings, documents, memoranda, and notes relating to the litigation or anticipated litigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 10 U.S.C. 5148, and 44 U.S.C. 3101.

PURPOSE(S):

To represent the Department of the Navy and cognizant officials in litigation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To U.S. Attorney's, litigants and other parties in litigation.

To Federal and state courts to whom and which information may be provided.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Retrievable by last name of the litigant or anticipated litigant.

SAFEGUARDS:

Records are maintained in file cabinets accessible only to persons responsible for servicing the record system in performing their official duties.

RETENTION AND DISPOSAL:

Generally retained in office files for four years after final action, then destroyed. Specially designated files are retained for longer periods.

SYSTEM MANAGER(S) AND ADDRESS:

Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager.

RECORD ACCESS PROCEDURES:

Access is not permitted to this system. See 5 U.S.C. 552a (d)(5).

CONTESTING RECORD PROCEDURES:

The Navy's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

From all sources with information which may impact upon actual or anticipated litigation, e.g., other record systems within DON, DOD, and other agencies and departments of the Federal Government, particularly the Department of Justice; state and local governments and law enforcement agencies; counsel and parties in litigation; third parties who provide information voluntarily or in response to discovery, etc.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N06150-1

SYSTEM NAME:

Medical Department Professional/ Technical Personnel Development

SYSTEM LOCATION:

Naval Medical Command, Navy Department, Washington, D.C. 20372; individual's duty station or reserve unit (see Directory of the Deparment of the Navy Mailing Addresses); Military Sealift Command, Navy Department, Washington, D.C. 20390; National Personnel Records Center, 9700 Page Blvd., St. Louis, Missouri 63132; National Personnel Records Center, 111 Winnebago St., St. Louis, Missouri 63118; Naval Medical Command managed education and training activities (see Directory of Department of the Navy Mailing Addresses); various colleges and universities affiliated with COMNAVMEDCOM managed education and training activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy (military and civilian) health care personnel; applicants to student status in Navy Aerospace Medicine, Navy Aerospace Physiology and Navy Aerospace Experimental Psychology; Navy (military and civilian) personnel qualified as divers or involved in other professional/specialty/technical training; Navy (military and civilian) personnel exposed to occupational/ environmental hazards; distinguished/ noted civilian physicians in capacity of lecturer/consultant.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personal and demographic data; education, training, professional, specialty, and technical accomplishments/qualifications; credentialing programs; surgical and surgical support team personnel listings; assignments history, projected rotation date, projected release from active duty date, active duty obligation, officer preference card, and variable incentive pay/continuation pay selection data; Hospital Corps education and training history and grades received, commanding officer's performance evaluation, and recommendations; periodic and total lifetime accumulated exposure to occupational/environmental hazards; curricula vitae of civilian consultants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, U.S.C.; 5 U.S.C. 301; Title 10, CFR Part 20, Standards for Protection Against Radiation.

PURPOSE(S):

To manage the Naval Medical Command's education and training activities related to procurement, assignments, professional/specialty/ technical training, credentialing, promotion, and all other aspects of health care personnel management; career development; evaluation of candidates for position of lecturer/ consultant; mobilization, planning, and verification of reserve service; surgical team contingency planning; management of physical standards; maintenance of safe occupational/environmental protection standards; and to maintain information of adverse actions or revocations of health care providers' clinical credentials for dissemination to the various federal and state licensure boards, professional regulating bodies,

and appropriate military and civilian organizations and activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records stored on disc, tape, punched cards, and machine listings. Manual records stored in card files and folders in filing cabinets.

RETRIEVABILITY:

Manual records retrieved by full name, SSN, file numbers, program title or locator card. Automated records retrieved by key to any data field.

SAFEGUARDS:

Records maintained in monitored or controlled access rooms or areas; public access to the records is not permitted; computer hardware is located in supervised areas; access is controlled by password or other user code system; utilization reviews ensure that the system is not violated. Access is restricted to personnel having a need for the record in the performance of their duties. Buildings/rooms locked outside regular working hours.

RETENTION AND DISPOSAL:

Medical Department personnel professional development and training records; Headquarters, COMNAVMEDCOM records-retained at COMNAVMEDCOM for duration of member's service, then retired to NPRC, St. Louis for 10 year retention; COMNAVMEDCOM field activities-retained 5 years, then destroyed.

Radiation exposure records; personnel exceeding exposure limits-retained at COMNAVMEDCOM 50 years, then destroyed; all others-retained 5 years, then destroyed.

Surgical support team records; Headquarters, COMNAVMEDCOM-destroyed upon termination of active duty service; COMNAVMEDCOM field activities-destroyed upon termination of duty at the Medical Department facility.

Curricula vitae of lecturers/consultants-destroyed upon termination of status at the Medical Department facility.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Medical Command, Navy Department, Washington, D.C. 20372; Director, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132; Director, National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118; commanding officers of naval activities, ships and stations.

NOTIFICATION PROCEDURE:

Offices where requester may visit to obtain information of records pertaining to the individual; Potomac Annex, 23rd and E Streets, N.W., Washington, D.C.; Navy medical centers and hospitals; other Navy health care facilities; and COMNAVMEDCOM managed education and training facilities.

The individual should present proof of identification such as an I.D. card, drivers license, or other type of identification bearing signature and photograph.

Written requests may be addressed as follows:

Active duty Navy members or civilian employees presently working for the Navy should address requests to the commanding officer of the facility or ship where they are stationed or employed.

Former members of the Navy should address requests to Director, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132.

Former civilian employees of the Navy should address requests to Director, National Personnel Records Center, 111 Winnebago Street, St. Louis, Mo. 63118.

All written requests should contain full name, rank, SSN, file number (if any), and designator.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the systems manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting and appealing initial determinations by the individual concerned may be obtained from the systems manager.

RECORD SOURCE CATEGORIES:

Military Headquarters, offices and commands; education institutions at training hospitals; boards, colleges and associations of professional licensure and medical specialties; personnel records; information submitted by the individual; automated system interface.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N06150-2

SYSTEM NAME:

Health Care Treatment Record System

SYSTEM LOCATION:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps Personnel. Retained at the individual's duty station or reserve unit. (Mailing addresses are listed in the Navy Directory in the appendix in the component system notice.) Naval Medical Command, Navy Department Washington, DC; Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, Lousiana 70149; Headquarters Marine Corps, Navy Department, Washington, DC 20380; Marine Corps Reserve Forces Administrative Activity, Class III, 1500 E. Bannister Road, Kansas City, Missouri 64131; National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Inpatient treatment records for active duty military, dependents, retired military and dependents, civilian employees, VA beneficiaries and humanitarian. Naval Medical Treatment Facilities; National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Outpatient treatment records for dependents of active duty military, retired military and their dependents, civilian employees, VA beneficiaries and humanitarian. Naval Regional Medical Centers and Naval Hospitals, and Clinics (Dispensaries); National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118; National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Subsidiary record files of the health care treatment record system are located at Naval Medical Data Services Center, Bethesda, Maryland; Regional Data Service Centers; Naval Environmental Health Center, Norfolk, Virginia; and other approved locations for conducting research studies.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy, Marine Corps, other military personnel, dependents, retired military personnel and dependents, civilian employees, VA beneficiaries and humanitarian.

CATEGORIES OF RECORDS IN THE SYSTEM:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps: system is made up of records pertaining to the member or former member's medical history; physical, dental and mental

examinations; consultation; innoculations; outpatient treatment, including laboratory and x-ray reports; report of medical boards; summaries of periods of hospitalization, dental evaluation and treatment, reports of exposure to environmental and radiation hazards, results of special diagnostics and clinical studies; recommendations regarding requests for waivers of established physical standards.

Inpatient and outpatient treatment records: file contains a multiplicity of prescribed forms documenting health evaluations, medical/dental care and treatment for any health or medical condition or problem provided an eligible individual on an outpatient and/or inpatient status. The records contain history and physical examinations or health evaluation, reports of exposure to ionizing radiation, consultation reports and medical care and treatment provided, including procedures utilized such as surgery, drugs, dietary, x-ray laboratory, nursing notes, physical therapy and other specialty care applicable to the medical diagnosis or conditions found. The records also contain patients demographic data, family health history data, length of inpatient stay, disease nomenclature, discharge summary of inpatient care. Documentation of health history, diagnosis, care and treatment provided and the recording thereof conform with the standards prescribed by the joint commission on accreditation of hospital. In addition to, and based on individual medical record files, there are subsidiary records such as registers of patients; patient health care, medical board and death statistics; environmental health data; operating room schedules, tumor registers; appointment registers; sick call and treatment logs; x-ray files; laboratory files and logs; pharmacy records; EKG's; EEG's; neuropsychiatric evaluations; physical therapy records; other patient evaluation records, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5131 (as amended), 10 USC 5132, 44 USC 3101, 5 USC 301.

PURPOSE(S):

This system is used by officials and employees of the Department of the Navy (and members of the National Red Cross in Navy Health Care Facilities) in the performance of their official duties relating to the health and medical treatment of Navy and Marine Corps individuals; determining physical qualifications and suitability of candidates for various programs; personnel assignments; adjudicating claims and appeals before the Council of Personnel Boards, and the Board for Correction of Naval Records; rendering opinions regarding members' physical fitness for continued naval service; litigation involving medical care provided those categories of individuals covered by this record system; performance of research studies and compilation of statistical data; implementing preventive medicine, dentistry, and communicable disease control programs. Officials and employees of other components of the Department of Defense in the performance of their official duties relating to determining the physical qualifications of applicants; in providing medical care to those categories of individuals covered by this record system; and in the conduct of analyses and research studies.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Veterans Administration in the performance of their official duties relating to the adjudication of veterans claims and in providing medical care to members of the Naval Service.

To officials and employees of other departments and agencies of the Executive Branch of Government upon request in the performance of their official duties related to review of the physical qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies.

To private organizations (including educational institutions) and individuals for authorized health research in the interest of the Federal Government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies.

To officials and employees of the National Research Council in cooperative studies of the National History of Disease; of prognosis and of epidemiology. Each study in which the records of members and former members of the Naval Service are used must be approved by the Surgeon General of the Navy.

To officials and employees of local and state governments and agencies in the performance of their official duties pursuant to the laws and regulations governing and local control of communicable diseases, preventive medicine and safety programs, child abuse and other public health and welfare programs. Authorized surveying bodies for professional certification and accreditations.

When required by federal statute, by executive order, or by treaty, medical record information will be disclosed to the individual, organization, or government agency, as necessary. Drug/Alcohol and Family Advocacy Information maintained in connection with Abuse Prevention Programs shall be disclosed only in accordance with the applicable statues, 21 U.S.C. 1175, 42 U.S.C. 4582, and 5 U.S.C. 552.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps:

Records are stored in file folders, microform, on magnetic tape, punched cards, machine listings, discs, and other computerized or machine readable media.

Inpatient and outpatient treament records. These records originate at any Navy Medical Treatment Facility where the individual comes for medical care and treatment. The inpatient treatment records are retained for 2 years from date of last treatment at the activity and then sent to the National Personnel Records Center, St. Louis, Missouri. Outpatient treatment records are transferred for continuity of care and treatment to other medical activities upon change of station by the service member. Outpatient files, upon 2 years from date of last treatment are transferred to the National Personnel Records Center.

Inpatient and outpatient treatment records are maintained in mechanized lists, file folders, microform, and on magnetic tape, discs, punched cards, and other computerized or machine readable media. Inpatient treatment records are filed numerically by hospital register numbers. The alphabetical patient register serves as the locator media. Outpatient treatment records are filed by the Military Member's SSN with an alphabetical card or mechanized list or other record as the locator media. Medical x-rays are filed by a sequential numbering system in manual or mechanized format with an alphabetical name locator.

RETRIEVABILITY:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps Members.

Records retired to the National Personnel Records Center, St. Louis, Missouri, prior to 1971 are retrieved by name and service or file number. After that date, records are retrieved by name and social security number. Records retired to the National Personnel Records Center, St. Louis, Missouri prior to 1971 are retrieved by name and service or file number, after that date records are retrieved by name and social security number.

Inpatient and outpatient treatment records.

Records are retrieved by manual or automated locator media (alpha name cards, logs, listings, tapes, etc.).

SAFEGUARDS:

Records are maintained in various kinds of filing equipment in specific monitored or controlled access rooms or areas; public access is not permitted. Computer terminals are located in supervised areas; access is controlled by password or other user code system; utilization reviews ensure that the system is not violated. Access is restricted to personnel having a need for the record in providing further medical care or in support of administrative/clerical functions. Records are controlled by a charge-out system to clinical and other authorized personnel.

RETENTION AND DISPOSAL:

Health care treatment records are retained, retired, and disposed of in accordance with SECNAVINST 5212.5 series, disposal of Navy and Marine Corps Records.

SYSTEM MANAGER(S) AND ADDRESS:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps: Commander, Naval Medical Command, Navy Department, Washington, D.C. 20372; Commanding Officers, Naval Activities, Ships, and Stations, Director, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 64131.

Inpatient and outpatient treatment records: Commander, Naval Medical Command, Navy Department, Washington, D.C. 20372; Commanding Officer's and OIC's of Naval Medical Treatment Facilities; Director, National Personnel Records Center, St. Louis, Missouri 63118.

NOTIFICATION PROCEDURE:

Service medical (health and dental) records for active duty and reserve; Navy and Marine Corps Members;

Requests for information from active duty Navy and Marine Corps personnel and drilling members of the Navy and Marine Corps Reserves should be addressed to the individual's commanding officer. Official mailing addresses are in the Department of Defense Directory in the appendix to the component's system notice. Inactive Naval Reservists should address requests for information to the Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, Louisiana 70149. Marine Reservist's should address request for information to Marine Corps Reserve Forces Administrative Activity, Class III, 1500 E. Bannister Road, Kansas City, Missouri 64131.

Former members who have no further reserve or active duty obligations should address requests for information to director, National Personnel Records Center (Navy Reference Branch), 9700 Page Boulevard, St. Louis, Missouri 63132.

All written requests should contain the full name and social security, account number of the individual, his signature, and in those cases where his period of service ended before 1971, his service or file number. In requesting records for personnel who served before 1964, information provided to the National Personnel Records Center should also include date and place of birth and dates of periods of active Naval service. Active duty Navy and Marine Corps personnel including drilling members of the reserves may visit the medical department of the activity to which attached. Inactive Naval Reservists whose tour of active duty ended after 1 July 1972 may visit the Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans,Louisiana. Marine Reservists whose tour of active duty ended after 1 July 1972 and who have a continual reserve obligation may visit the Marine Corps Reserve Forces Administration Activity, Class III, 1500 E. Bannister Road, Kansas City, Missouri. Former members with no further obligation and reservists whose tour of active duty ended prior to 1 July 1972 may visit the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri. Proof of identification in the case of active duty, retired and reserve personnel will consist of the Armed Forces of the U.S. Identification Card or by other types of identification bearing picture and signature. Former members may provide drivers license or other types of identification bearing picture and signature.

Inpatient and outpatient treatment records:

(Care/treatment-within 2 years) Commanding Officer of the Naval Regional Medical Center or hospital where the individual was treated.

(More than 2 years) Director, National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118 or Director, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132.

Provide the following data: full name, service number, status, or SSN of sponsor, date(s) of treatment or period of hospitalization, address at time of medical treament, if known.

Office where requester may visit to obtain information of records pertaining to the individual.

Regional Medical Center or Hospital
Chief, Patient Affairs Service
Chief, Outpatient Service
Officer-in-charge other Navy Medical Facility

Full name, date and place of birth, ID card or drivers license, or other identification to sufficiently identify the individual with the medical records held by the treatment facility must be presented.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerning may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Reports from attending and previous physicians and other medical personnel regarding the results of physical, dental and mental examinations, treatment, evaluation, consultation, laboratory, x-ray and special studies conducted to provide health care to the individual or to determine the individuals physical and dental qualification.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N06150-3

SYSTEM NAME:

Naval Health/Dental Research Center Data File

SYSTEM LOCATION:

Naval Medical Research and Development Command, Naval Medical Research Institute and/or Naval Dental Research Institute to which individual is assigned (see Directory of the

Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

For medical: Navy and Marine Corps personnel on active duty since 1960 to date. Civilians taking part in Operation Deep Freeze, 1964 to date. For dental: Navy and Marine Corps personnel on active duty since 1967 to date.

CATEGORIES OF RECORDS IN THE SYSTEM:

Extracts of information from official medical/dental and personnel records, results of dental examinations conducted by staff research scientists, as well as information dealing with biographical, attitudes, and questions relating to medical and dental health patterns during active service or prior to active duty.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC 5031

PURPOSE(S):

To research, monitor and analyze the types and frequency of medical and dental diseases and illnesses in Navy and Marine Corps personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Files are maintained on magnetic tape, flexible and hard disks, paper files, punch cards and optically marked cards.

RETRIEVABILITY:

Retrievability is by Social Security number or service number as appropriate for military and former military personnel. Civilians are by name only.

SAFEGUARDS:

Access is restricted to personnel having a need to work with the research data stored. Access is controlled by password for health records stored on magnetic tape. Computerized dental research records contain ID numbers that can be matched to SSN's on code sheets maintained by research personnel.

RETENTION AND DISPOSAL:

Research records are permanent. They are maintained for five years at the activity performing the research and then retired to the Federal Records Center, St. Louis, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity in question (see Directory of Department of the Navy Mailing Addresses).

NOTIFICATION PROCEDURE:

Navy and Marine Corps personnel and former serving members must provide a social security number or service number as appropriate, give the branch of service, and years of active duty. Civilians in Operation Deep Freeze must identify themselves by full name and the year in which they wintered over.

RECORD ACCESS PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is derived from (a) Medical Treatment Record Systems, including medical, dental, health records, inpatient treatment records and outpatient treatment records, (b) Personnel Records System and Personnel Rehabilitation Support System, (c) Enlisted Master File, (d) information provided by the members themselves on a volunteer basis in response to specific research questionnaires and forms, and (e) information provided by the members' peers and superiors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N06310-1

SYSTEM NAME:

Personal injury and illness reports on civilian and govt-service seaman employed on MSC ships

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 11), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Injured civilian seamen and government service seamen employed by the Military Sealift Command or its contract operators for service on board MSC ships.

CATEGORIES OF RECORDS IN THE SYSTEM:

System consists of preliminary personal injury and illness reports on civilian seamen and government service seamen employed by the Military Sealift Command or its contract operators.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Admiralty Claims Act (10 U.S.C. 7622); 5 U.S.C. 301; 44 U.S.C. 3101

PURPOSE(S):

To evaluate and settle subsequently submitted admiralty claims asserted against the Navy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Department of Justice for defense of civil maritime suits brought against the U.S. The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders stored in file cabinets

RETRIEVABILITY:

Filed by name of injured seaman listed under each particular MSC ship by date of injury.

SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Reports are maintained in personal injury report file folders for a period of two years from the date of particular injury or illness and are, thereafter, destroyed at the local office level.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

NOTIFICATION PROCEDURE:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors

should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing determinations may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Masters of Military Sealift Command ships; witnesses; medical and dental forms; and investigative reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N06320-1

SYSTEM NAME:

Uncollectible Accounts

SYSTEM LOCATION:

Primary System - Commander, Naval Medical Command, Navy Department, Washington, D. C. 20372. Decentralized Segments - Naval Hospitals and Medical Centers which provide services or perform work giving rise to such accounts receivable. (See directory of Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual incurring indebtedness to the United States by receiving health care treatment or examination services funded by the Navy Medical Department. Coverage also includes sponsors and other persons responsible for the debts of such persons.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name and SSN, sponsor's SSN, if applicable, paygrade, branch of service, duty station address, account number, activity performing service, insurance company, civilian employer, patient category, time and dates of service, units of service, physicians' and hospitals' statements of service and total charges for treatment including interest, administrative and penalty charges, payment receipts, admission documents, correspondence relating to collection attempts to ascertain eligibility status, patient category, and third party insurer liability, records of payment received and outstanding balances, letter reports of uncollectible accounts receivable, records suspending or terminating collection action or effecting compromise settlement agreements, and requests for recovery of Champus funds and substantiating documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 USC 191-195, 227, and 952 (also known as the Federal Claims Collection Act of 1966); 10 USC 1078-179; and 37 USC 702, 705, and 1007.

PURPOSE(S):

To identify and facilitate payment of amounts owed the U.S. Users of the information include Naval Medical Command personnel who are directly involved in processing payments or billings of patient accounts. The information is used to determine amounts owed, methods to be employed to effect recovery, whether or not the claim can be compromised or collection action thereon terminated or suspended, and to collect charges for utility bills and other miscellaneous items. File may be forwarded to the Naval Investigative Service for investigation or to any component of DOD, as needed, in the performance of their duties related to same.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Disclosure may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and reading files. Index cards (3'x5').

RETRIEVABILITY:

Automated records are retrieved by either a query or a request for a standard report. Data may be indexed by any data element although the primary search keys are name and SSN. Paper records are filed alphabetically by last name of debtor.

SAFEGUARDS:

Access to the automated system requires user account number and password sign on. Access to the paper records and/or terminals are limited to only authorized personnel that are properly screened and trained. Office space where records and/or terminals are located is locked after official working hours.

RETENTION AND DISPOSAL:

Records are retained in active file until collection action has been completed, compromised, suspended, or terminated. They are held in inactive file until statute of limitations has run and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Medical Command, Navy Department, Washington, D. C. 20372 and Commanding Officers of Medical Treatment Facilities under the Command of the Commander, Naval Medical Command.

NOTIFICATION PROCEDURE:

Information may be obtained from the Commander, Naval Medical Command. Requests should provide the full name of the debtor, the military or dependency status of the debtor, and the location and approximate dates of treatment or examination. driver's license and/or military ID card will be considered adequate proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appearling initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Automated patient administration system records produced at Medical Treatment Facilities include but are not limited to Inpatient Admission/ Disposition Records, NAVMEDCOM 6300/5; Report of Treatment Furnished Pay Patients-Hospitalization/Outpatient Treatment Furnished, DOD 7/7A, Part A/B. Other record source categories are: OCHAMPUS, Denver; U.S. Postal Service; Military Locator Services; State Departments of Motor Vehicles; any

component of the DOD; the Department of Justice, the General Accounting Office, retail credit associations, financial institutions, current or previous employers, educational institutions, trade associations, automated system interfaces, local law enforcement agencies, the Department of Health and Human Services, the Internal Revenue Service, and the Office of Personnel Management.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N06320-2

SYSTEM NAME:

Family Advocacy Program System

SYSTEM LOCATION:

Central Registry -- Commander, Naval Medical Command, Navy Department, Washington, D. C. 20372. Individual Case Files -- Naval Medical Treatment Facilities, and duty stations of the military sponsors. (See Directory of Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All beneficiaries entitled to care at Navy medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities, and all persons suspected of abusing or neglecting such beneficiaries.

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical records of suspected and confirmed cases of family member abuse or neglect, also, investigative reports, correspondence, family advocacy committee reports, follow-up and evaluative reports, and any other supportive data assembled relevant to individual family advocacy program files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 10 U.S.C. 5132, and 44 U.S.C. 3101.

PURPOSE(S):

To collect and disseminate (to authorized officials), information pertaining to the identification, evaluation, intervention, treatment, prevention and follow-up of victims and perpetrators of abuse or neglect.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Executive Branch of government in the performance of their official duties relating to the coordination of family advocacy programs, medical care, and research concerning family member abuse or neglect.

To federal, state or local government agencies when it is deemed appropriate to utilize civilian resources in the counseling and treatment of individuals or families involved in abuse or neglect or when it is deemed appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement.

To authorized officials and employees of the National Academy of Sciences, and private organizations and individuals for authorized health research in the interest of the federal government and the public; and authorized surveying bodies for professional certification and accreditation.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records may be stored in file folders, microfilm, magnetic tape, punched cards, machine lists, discs, and other computerized or machine readable media.

RETRIEVABILITY:

Records are retrieved through indices and cross indices of all individuals and relevant incident data. Types of indices used include, but are not limited to: names, social security numbers, and types of incidents.

SAFEGUARDS:

Records are maintained in various kinds of filing equipment in specified monitored or controlled access rooms or areas. Public access is not permitted. Records are accessible only to authorized personnel who are properly screened and trained, and on a need-to-know basis, only.

Computer terminals are located in supervised areas, with access controlled by password or other user code system.

RETENTION AND DISPOSAL:

Family advocacy case records are maintained at the activity having cognizance of the case for a period of 5 years and are then destroyed. Central registry records are permanently retained under the control of the Naval Medical Command.

SYSTEM MANAGER(S) AND ADDRESS:

Central Registery -- Commander, Naval Medical Command, Navy Department, Washington, D.C. 20372, -- and commanding officers of medical treatment facilities under the command of the Commander, Naval Medical Command, where the treatment and reporting occurred.

NOTIFICATION PROCEDURE:

Informational requests should be directed to the cognizant system manager(s). Requests should contain the full name of the individual and social security number of the military or civilian sponsor or guardian, date and place of treament, and alleged reporting of incident. The requester may visit the office of the Commander, Naval Medical Command, 23rd and 'E' Streets, N.W., Washington, D.C. and the commading officers of the individual medical treatment facilities to obtain information on whether or not the system contains records pertaining to him or her. Armed Forces I.D. card or other type of identification bearing the picture and signature of the requested will be considered adequate proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Reports from physicians and othe medical department personnel regarding the results of physical, dental, mental, and other examinations, treatment, evaluation, consultation, laboratory, x-ray, and special studies; reports and information from other sources, including educational institutions, medical institutions, law enforcement agencies, public and private health and welfare agencies, and witnesses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Part of this system may be exempt under 5 U.S.C. 552a(k) (2) and (5), as applicable. For additional information, contact the system manager(s).

N06320-3

SYSTEM NAME:

COMNAVMEDCOM Quality Assurance/Risk Management

SYSTEM LOCATION:

Naval Medical Command, Navy Department, Washington, DC 20372; health care treatment facilities. (See

directory of Department of the Navy Mailing Addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Patients, staff, visitors, contractors, and other personnel who converge upon Naval medical treatment care, or health related ancillary or support services consistent with institutional purposes. Such individuals may be noted in organized review of care provided, reviews of injuries or mishaps sustained, or be governed by stipulations under which care may be rendered.

CATEGORIES OF RECORDS IN THE SYSTEM:

Incident reports; follow-up reports; letters, memos, and other correspondence or supportive statements; statistical reports; and committee minutes; and credentialing program documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Department Regulations; 10 U.S.C. 5132.

PURPOSE(S):

This system relates to the Navy Medical Command's Quality Assurance/Risk Management Program. It is used to review the quality and appropriateness of care provided; investigate, analyze, and report accidents, injuries, and other incidents; to identify health care providers with known or suspected problems; and to maintain information of adverse actions or revocations of health care providers' clinical credentials for dissemination to the various federal and state licensure boards, professional regulating bodies, and appropriate military and civilian organizations and facilities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on hard copy forms in filing cabinets.

RETRIEVABILITY:

Records are retrieved by full name of patient, SSN of sponsor, date of incident, or other alpha/numeric identifier.

SAFEGUARDS:

Files are monitored during normal working hours by authorized personnel and the room or the files are locked at all other times.

RETENTION AND DISPOSAL:

Records are retained for 3 years after the year in which created and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Medical Command, Navy Department, Washington, DC 20372. Commanding Officer or Officers in charge of Navy Medical Department health care treatment facilities (see directory of Department of the Navy mailing addresses).

NOTIFICATION PROCEDURE:

Requests should be addressed to Commander, Naval Medical Command or commanding officers or officers in charge at the addresses indicated above. Requests should contain the full name, SSN, and signature of the individual. The individual may also visit COMNAVMEDCOM or the health care treatment facility. Visitors must posess proof of identification such as ID card, driver's license, or other identification showing name and a recent photograph of the individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Incident reports relating to patients, staff, and other personnel documenting accidents, injuries, and other incidents, together with supportive correspondence and statements including statistical displays and summaries.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N06470-1

SYSTEM NAME:

USN/USMC Nuclear Test Personnel Review Program.

SYSTEM LOCATION:

Primary Navy System exists at the Project Manager's Office, Navy Nuclear Test Personnel Review, Room 756, Commonwealth Building, 1300 Wilson Boulevard, Arlington, VA. 22209. Automated segments exist at Navy Regional Data Automation Center, Washington Navy Yard, Washington, D.C. 20374 and J. A. Young corporation, 205 South Whiting Street, Alexandria, VA 22304. The entire Marine Corps systems exists at the Project Coordinator's Office, Marine Corps Nuclear Test Personnel Review, Records Branch, Personnel Services Division, Headquarters Marine Corps, Washington, D.C. 20380. Extracts of individualized records of both Navy and Marine Corps reside at Headquarters, Defense Nuclear Agency, Washington, D.C. 20305.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps military and civilian personnel and/or contractor personnel in support of the Navy and Marine Corps who may have been exposed to radiation as the direct result of government sponsored atmospheric nuclear detonations occurring between 1945 and 1962.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank/grade, service number, social secuity account number, current or last know address, dates of test participation, radiation exposure (if any) & dose data, Navy and Marine Corps unit/office of assignment at time of exposure, current medical status, next-of-kin data, and extracts of service medical data such as CBC's, bioassay data and radiation sickness sequellae.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U. S. C. 5031

PURPOSE(S):

To identify personnel who either were exposed to or participated in the atmospheric nuclear detonation program and to collect radiation exposure information so as to determine appropriate government-provided medical treatment, and to answer inquiries.

DOD components use the system for the purpose of preparing histories of atmospheric nuclear test participation and for use in litigation between test participants or their representatives and the Department of Defense.

The Defense Nuclear Agency Contractors use the system for the purpose of assisting DOD components in preparation of histories of atmospheric nuclear test participation, to reconstruct individual dosimetry data based on research and application of

mathematical factors and responding to the inquiries and concerns of individuals who may have participated in the test programs and/or their representatives.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Veterans Administration to process/adjudicate claims in which service-connected disabilities resulting from radiation exposure are alleged.

To officials and employees of the National Research Council and the Center for Disease Control for the limited purpose of conducting epidemiological studies of the effects of ionizing radiation from the atmospheric nuclear weapons tests on DOD participants in those tests.

To officials and employees of the Department of Energy for the limited purpose of identifying AEC and AEC-contractor personnel exposed to ionizing radiation during nuclear testing and for conducting epidemiological studies of radiation effects of individuals so identified; and for use in litigation between the DOD and any of the individuals so identified.

To officials and employees of the Department of Transportation for the limited purpose of identifying DOT and DOT-affiliated personnel exposed to ionizing radiation during nuclear testing and for use in litigation between the DOT and any of the individuals so identified.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; computer magnetic tapes, disks, and computer printouts.

RETRIEVABILITY:

By individual's name and/or service number/SSN, or listed in conjunction with a unit (ship, air squadron, etc.) associated with atmospheric nuclear testing.

SAFEGUARDS:

Access is limited to properly clear personnel having need for the information in the performance of official duties. Paper records are maintained in an office which is locked during non-working hours. The building in which both offices are located maintains continuous security guard surveillance during non-working hours Magnetic tapes and disks are stored in secured computer areas, access to which is controlled by password.

RETENTION AND DISPOSAL:

Paper records are retained after data is transferred to magnetic tapes. Personnel and health records are retained by the National Personnel Records Center, St. Louis, Missouri. Other paper records will be retired to Naval and Marine Corps Historical Offices after completion of Nuclear Test Personnel Review effort. Magnetic tapes and disks are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Program Manager, Navy Nuclear Test Personnel Review, Room 756, Commonwealth Building, 1300 Wilson Boulevard, Arlington, VA 22209 and Project Coordinator, Marine Corps Nuclear Test Personnel Review, Commandant of the Marine Corps, (MSRB-60), Washington, D.C. 20380.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system contains information pertinent to them shall either write or visit the system manager. Signed letters or proper identification are required.

RECORD ACCESS PROCEDURES:

Individuals may access records pertaining to them by furnishing full name and SSN and/or service number. Additional information such as unit to which assigned at time or radiation exposure as well as place and approximate dates of exposure expedite recovery of desired records.

CONTESTING RECORD PROCEDURES:

The agencies' rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the respective system manager.

RECORD SOURCE CATEGORIES:

From the individual; Navy and Marine Corps organizational, personnel, and medical records; the Veterans Administration, Department of Enery, Defense Nuclear Agency & other military departments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N06530-1

SYSTEM NAME:

Blood Donor Program Files

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel donating blood or seeking replacement of blood.

CATEGORIES OF RECORDS IN THE SYSTEM:

Blood donation records. Blood replacement requirement records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To record emergency blood requests by blood type; to recognize and identify donors; and to replace blood provided, to cover individuals.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the American Red Cross in the performance of their duties related to the assistance of the members.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial

determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

American Red Cross, blood donors, hospitals, persons seeking replacement of blood.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07210-1

SYSTEM NAME:

Losses of Public Funds File

SYSTEM LOCATION:

Navy Accounting and Finance Center, Code NAFC-73, Washington, DC 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Disbursing personnel who are entrusted with public funds and who incur losses of the public funds entrusted to them.

CATEGORIES OF RECORDS IN THE SYSTEM:

Alphabetized folders containing reports of losses of public funds, reports of investigations into losses of public funds, requests for relief of liability for losses of public funds and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 USC 95a, 82a-1, and 82a-2

PURPOSE(S):

To maintain and process documentation related to losses of public funds; to inform individuals of their rights to repay losses or to submit requests for relief of liability; to maintain records of investigations conducted; to approve requests for relief of liability for losses of less than

500; to make recommendations to the Secretary of the Navy on all denials and losses of

500 or more, and to control liquidation of losses by relief or by collective action.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders and control log

RETRIEVABILITY:

Name of accountable disbursing individual in whose custody the public funds were entrusted when the losses occured.

SAFEGUARDS:

Maintained in General Services approved Class 3, Security Cabinet equipped with a Type II, three tumbler combination lock accessible only to authorized individuals.

RETENTION AND DISPOSAL:

Transferred to Federal Records one year following liquidation of the loss.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, Navy Accounting and Finance Center, Code NAFC-73, Washington, DC 20376

NOTIFICATION PROCEDURE:

Correspondence only

RECORD ACCESS PROCEDURES:

The agency's rule for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rule for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Messages, letters, and reports of investigations into losses of public funds received from: accountable disbursing personnel, commanding officers of Navy and Marine Corps activities at which disbursing offices are located, officers appointed to conduct Judge Advocate General Manual investigations, Commanding Officer, Naval Investigative Service, Commandant of the Marine Corps, and Secretary of the Navy.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07220-1

SYSTEM NAME:

Armed Forces Health Professional Scholarship System

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

AFHSP students until graduation

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel and entitlement data necessary for pay computation

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 92-426

PURPOSE(S):

To maintain a data base which will permit officials and employees of the Department of the Navy to prepare checks, leave and earning statements and financial reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Department of the Treasury, Social Security Administration, and Veterans Administration when needed to provide payment or service to member.

To federal, state, or local government agencies when payments received through the Armed Forces Health and Professional Scholarship System impact on payments or benefits issued by those agencies and/or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget.

To the American Red Cross, Navy Relief Society and U.S.O. for personal assistance to the member.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and file folders

RETRIEVABILITY:

Social security account number and member name

SAFEGUARDS:

Guards, personnel screening, and requestor codes

RETENTION AND DISPOSAL:

Destroyed ten years after member's graduation

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Office Building Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to system manager at above address. Information request must contain Navy member's full name, military status, and social security number. Requestor may visit

above address and must have military identification card or valid state driver's license and social security card as positive proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Disbursing Officer, Reserve members, BUPERS, and COMNAVMEDCOM

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07220-2

SYSTEM NAME:

Retired Pay System

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former members of the Navy and Reservists receiving Retired or Retainer Pay; Survivors of members or reservists requesting Survivor Benefit Plan, Retired Serviceman's Family Protection Plan or Minimum Income Widow payments; Individuals eligible for National Oceanic and Atmospheric Administration retirement payments.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual retired pay and annuity pay records, statements of service, retirement orders, survivor benefit plan elections, w-4 and w-2 data, allotment data, death certificates, applications for annuities, correspondence from or to the member or annuitant or third parties relating to an individual account, documentation of mass change, e.g., cost of living increase, due to legislative change.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 USC Subtitle C

PURPOSE(S):

To compute retirement and annuity payments and to investigate and reconcile any underpayments, overpayments or claims. Data is used for fiscal reports and the extraction and compilation of statistical analyses and reports for management studies for internal use as required by the Department of Defense.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Data in this system is used for fiscal reports and the extraction and compilation of statistical analyses and reports for management studies for use externally required by Department of Labor, Department of Commerce or by other government agencies.

Records may be released to the Comptroller General or any of his authorized representatives in the course of the performance of duties of the Comptroller General. To the General Accounting Office for audits and determinations relating to military pay entitlements expenditures and accounting procedures.

To the Department of Treasury in connection with check or Electronic Fund Transfer (EFT) payment issuance.

To the Veterans Administration in regard to Disability and Severance Pay and educational benefits.

To the Social Security Administration for FICA Wage reporting.

To the Internal Revenue Service and state and local taxing authorities for computing or resolving tax liability.

To the Federal Reserve Banks for the distribution of payments made through the Direct Deposit System, to financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accouunts, and federal, state, or local government agencies when payments received through the Retired Pay system impact payments or benefits issued by those agencies and/or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget.

To designated beneficiaries of deceased member.

To the American Red Cross, Navy Relief Society, or U.S.O. personnel for assistance to the member or annuitant.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape, and disc files, microfilm and file folders.

RETRIEVABILITY:

Social security number and member's name

SAFEGUARDS:

The on-line system contains the following safeguards: a. Physical access to CRT data entry terminals is under supervisory control. b. Access to central computer mainframe, other peripheral equipment and tape and disc storage is strictly controlled. Individuals must sign in and be authorized admittance before access. c. Individual user identification codes and passwords are used to control access to automated records. d. Reports are issued that are used to help monitor individuals accessing the system. Access to microfiche and microfiche readers and the respective data are maintained by supervisory control. During non-working hours, offices where records are stored are locked.

RETENTION AND DISPOSAL:

Records are retained for ten years after death of retiree or annuitant then shipped to a Federal Records storage facility. NOAA accounts are dropped upon retiree's death.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to system manager at above address. Information request must contain Navy member's full name and social security number.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Field disbursing offices, Navy Military Personnel Command, Navy Reserve Personnel Center, individual members, annuitants, financial organizations, designated guardians and conservators of retirees or annuitants, Veterans Administration, Social Security Administration, Office of Personnel Management, Internal Revenue Service, and federal, state, and local courts.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07220-3

SYSTEM NAME:

Reserve Pay System

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active reservists drilling in pay units

CATEGORIES OF RECORDS IN THE SYSTEM:

Performance entitlements, monthly and yearly pay, and personnel data needed for pay computation and issuance

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code Chapter 11

PURPOSE(S):

This information is used by officials and employees of the Navy Finance Center to issue checks and leave and earnings statements, investigate claims and overpayments, and to prepare financial reports. This information may be used by officials and employees in the Department of Defense, and the Naval Military Personnel Command to assist in updating, verifying or correcting their records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Internal Revenue Service and state or local tax authorities for use in computing or resolving member's tax liability.

To the Social Security Administration to determine member's coverage under that program.

To the Department of the Treasury for issuance of checks.

To the Veterans' Administration or to the Navy Family Allowance Activity when needed to process cases in the courts upon court order.

To the designated beneficiaries of deceased members.

To federal, state, or local government agencies when payments received through the Reserve Pay System impact on payments or benefits issued by those agencies and/or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget.

To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and file folders

RETRIEVABILITY:

Social security number and name

SAFEGUARDS:

Guards, personnel screening, requestor codes

RETENTION AND DISPOSAL:

Microfilm record kept indefinitely in safekeeping

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to system manager at above address. Information request must contain Navy member's full name and social security number.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Disbursing Officers, individual members, BUPERS, and IRS.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07220-4

SYSTEM NAME:

Naval Reserve Officer Training Corps Pay System

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

NROTC students until time of commissioning

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel and entitlement data necessary for computation of pay entitlements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U. S. Code, Chapter 103 and Public Law 88-647.

PURPOSE(S):

This information is used by officials and employees of the Navy Finance Center to issue checks and leave and earnings statements, investigate claims and overpayments, and to prepare financial reports. This information may be used by officials and employees in the Department of Defense, and the Navy Military Personnel Command to assist in updating, verifying or correcting their records or to process cases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Internal Revenue Service and state or local tax authorities for use in computing or resolving member's tax liability.

To the Social Security Administration to determine member's coverage under that program.

To the Department of the Treasury for issuance of checks.

To the Veterans' Administration or to the Navy Family Allowance Activity when needed to process cases.

To the courts upon court order.

To the designated beneficiaries of deceased members.

To federal, state, or local government agencies when payments received through the Naval Reserve Officer Training Corps Pay System impact on payments or benefits issued by those agencies and/or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget.

To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and file folders

RETRIEVABILITY:

Social Security account number and member name

SAFEGUARDS:

Guards, personnel screening, requestor codes

RETENTION AND DISPOSAL:

Original shipped to safekeeping for permanent retention.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to system manager at above address. Information request must contain Navy member's full name, military status, and social security account number. Requestor may visit above address and must have military identification card or valid state driver's license and social security card as positive proof of identity.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Disbursing Officer, Member, BUPERS, CNETO, and IRS.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07220-5

SYSTEM NAME:

Joint Uniform Military Pay System (JUMPS)

SYSTEM LOCATION:

(Decentralized) Navy and Marine Corps disbursing offices, i.e., Personnel Support Activities, Personnel Support Detachments, Disbursing Officers Afloat, and the Navy Finance Center. Specific activities are identified in Appendix B of Volume IV, Navy Comptroller Manual and addresses are contained in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Navy Personnel on active duty and individual recipients of allotments of Navy Personnel (active duty and retired)

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual Leave and Earnings Statements, Personnel Financial Records, substantiating documentation submitted via OCR documents, tape input or direct on-line CRT entry which authorized credits and deductions of pay entitlements and withholding of Federal income tax, Federal Insurance Contribution act (FICA) payments, and Servicemen's Group Life Insurance, state and local taxes, or other deductions. Other records include Internal Revenue Form w-2's, money lists, pay receipts, check and distribution lists, allotment authorizations and associated files, absentee and deserter lists, miscellaneous correspondence requesting or providing pay information, Commanding Office Leave Lists and microfilm and microfiche records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Titles 10 and 37 U.S.C.

PURPOSE(S):

To maintain and distribute Leave and Earning Statements; determine and audit pay entitlements or deductions; compute, pay and report payments; determine budgets and appropriation requirements; commence and terminate allotments; determine amounts subject to fines, forfeitures or detentions of pay in connection with non-judicial punishment and courts-martial and distribution of payments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Comptroller General or any of his authorized representatives in the course of the performance of duties of the Comptroller General or the General Accounting Office in the audit and determinations relating to military pay entitlements, expenditures and accounting procedures.

To the Department of the Treasury in connection with check of Electronic Fund Transfer (EFT) payment issuance.

To the Veterans Administration in regard to Disability and Severence Pay and Educational benefits; the Social Security Administration for FICA Wage reporting.

To the Internal Revenue Service and state and local taxing authorities for computing or resolving tax liability.

To the Federal Reserve Banks for the distribution of payments made through the Direct Deposit System.

To financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts.

To federal, state, or local government agencies when payments received through the JUMPS system impact payments or benefits issued by those agencies or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget.

To the American Red Cross, Navy Relief Society, or U.S.O. for personal service to the member or allotment recipient.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Personal Financial Records containing Leave and Earnings Statements, which are paper records, are stored in wooden or metal boxes or cabinets. Copies of Leave and Earnings Statements and supporting documents are stored in file folders and cabinets or on micro-film or microfiche. Automated records are stored on magnetic tapes, discs and punched cards.

RETRIEVABILITY:

Automated records are retrieved by Social Security Number and name. Documents are retrieved by ssn or by an assigned internal document control number.

SAFEGUARDS:

Outside of normal working hours Personal Financial Records with Leave and Earnings Statements are secured in safes, vaults or locked cabinets. Substantiating documents and microfilmed records are retained in unlocked cabinets. During non-working hours, offices where the above-mentioned records are stored are locked.

The safeguards in the on-line automated system include the following controls: a. Physical access to CRT data entry terminals is under supervisory control. b. Access to central computer main frame, other peripheral equipment and tape and disc storage is strictly controlled. Individuals must sign in and be authorized admittance before access. c. Individual user identification codes and passwords are used to control access to automated records. d. Reports are issued that are used to help monitor the system to determine individuals who are accessing data.

Access to microfiche and microfiche readers and the respective data are maintained by supervisory control.

RETENTION AND DISPOSAL:

Personal financial records containing the twelve most recent leave and earning statements are retained by the Personnel Support Detachment or

disbursing office servicing the Command to which the member is assigned. Copies of originating documents are retained by the local command for one year after submission and then destroyed. A central automated file is maintained for all active duty Navy personnel at the Navy Finance Center, Cleveland. Following a member's separation or retirement from the Navy, the member's Personal Financial Record is forwarded to the central site-Navy Finance Center, Cleveland, where it is retained for approximately two months pending individual claims and is then forwarded to the Federal Records Center. The member's Master Pay Account is retained at the central site for six months following a member's separation or retirement at which time it is purged from the computer file, microfilmed, and forwarded to the Federal Records Center. Substantiating documents are microfilmed and retained at the central cite for one year and then forwarded to the Federal Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller of the Navy, Chief of Naval Personnel, Commander Navy Accounting and Finance Center, Commanding Officer Navy Finance Center.

NOTIFICATION PROCEDURE:

Individuals can be informed of any records maintained within the system by identifying themselves to the Personnel Support Detachment servicing that Command. The member may identify himself by presenting his military identification card. Former members may request information from the Navy Finance Center, Cleveland.

RECORD ACCESS PROCEDURES:

Individuals, properly identified, may request any information pertaining to their pay from their Personnel Support Detachment. If the requested information is not available locally, the disbursing officer will obtain the information from other sources, i.e. member's previous duty stations or the Navy Finance Center, Cleveland.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned may be obtained from the SYSMANGER.

RECORD SOURCE CATEGORIES:

Local Personnel Support Detachments and other disbursing and personnel offices, the Veterans Administration, the Navy Military Personnel Command, various taxing agencies, individual members and recipients of allotments and various Navy procedures and entitlements manuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07220-6

SYSTEM NAME:

Midshipman Pay System

SYSTEM LOCATION:

Primary - Superintendent, Naval Academy, Annapolis, MD 21402; decentralized segments - Commanding Officer, Navy Regional Finance Center, Washington, D.C. 20371, Commanding Officer, Navy Finance Center, Cleveland, OH 44199, and Commander, Naval Military Personnel Command (Code H-13), Navy Department, Washington, D.C. 20370.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Midshipmen of the U.S. Naval Academy, Annapolis, Maryland.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains automatic data processing pay accounts of all Naval Academy Midshipmen. Document flow is controlled by use of a Midshipmen Payroll Change form. Controls over the system are maintained by use of a Midshipmen Payroll Control Register. Input source documents include (1) letter authority from the Superintendent to the Midshipmen Pay Offices to open the pay (2) documents to substantiate credits of advances for initial clothing and equipment issues, commuted rations, refunds for clothing turn-in, and discharge payments (3) letters from the Commandant of Midshipmen to the Midshipmen Pay Officer containing listings of names and amounts to the checked for personnel services (4) documents to substantiate checkages for liquidation of clothing and equipment advances, store bills of midshipmen subscriptions to magazines, musical concerts, etc., and (5) required deductions for Federal Tax and FICA Tax. Output documents include printouts of (1) Midshipmen Monthly Pay Accounts (2) Midshipmen Debit and Credit Explanation Register and (3) Midshipmen Yearly Pay Account. Payroll money lists which substantiate payments made and travel payment vouchers are also in files. Monthly financial returns are submitted to the Navy Regional Finance Center, Washington, D.C. for consolidation with the accounts of that office and are then forwarded to the Navy Finance Center Cleveland, Ohio in accordance with procedures prescribed in NAVCOMPT Manual, par. 048090. Copies, of the financial returns are therefore, on file in these offices. In addition, copies of documents supporting Federal Income and FICA Taxes withheld are forwarded to the Commander, Naval Military Personnel Command (Code H-13).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act Amendments of 1949 (10 U.S.C. 5060).

PURPOSE(S):

To accurately and efficiently maintain the pay accounts of Naval Academy Midshipmen; to pay and account for payments and collection of Naval Academy Midshipmen.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Internal Revenue Service and the Social Security Administration for reporting wages, FICA tax and federal tax paid.

To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Midshipmen Pay Office - Computer print-outs. ADP Office - Computer magnetic tapes.

RETRIEVABILITY:

Retrieved by Alfa Codes assigned to each midshipmen.

SAFEGUARDS:

Only Midshipmen Disbursing Office personnel are authorized access to records of that office. Only the computer operations are authorized access to the computer tapes. The computer area is restricted and computer tapes are locked in fireproof safes when not in use.

RETENTION AND DISPOSAL:

Pay information on the computer tapes is retained for 30 days and the tapes are then reused. Tapes containing Federal Income Tax and FICA Tax information are retained for 1 year until the required reports are rendered. The tapes are then reused. Retained copies of Midshipmen Pay Office forms are disposed of as follows: 1. Midshipmen Payroll Control Register - retain for 2

years and destroy. 2. Midshipmen Payroll Change - retain for 6 months and destroy. 3. Midshipmen Monthly Pay Account - retain for 4 years, from admission of each class through month following its graduation and destroy. 4. Midshipmen Debit and Credit Explanation Register - same as 3, above. 5. Midshipmen Yearly Pay Account - same as 3, above. Other disbursing records and financial returns are retained 4 years follow period covered by the account and transferred to the Federal Records Center in accordance with SECNAV Instruction P5212.5b.

SYSTEM MANAGER(S) AND ADDRESS:

Overall policy and procedurs - Comptroller of the Navy; primary - Superintendent, Naval Academy; decentralized segments - Commanding Officer, Navy Regional Finance Center, Washington, D.C., Commanding Officer, Navy Finance Center, Cleveland, Ohio and Chief of Naval Personnel (Code H-13) Washington, D.C.

NOTIFICATION PROCEDURE:

Individuals can be informed of any records maintained in the system by identifying themselves to Midshipmen Pay Office. Members must present his identification card to obtain requested information.

RECORD ACCESS PROCEDURES:

Midshipmen are issued a monthly earnings statement. All information concerning credits and checkages of pay and allowances are contained in the statement. Additional required information relative to miscellaneous changes reflected on the statement may be obtained from the individual Academy activity which reported the changes to the Midshipmen Pay Office upon presentation of his identification card.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Members service record on file in the Midshipmen Personnel Office and those documents contained in RECORD-CATEGORY, above.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07220-7

SYSTEM NAME:

Travel Pay System

SYSTEM LOCATION:

Decentralized, maintained by Navy disbursing offices; a list is available from:

Commander
Navy Accounting and Finance Center
(NAFC-44)
Washington, D.C. 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person, government or private, who submits a request for payment of a travel advance or travel claim to a Navy disbursing office.

CATEGORIES OF RECORDS IN THE SYSTEM:

Public vouchers; substantiating documents such as travel orders and expense receipts; card file or log book; automated records stored on magnetic program cards, tapes, disks, drums or punched cards utilized to control receipt and disposition of travel claims; suspense files, pay adjustments authorization, and payroll checkages utilized for control and follow-up on travel advances; debtor information records; and correspondence relating thereto.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To reimburse any person, government or private, for travel expenses and to record, account and report for government funds. To provide a historical file and audit trail for travel payments made by the Navy; to provide a means to respond to inquiries from travelers on status of claims; to control travel advances to insure liquidation; and to provide a means for collection in cases of over advances.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

DISCLOSURE TO CONSUMER REPORTING AGENCIES

Pursuant to the Privacy Act of 1974 (5 U.S.C. 552a(b)(12)), debtor information may be released to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic program cards, disk, tape, hard copy forms, paper records in file folders, index cards or log books.

RETRIEVABILITY:

Travel claims which are computed with automatic data processing equipment are retrieved by using the SSN. Manually computed travel claims are retrieved by disbursing office voucher number and SSN. Card index files and log books are retrieved by name and SSN.

SAFEGUARDS:

The safeguards in the automated system include the following controls; (1) Physical access to video display terminals is under strict supervisory control, (2) Access to the computer peripheral equipment, program cards, tapes and disk storage is strictly controlled, (3) Individual user identification codes and passwords are used to control access to automated records, (4) Reports are issued that are used to help monitor the system to determine individuals who are accessing data, (5) Output products and storage media are stored in locked cabinets or rooms with building or military base security, (6) Positive identification is established prior to releasing personal information to an individual, and (7) Output products and storage media are labeled to warn individuals that they contain personal information subject to the Privacy Act(e.g., Personal Data-Privacy Act of 1974). Access is authorized to personnel engaged in travel claim processing, supervisory or management personnel, and inspectors, auditors, investigators. Travelers are authorized access to their own travel records; fund administrators are authorized access to records pertaining to their own funds.

RETENTION AND DISPOSAL:

The automated record is retained no longer than one year following the final settlement of a travel claim. Records recorded on magnetic program cards, tapes, disks, and drums will be disposed of by degaussing or erasing. A history/inactive hard copy file is maintained no longer than four years. Records may be moved to a regional Federal Records Center depending on local storage capability.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Navy Accounting and Finance Center, (Code NAFC-44), Washington, DC 20376. A list of the Navy disbursing offices is available from the Systems Manager.

NOTIFICATION PROCEDURE:

If the individual is a traveler and knows the location of the Navy disbursing office processing his/her travel claim, direct contact with that office is sufficient. If unknown, or the inquirer is not a traveler, the inquiry should be submitted to the Commander, Navy Accounting and Finance Center, address above. Requestor should provide full name, social security number, whether military or civilian, and, if possible, disbursing office voucher number, dates of travel, and date and location of travel claim or travel advance submission. An individual is permitted to visit any Navy disbursing office to which he/she has submitted an advance or claim. Military identification card or civilian identification such as driver's license is sufficient.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Travel advances and travel claims are filed by individuals who provide information (name, SSN, etc) on themselves. Supporting documentation is obtained from the associated travel order, employing commands, service providers (e.g., receipt of taxis), and Navy disbursing offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07230-1

SYSTEM NAME:

Navy Standard Civilian Payroll System (NAVSCIPS)

SYSTEM LOCATION:

Decentralized, maintained by 72 Navy and 1 Marine Corps civilian payroll offices; a list is available from:
Commander
Navy Accounting and Finance Center
(NAFC-42)
Washington, D.C. 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees who are employed by Navy and Marine Corps Activities and are paid from appropriated funds

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual civilian pay records, retirement records and leave records, applications for leave; overtime authorizations; substantiating documents such as personnel action forms effecting new appointments, separations, promotions, demotions, and deduction changes; Internal Revenue Service Form W-4; State and City tax information; authorizations for deductions, i.e., savings bonds, group life insurance, health benefits, overpayments, indebtedness to the Government; court orders for garnishment of wages for child support and alimony payments; allotments, i.e., union dues, charity contributions, savings allotments, special allotments for overseas employees; tax levies; claims; award payments; special pay; allowances and differentials, and case files which contain requests for waiver of erroneous payment of pay for civilian employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5301, Pay Rates and Systems, Pay Comparability System Policy

PURPOSE(S):

To pay Navy and Marine Corps civilian employees, maintain leave and retirement records and to record, report and account for government expenditures for personal services. To provide time and attendance information to individual employees and management; and to provide audit trails for GAO, Navy Area Audit, and internal audit procedures; to provide federal, state, and city tax information to appropriate authorities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Office of Personnel Management related to retirement information and monies for computation of annuities. Provides other data, as required for special studies.

To officials and employees of the Department of the Treasury in connection with check issuances.

To officials and employees of the Veterans Administration regarding Disability or Severence Pay Entitlement.

To officials and employees of the Social Security Administration for FICA and FITW wage reporting.

To state and local tax authorities for computing or resolving tax liability.

To state employment agencies which require wage information to determine eligibility for unemployment compensation benefits of former employees.

To financial organizations to provide lists of those employees who make deposits and the amount of the deposit to each financial organization.

To officials of labor organizations who are recognized under E.O. 11491, as amended, with information as to the identity of employees contributing dues each pay period and the amount of dues withheld from each contributor.

To the General Accounting Office, for waiver of overpayments of pay which are forwarded to them for adjudication.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, disc, microfilm/microfiche and punched cards. Manual records on manual card files and in file folders.

RETRIEVABILITY:

By name, social security number, or locally assigned identification number.

SAFEGUARDS:

Locked fireproof cabinets for retirement records. Metal cabinets for manual payroll and leave records within locked rooms. The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Manual records and computer printouts are available only to personnel engaged in payroll processing, auditors, investigative officials and management personnel.

RETENTION AND DISPOSAL:

Payroll records are maintained on-site for 6 years, then shipped to Federal Record Center where they are retained for 56 years.

Leave Records - same as above, except held by Federal Record Center for 10 years.

Retirement Registers - same as above, except are destroyed rather than sent to Federal Record Center. Retirement records are maintained until employee separates; if he goes to another Navy or Marine Corps activity, retirement records are sent to that activity; if he

goes to another agency or separates, sent to OPM.

SYSTEM MANAGER(S) AND ADDRESS:

Overall policy and procedure for the Civilian Payroll System are established by the Commander, Navy Accounting and Finance Center, Washington, D.C. 20376. A list of the system managers by payroll activity is available from Navy Accounting and Finance Center (NAFC-42).

NOTIFICATION PROCEDURE:

Civilian employees can directly contact the system manager of his payroll activity. If unknown, the inquiry should be submitted to the Commander, Navy Accounting and Finance Center, address above. Requestor should provide full name, social security number, identification number, if applicable, activity where employed and information desired. An individual can visit his payroll office on any matter concerning his pay.

RECORD ACCESS PROCEDURES:

Employees have access to their individual pay, leave and retirement records. The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Standard Form 50's (Personnel actions), time and attendance records, applications for leave and overtime authorizations, retirement records, federal state and tax forms, deduction authorizations, allotment authorizations, court orders for garnishment of wages for child support and alimony payments.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07240-1

SYSTEM NAME:

Commercial Invoice Payments History System

SYSTEM LOCATION:

Decentralized, maintained by Navy disbursing offices; a list is available from:
Commander
Navy Accounting and Finance Center
(NCF-5)
Washington, D.C. 20376

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, government or private, who submits a request for payment to Navy disbursing offices for goods and/or services rendered.

CATEGORIES OF RECORDS IN THE SYSTEM:

Public vouchers; substantiating documents such as invoices, receipt documents, inspection reports, procurement instruments, contract index files, assignment documents, machine listings, government bills of lading, transportation requests, meal tickets; magnetic tape, disk files, roll microfilm, microfiche; and related correspondence files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To provide a record of all disbursements made on commercial invoices by Navy disbursing offices; provides an audit trail of commercial invoice payments made by the Navy; provides a means to respond to inquiries from individuals on status of invoices and contracts; provides a means of detecting and precluding duplicate payments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders; computer magnetic tapes; roll microfilm, microfiche.

RETRIEVABILITY:

Retrieved by disbursing office voucher number for paid invoices; retrieved by procurement instrument identification number for contractors by contract index cards; retrieved by name of individual from machine listings. Information in disbursing office voucher file and microfilm/microfiche can be retrieved by name through search process if billing/submission date is known.

SAFEGUARDS:

Locked cabinets or rooms, with building or military base security. Access authorized to designated personnel engaged in commercial invoice processing, supervisory or management personnel, and inspectors, auditors, investigators. Individuals are authorized access to their own payment history file; fund administrators are authorized access to records pertaining to their own funds.

RETENTION AND DISPOSAL:

Records are maintained for four years. Records may be moved to a regional Federal Records Center depending on local storage capability. No standard means for destruction exists.

SYSTEM MANAGER(S) AND ADDRESS:

Commercial invoice payment history requirements are prescribed by the Comptroller of the Navy in its Manual (NAVSO P-1000); a list of Navy disbursing offices authorized to pay invoices can be obtained from the Commander, Navy Accounting and Finance Center (NCF-5), Washington D.C. 20376.

NOTIFICATION PROCEDURE:

If the individual knows the location of the Navy disbursing office holding his/her invoice payment history, direct contact with that office is sufficient. If location is unknown, the inquiry should be directed to the Commander, Navy Accounting and Finance Center, address above. Inquirer should provide full name, social security number, whether military or civilain, contract or purchase order number and, if possible, disbursing office voucher number, invoice date, number and amount. An individual is permitted to visit any Navy disbursing office to which he/she has submitted an invoice for payment. Identification should include military identification card, civilian identification such as driver's license and company or agency affiliation. Access to classified contracts requires confirmation of security clearance and need to know.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Commercial invoices are filed by individuals who provide information on themselves. Supporting documentation is obtained from employing company,

material/service providers and receivers and Navy disbursing offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07300-1

SYSTEM NAME:

Relief of Accountable Personnel From Liability For Losses of Public Funds

SYSTEM LOCATION:

Office of the Judge Advocate General (Code 12), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Accountable Navy and Marine Corps military and civilian disbursing personnel and collection agents who request relief from liability for losses of public funds in their custody.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of requests submitted by individuals of the above-stated category for grant of relief from liability, together with information voluntarily furnished by the affected individuals concerning the circumstances of losses of funds in their custody, and additional information derived from investigatory and audit reports and comments of forwarding endorsers concerning circumstances of losses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 95a., 82a-1, 82a-2;
5 U.S.C. 301
44 U.S.C. 3101

PURPOSE(S):

To determine within the Department of the Navy and GAO as to whether the circumstances of particular losses of public funds warrant granting accountable individuals' requests for relief from liability.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders.

RETRIEVABILITY:

By name of individual requesting relief.

SAFEGUARDS:

Files are maintained in file cabinets under the control of personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

RETENTION AND DISPOSAL:

Records are permanent and are retained indefinitely in the Office of the Judge Advocate General. However, after three years, name indexes are destroyed, eliminating the capability for retrieval by the names of individuals. Thereafter, they are retrievable only by topical indexes arranged according to the legal issues involved.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332

NOTIFICATION PROCEDURE:

Information may be obtained by written request to the system manager stating the full name of the individual concerned and the approximate date on which relief was requested. Written requests must be signed by the requesting individual. visits may be made to: Civil Affairs Division (Code 12), Office of the Judge Advocate General, Room 9N11, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Armed forces identification card or state driver's license is required for identification.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information in the system is furnished partly by the individual requesting relief, and is supplemented by reports of Department of the Navy audits and investigations pertaining to the particular losses of funds involved. Additional amplifying information is typically furnished by officers forwarding requests to the Secretary of the Navy.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE.

N07300-2

SYSTEM NAME:

Resource Accounting and Project Tracking System (RAPTS)

SYSTEM LOCATION:

Navy Fleet Material Support Office, P. O. Box 2010, Mechanicsburg, Pennsylvania 17055.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All currently employed civilian and military personnel of the Navy Fleet Material Support Office. May include private contractors who work on Navy Fleet Material Support Office projects.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, social security number, pay number, grade, step, job title, job series, military or civilian designator, organizational code, leave schedule, hourly rate of pay, civilian position description number, pay plan, veteran preference, service computation date, supervisory designator, tenure group, exemption code, target grade.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301

PURPOSE(S):

To monitor the current status of projects under development at the Navy Fleet Material Support Office; to report status and labor charges against functional cost accounts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disk, magnetic tape and hard copy forms.

RETRIEVABILITY:

RAPTS users obtain information by means of query or standard batch reports. Data may be indexed by any data items with entry keys using employee organization, sort key and employee initials.

SAFEGUARDS:

Access to computer room after hours is controlled by card key and pass

number locking device. The system is protected by the following software feature: password sign-on.

RETENTION AND DISPOSAL:

All active records are stored on random access files. Once a project is complete, all data for that project is moved to a history file which is maintained on magnetic tape. Project record data is maintained for three years in the history file. After three years the project record will be erased.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, Navy Fleet Material Support Office, P. O. Box 2010, Mechanicsburg, Pennsylvania 17055.

NOTIFICATION PROCEDURE:

Information should be obtained from the System Manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the civilian personnel files of the Consolidated Civilian Personnel Office, Mechanicsburg, Pennsylvania and from the individual to whom it applies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N07320-1

SYSTEM NAME:

Property Accountability Records

SYSTEM LOCATION:

At all activities

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Department of the Navy employee (military or civilian) receiving government property for which he must sign a receipt.

CATEGORIES OF RECORDS IN THE SYSTEM:

The receipts maintained are any of the following: logbooks, property passes, custody chits, charge tickets, sign out cards, tool tickets, sign out forms, photographs, charge cards, or any other statement of individual accountability for receipt of government property.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

To identify individuals to whom government property has been issued.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The receipts may be maintained in any of the following formats: logbooks, property passes, custody chits, charge tickets, sign out cards, tool tickets, sign out forms, photographs, charge out cards or any other statement of individual accountability for receipt of government property.

RETRIEVABILITY:

Retrievability may be by any of the following: name, badge number, tool number, property serial number, or any other locally determined method of property receipt accountability.

SAFEGUARDS:

The receipts are unclassified.

RETENTION AND DISPOSAL:

Retention of receipts for property is at the discretion of the local activity responsible for the property being issued.

SYSTEM MANAGER(S) AND ADDRESS:

Overall policy official: no designated official. The system manager is the commanding officer or officer in charge of the activity where the property accountability records are maintained.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether system records contain information pertaining to them may do so by making application to the commanding officer or officer in charge of the activity where the receipts are located. Individuals making application must have a Department of the Navy approved identification card.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is collected directly from the subject individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07401-1

SYSTEM NAME:

Bingo Winners

SYSTEM LOCATION:

Decentralized, maintained at Navy and Marine Corps stateside and overseas bases, where bingo is authorized and played. Inquiries should be addressed to the local activity or to the:

Chief of Naval Personnel (Pers-7)
Bureau of Naval Personnel
Washington, D.C. 20370 (for naval activities); and the
Commandant of the Marine Corps (MSMS)
Washington, D.C. 20380 (for Marine Corps activities).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual U.S. citizens 18 years of age and older who are paid monies/prizes of 1,200 or more for one-time winnings associated with bingo.

CATEGORIES OF RECORDS IN THE SYSTEM:

Bingo payout control sheet indicating individual name, grade, SSN, duty station, dates and amounts of bingo monies paid.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5031; Section 6041, Internal Revenue Code; BUPERSINST 1710 series; Manual for Messes Ashore, NAVPERS 15951; MCO P-1745.15 series; and NAVSO P-3520.

PURPOSE(S):

Navy and Marine Corps shore activities use this file (where bingos have been authorized) to account for and control monies and items of merchandise paid to individual winners of bingo games and as a basis for IRS

Forms W-2G and 5754, reporting on individuals whose one-time winnings are

1,200 or more. To provide a means of paying, recording, accounting for, reporting, and controlling expenditures and merchandise inventories associated with bingo games.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records maintained in file cabinets located in a secure area.

RETRIEVABILITY:

Individual control sheets. Individual IRS Form W-2G by name and SSN.

SAFEGUARDS:

Records are kept in occupied rooms which are locked during non-working hours.

RETENTION AND DISPOSAL:

Records are maintained on site for 3 years and then shipped to the Federal Records Center in accordance with SECNAVINST 5212.5 series.

SYSTEM MANAGER(S) AND ADDRESS:

Overall policy and procedures for the bingo operations are contained in NAVSO P-3520, BUPERINST 1710 series and MCO P-1746.15 series. A list of system managers by activity is available from the Chief of Naval Personnel (Pers-7) for Navy managers and the Commandant of the Marine Corps (MSMS) for Marine Corps managers.

NOTIFICATION PROCEDURE:

Individuals are notified via IRS Form W-2G if their one-time bingo winnings are

1,200 or more. An individual can contact the applicable systems manager on matters concerning their bingo winnings.

RECORD ACCESS PROCEDURES:

Individuals have access to information applicable to their individual bingo winnings. Officials such as the IRS have access to information applicable to all bingo winners. Access is through the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Bingo payout control sheets.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07430-1

SYSTEM NAME:

Accounts Receivable System

SYSTEM LOCATION:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have been paid more funds by the Department of the Navy than to which they were legally entitled.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation which established overpayment status, financial status affidavit, payment record, credit reference, and miscellaneous correspondence to and from the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

80 Stat 308 and 88 Stat 393, Federal Claims Collection Act of 1966 (P.L. 89-508) and Debt Collection Act of 1982 (Pub. L. 97-365).

PURPOSE(S):

To maintain an automated tracking and accounting system for individuals indebted to the Department of the Navy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

If any account is delinquent and circumstances warrant, records may be released to the General Accounting Office and the Department of Justice for collection action. Data on individuals with delinquent accounts may be given to credit reporting agencies for the purpose of either adding to a credit history file or obtaining a credit history file; to asset reporting agencies for obtaining an asset report; and, to commercial collection agencies for collection action, in accordance with Debt Collection Act of 1982 (Pub. L. 97-365).

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, magnetic tape, disc, microfiche

RETRIEVABILITY:

Social security number and individual's name

SAFEGUARDS:

Personnel screening, requester codes

RETENTION AND DISPOSAL:

Files of accounts which are paid in full will be maintained for 3 years after final payment. Other files will be maintained for 6 years after termination of collection action.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to the system manager at the above address. Information request must contain individual's full name and should include the Social Security number.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Disbursing officers, credit bureaus, the individual, Internal Revenue Service, Postmasters, Veterans Administration, Bureau of Motor Vehicles.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N07431-1

SYSTEM NAME:

Savings Deposit

SYSTEM LOCATION:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy members still declared missing in action in the Vietnam conflict.

CATEGORIES OF RECORDS IN THE SYSTEM:

Members records reflecting account balances

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 89-538

PURPOSE(S):

To credit interest and to clear accounts upon termination. Records will be furnished to Navy Family Allowance Activity and other Department of Defense agencies servicing families of persons still having active accounts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Internal Revenue Service upon termination of account.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and file folders

RETRIEVABILITY:

Social security number and member name

SAFEGUARDS:

Guards, personnel screening, and specific requestor codes

RETENTION AND DISPOSAL:

Upon closing of account, records are shipped to FRC and destroyed after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

NOTIFICATION PROCEDURE:

Individuals may write to system manager at above address. Only the member or executor or beneficiary of estate will be provided information. Individual's name and social security number are required. Persons wishing to view records in person must report to the Navy Family Allowance Activity, Room 967, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Member's initial request, adjudicators in Central Accounts Department.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N07600-1

SYSTEM NAME:

NIF RDT&E Standard Automated Financial Systems (STAFS)

SYSTEM LOCATION:

Naval Industrial Fund Research, Development, Test and Evaluation Activities (NIF RDT&E): (1) Naval Air Development Center (NADC), Warminster, Pennsylvania; (2) Naval Coastal Center (NCSC), Panama City, Florida; (3) Naval Surface Weapons Center (NSWC), Dahlgren, Virginia; (4) David W. Taylor Naval Ship Research and Development Center (DTNRDC), Bethesda, Maryland; (5) Naval Ocean Systems Center (NOSC), San Diego, California; (6) Naval Underwater Systems Center (NUSC), Newport, Rhode Island; (7) Naval Weapons Center (NWC), China Lake, California; (8) Naval Air Engineering Center (NAEC), Lakehurst, New Jersey; (9) Naval Air Propulsion Center (NAPC), Trenton, New Jersey; (10) Naval Air Test Center (NATC), Patuxent River, Maryland; (11) Pacific Missile Test Center (PMTC), Pt. Mugu, California; (12) Civil Engineering Laboratory (CEL), Pt. Hueneme, California; and (13) Naval Research Laboratory (NRL), Washington, DC. Offical mailing addresses are in the Navy's Address Directory in the appendix to the Navy Department's systems notices appearing in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records of present, former, and prospective military personnel assigned to, and civilian personnel employed by the 13 activities listed above.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel, payroll, travel and locator records, and work history for billing for services provided to other naval activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C 2208, Title IV

PURPOSE(S):

To prepare rosters and locator lists; to contact appropriate personnel in emergencies; for continuity of operations, planning and execution of functions; to make determinations of clearance for access control, budget and manpower control; to maintain minority and occupation statistics, labor costing, customer billing, watch bill preparation, civilian grade control, and similar administrative uses requiring personnel information; to reimburse travelers for travel expenses; to maintain a historic file and audit trail for payments made by the Navy; to respond to inquiries from travelers on status of claims; to control travel allowances and pay; to record and account for government expenditures for personal services of Navy employees; to maintain time and attendance information, and federal, state, and city tax information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, magnetic tape, magnetic disc.

RETRIEVABILITY:

By name, SSN, organization, job order, values and ranges of values, other relationships defined by the system manager.

SAFEGUARDS:

Password controlled system, file, and element access based on predefined need to know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers.

RETENTION AND DISPOSAL:

Records are retained locally for two years, shipped to remote storage for four years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to system manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals concerned, other records of the activity concerned, other records of activity supervisors, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N08370-1

SYSTEM NAME:

Weapons Registration

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals registering firearms or other weapons with station security officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Weapon registration records, weapon permit records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To assure proper control of weapons on Naval installations and to monitor and control purchase and disposition of weapons.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned, other records of activity, investigators, witnesses, correspondents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N09593-1

SYSTEM NAME:

Naval Environmental Training System (NETS)

SYSTEM LOCATION:

Naval Energy and Environmental Support Activity/Facilities Support Office (NEESA/FACSO), Naval Construction Battalion Center, Port Hueneme, California 93043.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy sewage treatment operators, and water treatment operators.

CATEGORIES OF RECORDS IN THE SYSTEM:

The NETS contains both data on treatment plants and treatment plant operations. Data includes social security number, name, treatment plant number and location, operators grade/rank, certification level, level of education, job experience (past and present), job title and number of years in direct responsible charge for the treatment plant(s). Additional data covers operator training, such as course number, title, content, location, total course hours, and date completed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12088 of 13 October 1978

PURPOSE(S):

To monitor the current status of Navy water/wastewater treatment plants and its operators.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disks, tapes and hard copy forms.

RETRIEVABILITY:

Users obtain information by means of a request via the NEESA Office, Port Hueneme, California.

SAFEGUARDS:

Access to the Construction Battalion Center is restricted at all times. The system is protected by the following software features: password sign-on, set and item authority for list, add, delete and update.

RETENTION AND DISPOSAL:

All data on a particular individual is maintained until he/she retires, dies or changes career. Data is updated every year. Records are retained on magnetic tapes. Records are erased from the tape during system updates if applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Facilities Engineering Command, (Code 112), 200 Stovall Street, Alexandria, Virginia 22332.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Data collected from each individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N10140-1

SYSTEM NAME:

Ration Card, Luxury Permit Record Cards

SYSTEM LOCATION:

Commander, U.S. Naval Activities, United Kingdom, Box 60, FPO NY 09510

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer, Enlisted and civilian component personnel

CATEGORIES OF RECORDS IN THE SYSTEM:

Ration Card/Luxury Permit holders are entered on a 5'X8' color coded cards, which are contained in boxes and maintained alphabetically. Ration Cards/Luxury Permit are registered in log, showing name of individual and number of Ration Card/Luxury Permit issued.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To establish strict control over persons entitled to acquire tax-free ration items; to ensure entitled personnel do not obtain more than one ration card/luxury permit, and for inspection by officers of Her Majesty's Commissioners of Customs and Excise, United Kingdom, with whom Ration Card and Luxury Permits program was originally negotiated by the U.S. military authorities. Accredited members of the Naval Investigative Service Office may have access, upon request.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All Ration Card/Luxury Permit records maintained on 5'X8' cards filed and listed in numerical order in logs.

RETRIEVABILITY:

Name

SAFEGUARDS:

Records held in file cabinets in space maintained by Enlisted Personnel Office during working hours and locked after working hours.

RETENTION AND DISPOSAL:

All records maintained for duration of tour of personnel concerned. Thereafter destroyed when ration card/luxury card destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, U.S. Naval Activities, United Kingdom, Box 60, FPO NY 09510

NOTIFICATION PROCEDURE:

Personnel presenting a valid military identification card or Department of Defense identification card at this office, can obtain viewing of all records pertaining to themselves. No procedures exist for providing this type of information by mail, nor is it normally required by individuals.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Not applicable

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N10140-2

SYSTEM NAME:

Privately-owned Tax-free Vehicle Record Cards. Tax-free Gasoline Record Cards.

SYSTEM LOCATION:

Commander, U. S. Naval Activities, UK, FPO NEW YORK 09510

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officers, enlisted and civilian component personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Privately-owned tax/free vehicles and owners are entered on type-written 8' x 5' white cards, which are contained in boxes and maintained alphabetically. Gasoline coupon records are maintained on individually-completed green 8' x 5' cards (3AF fORM 43) AND FILED ALPHABETICALLY. i.d. windscreen stickers registered in log, showing name of individual and sticker number allocated.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To establish strict control over persons entitled to acquire tax-free vehicles; to ensure entitled personnel do not obtain gasoline coupons in excess of their entitlement, and for inspection by officers of Her Majesty's Commissioners of Customs and Excise, United Kingdom, with whom the tax-free vehicle and gasoline program was originally negotiated by the U. S. military authorities. Accredited members of the Naval Investigative Services Office may have access, upon request.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All vehicle and gasoline records maintained on 8' by 5' cards. I. D. Stickers listed numerically in register.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Records held in file cabinets in space maintained by Law Center personnel when unsecured and locked when not so monitored.

RETENTION AND DISPOSAL:

All records maintained for duration of tour of personnel concerned. Thereafter destroyed when vehicle shipped out of the country or scrapped. Gas coupon records destroyed upon turn-in of unused coupons on departure of personnel.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, U. S. Naval Activities, UK (Staff Judge Advocate)

NOTIFICATION PROCEDURE:

Individuals presenting a valid military identification card or Department of Defense identification at the Office of the Staff Judge Advocate, U. S. Naval Activities, U. K., can obtain viewing of all records pertaining to themselves. No procedures exist for providing this type

of information by mail, nor is it normally required by individuals.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Application by member.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N10140-3

SYSTEM NAME:

Individual Merchandise Control Record

SYSTEM LOCATION:

Merchandise Control Offices:
U. S.Naval Station, Subic Bay, RP
U. S.Naval Air Station, Cubi Point, RP
U. S. Naval Communications Station Philippines, San Miguel, RP, and 3D Combat Support Group, Clark Air Base, RP.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual records are maintained on each person issued a ration card for purchasing purposes at the various bases in the Philippines.

CATEGORIES OF RECORDS IN THE SYSTEM:

Purchases of individuals while attached for duty and authorized to buy items during their tenure in the Philippines.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Military Bases Agreement and subsequent exchange of notes between the Governments of the United States of America and the Republic of the Philippines.

PURPOSE(S):

To monitor the purchases of individuals to insure they are not over expending their purchase limitations or abusing their tax-free privileges afforded them, plus to identify any possible blackmarketeering.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders

RETRIEVABILITY:

Name

SAFEGUARDS:

Only authorized employees allowed access to files, locked cabinets.

RETENTION AND DISPOSAL:

If no violations during tour - destroyed immediately upon detachment; if minor violations - destroyed after three months of detachment; if permanent revocation of privileges invoked - record kept indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Merchandise Control Officers, U.S.Naval Station, Subic Bay; U.S.Naval Air Station, Cubi Point; U.S. Naval Communcations Station Phil, San Miguel, RP, and 3D Combat Support Group, Clark Air Base, RP.

NOTIFICATION PROCEDURE:

Individual must fill out merchandise control information form upon requesting a ration card be issued. Info provided merchandise control officers. Requester must provide merchandise control officer with his name, rank/rate/GS rating, marital status, number of dependents, age of dependents, name of parent command attached to in the Phillipines, social security number, name of dependents; individual can visit merchandise control office applicable to their command for record maintenance. Military ID card required.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Personal data of individual and dependents

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N10140-4

SYSTEM NAME:

USAREUR/USAFE Ration Card

SYSTEM LOCATION:

U.S. Naval Radio Station, FPO New York 09516.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

USN personnel and their dependent wives and children over 18 years of age, who are stationed at U.S. Naval Radio Station, FPO New York 09516.

CATEGORIES OF RECORDS IN THE SYSTEM:

File sheet with members name, rate, serial no., and organization assigned. Also if member is single or married.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations

PURPOSE(S):

To record the individuals holding a ration card.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Locked safe in Admin Office and a 24 hour security watch.

RETENTION AND DISPOSAL:

Records are maintained as long as member retains ration card. After transfer records are burned.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding Officer, U.S. Naval Radio Station, FPO New York 09516 is overall policy official with the Administrative Officer, U.S. Naval Radio Station, FPO New York 09516 as the subordinate holder.

NOTIFICATION PROCEDURE:

Inquiries sould be addressed to U.S. Naval Radio Station, FPO New York 09516, giving full name and social security number, and personal visitors must have valid military I.D. or, if no longer in the military, have other valid identification such as a driver's license. Visitors may come to the Administrative Office at the address given under SYSMANAGER.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Applicable U.S. Serviceman.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N10140-6

SYSTEM NAME:

Gasoline Ration System

SYSTEM LOCATION:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel stationed aboard NAVWPNSFACDET Machrihanish who own private vehicles and wish to purchase Navy Exchange Gasoline.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record on each individual contains information on: vehicle description; dates of vehicle insurance, inspection and tax; United Kingdom address of individual and amount of gasoline allowed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5USC301

PURPOSE(S):

Information is used by Transportation Officer to allocate ration coupons to authorized pesonnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Index cards in holder.

RETRIEVABILITY:

Name

SAFEGUARDS:

Locked in combination safe in an office which is locked when unmanned. Only Transportation Officer knows combination to safe.

RETENTION AND DISPOSAL:

Records are destroyed by shredding or burning approximately one year after transfer of individual.

SYSTEM MANAGER(S) AND ADDRESS:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

NOTIFICATION PROCEDURE:

Individuals wishing to ascertain if records concerning them are still retained may contact the System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information concerning vehicles, insurance, inspection and tax is copied from the appropriate document as provided by the individual. Other information is received from the individual directly.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N10140-7

SYSTEM NAME:

Application for U.S. Navy Ration Permit

SYSTEM LOCATION:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel stationed at NAVWPNSFACDET Machrihanish desiring to utilize U.S. Navy Exchanges in the United Kingdom.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record includes: Name, rank/rate, SSN, date of birth (if under 18), and marital status of serviceman; location, name, relationship, date of birth (if under 18) and ID card number of dependents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301

PURPOSE(S):

To prepare ration cards used in U.S. Military Exchanges in the U.K. and to maintain a record in case of loss of those cards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Index cards in file box.

RETRIEVABILITY:

Name

SAFEGUARDS:

Maintained in an office that is locked when unmanned.

RETENTION AND DISPOSAL:

Cards are destroyed by shredding or burning upon transfer of serviceman.

SYSTEM MANAGER(S) AND ADDRESS:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

NOTIFICATION PROCEDURE:

Records are held only on personnel currently stationed at NAVAVNWPNSFAC Machrihanish who can enquire at the Administrative Office concerning the records.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The information is provided by the serviceman.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N10570-1

SYSTEM NAME:

Pet Registration

SYSTEM LOCATION:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Owners of pets residing on Naval property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Owner's name and pet tag.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To provide for registration of pets to ensure appropriate innoculations and assist in the identification of rightful owners.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files, punched cards, magnetic tape.

RETRIEVABILITY:

Name, SSN, Case number, organization.

SAFEGUARDS:

Access provided on a need to know basis only. Locked and/or guarded office.

RETENTION AND DISPOSAL:

Per SECNAV Records Disposal Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

Apply to System Manager.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Veterinary records and statements provided by pet owners.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N11012-1

SYSTEM NAME:

Navy Personnel Billeting System (NPBS)

SYSTEM LOCATION:

Navy Regional Data Automation Center, San Diego (NARDAC), Naval Air, Station, North Island, San Diego, California 92135.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All bachelor military (officers and enlisted) and bachelor civilian personnel requesting berthing currently or in the future at a command where this system is installed may be covered by this system.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's social security number, name, duty station, forwarding address and home address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5031

PURPOSE(S):

To manage the BEQ/BOQ complex; to report status of berthing availability, furniture and maintenance associated with a BEQ/BOQ complex.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic disk, magnetic tape, and hard copy reports.

RETRIEVABILITY:

Name and/or SSN.

SAFEGUARDS:

Access to computer room, software and storage media requires special positive identification clear through security department. System access from remote terminals is controlled by codes used site ID's.

RETENTION AND DISPOSAL:

An individual's reservation record is maintained on disk for six months and is then system deleted.

SYSTEM MANAGER(S) AND ADDRESS:

Naval Regional Data Automation Center, Requirements Analysis and Design Division, Code 41, Building 334, Naval Air Station, North Island, San Diego, California 92135.

NOTIFICATION PROCEDURE:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information in this system comes from the individual to whom it applies in the form of navy messages and/or travel orders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N11101-1

SYSTEM NAME:

Family Housing Assignment Application System

SYSTEM LOCATION:

All Navy activities with family housing assets.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military and civilian personnel eligible for or interested in occupying Navy family housing.

CATEGORIES OF RECORDS IN THE SYSTEM:

All applicants for family housing provide information to housing office at next duty assignment pertaining to personal data, e.g., name, address, rank/rate, social security number/service number, length of service, time remaining on active duty, data of rank, etc.; dependency data, e.g., total number in family, spouse, age and sex of dependents, etc.; and other pertinent housing information, e.g., last assignment, months involuntarily separated, special health problems, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

All Navy family housing offices use this data to determine individual's eligibility for family housing and notification for subsequent assignment to family housing or granting a waiver to allow occupancy of private housing. To determine and list individual's name on appropriate housing waiting list.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File Folders

RETRIEVABILITY:

By individual's name.

SAFEGUARDS:

Housing files within the housing office, used solely within the housing organization and protected by military installation's security measures. Individual may, upon request, have access to housing application form.

RETENTION AND DISPOSAL:

Data is retained until termination of housing occupancy and subsequently disposed of according to local records disposition instructions.

SYSTEM MANAGER(S) AND ADDRESS:

Naval Military Personnel Command, PERS-71, 1000 North Glebe Road, Arlington, Virginia 20370

NOTIFICATION PROCEDURE:

Records are maintained by housing office at the Navy activity responsible for management of assets from data specifically provided by individual on DD Form 1646, Application for and Assignment to Military Family Housing. Individual may request access to such data upon proof of identity (ID card).

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from installation family housing office.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

RECORD SOURCE CATEGORIES:

Data collected from each applicable individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N11101-2

SYSTEM NAME:

Family Housing Requirements Survey Record System

SYSTEM LOCATION:

Military installations with family housing offices

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officer and enlisted personnel and only key and essential civilian personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Non-individual oriented input documents that reflect local housing assets; family housing survey questionnaires indicating family size, individual preference for housing, housing cost, and indication as to suitability of housing for need of individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To determine the housing requirement for the location to support proposed family housing construction, leasing, mobile home spaces and other military construction programs submitted for OSD support and Congressional approval.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and file folders

RETRIEVABILITY:

Social Security Number.

SAFEGUARDS:

Housing files used solely within housing office; tape files used solely within data processing system; and protected by the military installation's security measures.

RETENTION AND DISPOSAL:

Held three years and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Overall policy official: Naval Facilities Engineering Command, 200 Stovall Street, Alexandria, Virginia 22332. Subordinate record holders of questionnaires: family housing office at military installation.

NOTIFICATION PROCEDURE:

Contact housing office of installation at which individual was assigned when the individual completed the family housing questionnaire.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the installaton family housing office.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

RECORD SOURCE CATEGORIES:

Data collected from each applicable individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N11101-3

SYSTEM NAME:

Family Housing Mock Utility Billing System

SYSTEM LOCATION:

Ten test sites: Pacific Missile Test Center, Point Mugu, California; Construction Battalions Center, Port Huememe, California; Public Works Center, Great Lakes, Illinois; Marine Corps Development and Education Command, Quantico, Virginia; Fort Eustis, Virginia; Fort Gordon, Georgia; Marine Corps Air Station, Beaufort, South Carolina; Little Rock Air Force

Base, Arkansas; Cannon Air Force Base, New Mexico; Yuma Proving Grounds, Arizona; Central Processing Site: Harry Diamond Laboratories, White Oak, Maryland.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and Civilian personnel occupying housing units selected at the ten test sites.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system is to produce mock utility bills and management reports on the usage of gas, fuel oil, electricity, steam, propane, and hot water heat for a representative cross section of approximately 10,000 military family housing units. Information as to name, address, rank/rate, number of dependents, house phone number, account number and utility consumption will be maintained for a 15 month period.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 95-82 (Military Construction Authorization Act, 1978); 5 U.S.C. 301 Departmental Regulations.

PURPOSE(S):

To measure energy consumption in military family housing units.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Magnetic tape, disk, punched card, and file folders.

STORAGE:

Account number

RETRIEVABILITY:

Housing files are used solely within housing office; magnetic tape, punched card, and disk files used solely within the security measures.

SAFEGUARDS:

Held 5 years and destroyed by authority SECNAVINST P5212.5B, para. 11300.

RETENTION AND DISPOSAL:

Naval Facilities Engineering Command 200 Stovall Street Alexandria, Va 22332

SYSTEM MANAGER(S) AND ADDRESS:

Records are maintained by the housing office at the service activities participating in the test. Individual may request access to such data upon presenting proof of identity (ID) card.

NOTIFICATION PROCEDURE:

The agency's rules for access to records may be obtained from the installation family housing office.

RECORD ACCESS PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

Data collected from each individual and utility consumption data obtained from monthly meter readings.

RECORD SOURCE CATEGORIES:

None

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N11101-4

SYSTEM NAME:

Station Housing Records

SYSTEM LOCATION:

All Navy installations with housing inventories and/or housing management responsibilities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel desiring housing or temporary lodging, and eligible DOD civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

All records and data collected and maintained regarding individual housing or lodging needs; occupancy; furnishings inventory; housing condition reports; assignment and termination of housing; damage assessment; occupant and landlord relations and complaints; maintenance and repairs; waiting lists; inspections; quarters cost data; Congressional and Inspector General inquiries and responses; Servicemen's Mortgage Insurance Premiums payments; individual cost data for establishing and maintaining housing allowances; eligibility for homeowners' assistance; and entitlement for basic allowances for quarters (BAQ).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To operate and maintain the Navy Housing Program and to service personnel eligible for Navy family housing, temporary lodging, or services.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders, card files; microform; or, if automated, on punched cards, magnetic tape, etc.

RETRIEVABILITY:

By individual's name or building and unit number.

SAFEGUARDS:

Housing files within the housing office, used solely with the housing organization and offices providing support to housing office, and protected by military installation's security measures. Individual may, upon request, have access to such data.

RETENTION AND DISPOSAL:

Retained in office files until termination of occupancy, obsolete, no longer needed for reference, or disposal of associated housing unit(s).

SYSTEM MANAGER(S) AND ADDRESS:

Appropriate Navy installation responsible for Navy housing inventory or housing support.

NOTIFICATION PROCEDURE:

Records are maintained by housing office at Navy installation responsible for management of assets or providing housing support. Individual may request access to such data upon proof of identity (ID card).

RECORD ACCESS PROCEDURES:

Installation rules for access to records may be obtained from installation housing office.

CONTESTING RECORD PROCEDURES:

The installation rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation system manager.

RECORD SOURCE CATEGORIES:

Data reported by or collected from occupants of housing or personnel provided housing support.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N11103-1

SYSTEM NAME:

Housing Referral Services Record System

SYSTEM LOCATION:

All Navy installations with housing referral offices

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel reporting to an installation who will be residing off-base desirous of seeking off-base housing.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information is collected on DD Form 1668 from all military personnel reporting to a housing referral office as pertains to name, grade, branch of service, organization and location, local address; housing need, e.g., rental/sale, number of bedrooms, furnished/unfurnished, price range, etc.; number of dependents, male or female, and age; a list of housing referral services provided; and identification of member of racial or ethnic minority groups. Individuals provided referral assistance must in turn provide notification of housing selection by use of DD Form 1670 which includes such information as type of housing selected, e.g., location, temporary/permanent, rental/sale, cost, number of bedrooms; media through which housing was found, e.g., housing referral, realtor, newspaper, etc.; and satisfaction with selection, e.g., too small, too far; discrimination encountered; and satisfaction with housing referral services provided.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Department Regulations

PURPOSE(S):

Referral offices use data to assist and counsel individuals in locating suitable housing off-base, used for follow-up purposes when written notification from individual is not provided as to ultimate location of housing; used for purposes of reporting statistics on field activity housing referral services; used to follow-up on availability of rental unit subsequent to occupant's receipt of PCS orders; and follow-up regarding tenant/landlord complaints.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File Folders

RETRIEVABILITY:

By individual's name

SAFEGUARDS:

Housing files within the housing referral or housing office, used solely within the housing organization and protected by military installation's security measures. Individual may upon request, have access to all such data.

RETENTION AND DISPOSAL:

Data is retained until individual's tour is completed and subsequently disposed of according to local records disposition instructions.

SYSTEM MANAGER(S) AND ADDRESS:

Naval Facilities Engineering Command (Code 08), 200 Stovall Street, Alexandria, Virginia 22332

NOTIFICATION PROCEDURE:

Records are maintained by housing referral offices at the Navy activity responsible for providing referral services for military personnel in the area. Individual may request access to records upon proof of identify (ID card).

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from installation family housing office.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

RECORD SOURCE CATEGORIES:

Data collected from each applicable individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12290-1

SYSTEM NAME:

Record System for Civilian Employees of Nonappropriated Fund (NAF) Activities

SYSTEM LOCATION:

Primary System-Naval Military Personnel Command, Washington, D.C. 20370; and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses); National Personnel Records Center, St. Louis, Missouri 63132.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of Nonappropriated Fund Activities under the cognizance of the Commander, Naval Military Personnel Command.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and records pertaining to performance, employment, pay, classification, security clearance, personnel actions, medical, insurance, retirement, tax withholding information, exemptions, unemployment compensation, employee profile, education, benefits, discipline and administration of nonappropriated fund civilian personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301. Department Regulations
Public Law 92-392
Fair Labor Standards Act, as amended

PURPOSE(S):

To manage, supervise, and administer the nonappropriated fund civilian personnel program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

When required by Federal Statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, mirofiche, or microfilm.

RETRIEVABILITY:

Records may be retrieved by name, social security account number and/or activity number.

SAFEGUARDS:

Computer and punched card progessing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with SECNAVINST P5212.5b, subj: Disposal of Navy and Marine Corps Records, or Departmental Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Military Personnel Command, Department of the Navy, Washington, D.C. 20370

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities).

The letter should contain full name, social security number, activity at which employed, and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB#2), Rm 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy and Department of Defense in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; previous employers; educational institutions; employment agencies; civilian and military investigative reports; general correspondence concerning individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12290-2

SYSTEM NAME:

Models for Organizational Design and Staffing (MODS)

SYSTEM LOCATION:

Chief of Naval Operations (OP-16), and Navy Department Staff, Headquarters, and field activities employing civilians; also at contractor facilities; mailing addresses are provided in the Navy Department directory published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy civilian employees paid from appropriated funds.

CATEGORIES OF RECORDS IN THE SYSTEM:

Automated and manual files contain information on individual's proficiencies and knowledges as reported in self-evaluation questionnaires vouchered by the supervisor, as well as data on the requirements of specific jobs submitted by the supervisor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C. 301 Departmental Regulations

PURPOSE(S):

To test the operational usefulness of a staffing.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the Office of Personnel Management in the performance of their duties related to staffing and/or evaluation of civilian manpower programs.

To the University of Texas faculty and students working under a contract relating to MODS to monitor progress of research study.

To Carnegie-Mellon University faculty and students working under contract relating to MODS to assist in research project.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape and drum, and optical scanner forms and computer printouts.

RETRIEVABILITY:

Accessed by social security number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are retained so long as personnel continue to work at same activity.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20350.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20350 or Manpower Management, Department of the Navy, Washington, D.C. 20390 or to the head of the Navy activity at which the individual is or was employed. Written requests for information must contain full name of individual, current verbal information that could be verified

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

First-line supervisors and personnel automated data system (PADS).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12300-1

SYSTEM NAME:

Employee Assistance Program Case Record System

SYSTEM LOCATION:

Chief of Naval Operations (Code 14), Department of the Navy and Designated Contractors; Navy Civilian Personnel Command (NCPC), NCPC Field Division; and navy staff, Headquarters and Field

Activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

System is comprised of case records on employees who are patients (counselees) which are maintained by individual counselors and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other personal problems.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 U.S.C. 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 U.S.C. 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations.

PURPOSE(S):

Used by the Navy counselor in the execution of his/her counseling function as it applies to the individual patient (counselee).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of this recompilation do not apply to this system of records.

With specific written authority of the patient, selected information may be provided to and used by other counselors for the purpose of treatment and diagnosis of the patient.

To medical personnel to the extent necessary to meet a bonafide medical emergency.

To government personnel for the purpose of obtaining benefits to which the patient is entitled.

To qualified personnel for the purpose of conducting scientific research, management of financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit or evaluation, or otherwise disclose identities in any manner.

To a court of competent jurisdiction upon authorization by an appropriate order after showing good cause therefore. In assessing good cause, the court shall weigh the public interest and the need for disclosure against the injury to the patient, to the physician-patient relationship, and to the treatment services. Upon the granting of such order, the court, in determining the extent to which any disclosure of all or any part of any record is necessary, shall impose appropriate safeguards against unauthorized disclosure.

To employers and patient representatives such as legal counsel, when disclosure is to the patient's benefit, such as for processing retirement applications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Case records are stored in paper file folders.

RETRIEVABILITY:

By employee name or by locally assigned identifying number.

SAFEGUARDS:

All records are stored under strict control. They are maintained in spaces normally accessible only to authorized persons, normally in locked cabinets.

RETENTION AND DISPOSAL:

Records are purged of patient identifying information within five years after termination of counseling.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), and employee assistance program Administrators at Department of the Navy Staff, headquarters and field activity levels.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Chief of Naval Operations (OP-14) or to the appropriate employee assistance program administrator. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Counselors; other officials, individuals or practitioners; and other agencies both in and outside of Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12593-1

SYSTEM NAME:

Living Quarters and Lodging Allowance

SYSTEM LOCATION:

Overseas organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Appropriated and non-appropriated fund U.S. civilian employees eligible for allowance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee's name, grade, address, rent and utility expenses, living quarters and lodging allowance, and name of family and/or members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order number 10903 of 9 January 1961, Executive Order number 10970 of 27 October 1961, Executive Order number 10853 of 27 November 1959, and Executive Order number 10982 of 25 December 1961, as implemented by State Department regulation.

PURPOSE(S):

Used by civilian personnel office to record employee's living quarters or temporary lodging allowance entitlement. Other users include Naval Supply Depot Payroll Office, the employing office, disbursing office; Commander, Fleet Activities FPO Seattle 98762.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials of the Department of State for the purpose of monitoring the level of allowances that Navy is authorized.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders.

RETRIEVABILITY:

File folders maintained by surname.

SAFEGUARDS:

Personnel screening and visitor control.

RETENTION AND DISPOSAL:

Files retained for a period of two years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Overseas commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

NOTIFICATION PROCEDURE:

A copy of living quarters allowance is provided to each employee.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Official personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

N12711-1

SYSTEM NAME:

Labor Management Relations Records System

SYSTEM LOCATION:

Chief of Naval Operations (Code 14), Department of the Navy and Designated Contractors; Navy Civilian Personnel Command (NCPC), NCPC Field Division; and navy staff, headquarters and field activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy civilian employees paid from appropriated and non-appropriated funds, who are involved in a grievance which has been referred to an arbitrator for resolution; Navy civilian employees involved in the filing of an Unfair Labor practice complaint which has been referred to the Federal Labor Relations Authority; union officials; union stewards; and representatives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records comprise: Manual files, maintained in paper folders, manually filed by type of case and case number (not individual). Folder contains all information pertaining to a specific arbitration case or specific Unfair Labor Practice with whom Navy has dealings; field activities maintain manual roster of local union officials and union stewards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 7101-7135

PURPOSE(S):

To manage the Labor-Management Relations Program, e.g.: administration/implementations of arbitration awards; interpretation of P.L. 95-454 through 3rd party case decisions; national consultation and other dealings with recognized unions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit, or evaluation of Navy Civilian Personnel Management Programs.

To the Comptroller General or any of his authorized representatives, in the course of the peformance of duties of the General Accounting Office relating to the Navy's Labor Management Relations Program.

To a duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

To an arbritrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records are stored in paper folders.

RETRIEVABILITY:

Manual records are retrieved by case subject, case number, and/or individual employee names.

SAFEGUARDS:

All manual files are accessible only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Case files are permanently maintained. Union official rosters are normally destroyed after a new roster has been established.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), Department of the Navy, Washington, D. C. 20390.

NOTIFICATION PROCEDURE:

Request by corresponent should be addressed to the Chief of Naval Operations (OP-14), Department of the Navy, Washington, D. C. 20390; field activities.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appeaing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Navy civilian personnel offices; arbitrator's office; office of the Assistant Secretary of Labor for Labor-Management Relations; union headquarters offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12771-1

SYSTEM NAME:

Employee Grievances, Discrimination Complaints, and Adverse Action Appeals.

SYSTEM LOCATION:

Employee Appeals Review Board Ballston Tower 2 801 N. Randolph St. Arlington, Va. 22203

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former and present civilian employees of the Department of the Navy, and applicants for employment with the Department of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

The case files contain background material on the act or situation complained of; the results of any investigation including affidavits and depositions; records of personnel actions involved; transcripts of hearings held; Examiners' reports of findings and recommended actions; advisory memoranda from CNO, BUPERS, DOD,

SYSCOMS; SECNAV decisions; reports of actions taken by local activities; comments by EARB or local activities on appeals made to EEOC; EEOC decisions, Court decisions, Comptroller General decisions. Brief summaries of case files are maintained on index cards

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Sections 1301, 3301, 3302, 7151-7154, 7301, and 7701

PURPOSE(S):

This information is used by the EARB to adjudicate cases. SYSCOMS, CNO and NCPC are internal users for informational/implementational purposes. Individual members acting on behalf of the individual involved are supplied with copies of decisions and other appropriate background material. Grievants and appellants are furnished SECNAV decisions, with copies to their representatives. EEO complainants are furnished SECNAV decisions, with copies of the hearing transcripts and Examiners' reports; complainants' representatives are provided copies of SECNAV decisions on grievances and appeals. Activities involved in EEO complaints are provided copies of SECNAV decisions, hearing transcripts, and Examiners' reports.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To officials and employees of the EEOC to adjudicate cases.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

File folders and index cards.

RETRIEVABILITY:

Name

SAFEGUARDS:

Classified material kept in locked safe. Other materials are kept in file cabinets within the EARB Administrative Offices. Access during business hours is controlled by Board personnel. The office is locked at the close of business; the building in which the office is located employees security guards.

RETENTION AND DISPOSAL:

Case files maintained for one year and sent to the Washington National Records Center, 4205 Suitland Rd, Suitland, Md. 20409; and maintained for four years. EEOC decisions and index cards are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, VA 22203.

NOTIFICATION PROCEDURE:

Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, VA 22203. Must provide full name, employing office, and appropriate identification card.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information in the file is obtained from former and present civilian employees of the DON, applicants for employment with the DON, employing activities, EEOC, NCPC.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12771-2

SYSTEM NAME:

Employee Relations Including Discipline, Employee Grievances, Complaints, etc.

SYSTEM LOCATION:

Chief of Naval Operations (OP-14), Naval Civilian Personnel Command (NCPC), NCPC Fields Divisions, Navy and Navy Staff Headquarters and Field Activities employing civilians, Commandant of the Marine Corps (Codes MPC-30/HQSG), and Marine Corps Field Activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy and Marine Corps civilian employees, paid from appropriated funds serving under career, career-conditional, temporary and excepted service appointments on whom discipline, grievances, and complaints records exist. discrimination complaints of Navy and Marine Corps civilian employees, paid from appropriated and non-appropriated funds, applicants for employment and former employees in appropriated and non-appropriated positions. appeals of Navy and Marine Corps civilian employees paid from appropriated funds. Filipino employee appeal case files ('Filipinos who are lawfully admitted residents.') Cases reviewed by CINCPAC under Filipino Employment Policy Instructions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Manual files, maintained in paper folders, contain copies of documents and information pertaining to discipline, grievances, complaints, and appeals. Management operation record system consisting of manual file maintained by immedicate supervisors and high level managers concerning employee performance, capability, informal discipline, attendance, leave and tardiness, work assignments, and similar work related employee records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 9830, Amending the Civil Service Rules and Providing for federal personnel administration, amended by Executor Order 10577 and Executive Order 12106; Executive Order 12107; 5 USC 1205,1206,1206,1302,3301,3302,7105,7512, relevant portions of the Civil Service Reform Act, P.L. 95-454; 42 U.S.C. Sec 2000e-116 et. seq.; Equal Employment Opportunity Act of 1972, P.L. 93-259, amendment to the Fair Labor Standards Act, 29 U.S.C. Sec 201, et. seq.; Age Discrimination and Employment Act, 29 U.S.C. Sec 633a; the Rehabilitation Act of 1978 as amended, 29 USC 791 and 794a.

PURPOSE(S):

To manage civilian employees in the processing, administration, and adjudication of discipline, grievances, complaints, appeals, litigation, and program evaluation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To Representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit or evaluation of Navy and Marine Corps civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the Office of Personnel Management.

To appeals officers and complaints examiners of the Merit Systems Protection Board and Equal Opportunity Commission for the purpose of conducting hearings in connection with

employees appeals from adverse actions and formal discrimination complaints.

To disclose information on any source from which additional information is requested in the course of processing a grievance or appeal to the extent necessary to identify the individual, to inform the source of the purpose(s) of the request and identify the type of information requested.

To disclose information to a federal agency in response to it's request in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary.

To the National Archives and Records Service (General Services Administration) in records management inspection conducted under authority of 5 U.S.C. 2904 and 2906.

To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in the pending judicial or administrative proceeding.

To officials of labor organizations recognized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters affecting working conditions.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records are stored in paper folders.

RETRIEVABILITY:

Manual records are filed by last name.

SAFEGUARDS:

All records are stored under strict control, and are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Manual records are destroyed upon separation of the employee from the activity, or in accordance with appropriate record disposal schedule.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20350. For the Marine Corps civilian personnel, the Commandant of the Marine Corps (Code M), HQS, US Marine Corps (Arlington Annex), Washington, DC 20380

NOTIFICATION PROCEDURE:

Request of correspondence should be addressed to the Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20350, or the Commandant of the Marine Corps (Code M), HQS, US Marine Corps (Arlington Annex), Washington, DC 20380, commanding officers or heads of navy staff hqs and field activities. The letter should contain the full name, social security number, and signature of the requester. The individual may visit the Chief of Naval Operations (OP-14), of the Navy or USMC activity at which he or she is employed.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

RECORD SOURCE CATEGORIES:

Supervisors or other appointed officials designated for this purpose.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12930-1

SYSTEM NAME:

Industrial Relations Personnel Records

SYSTEM LOCATION:

Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, N.Y. 10305 (Central Offices for all Navy Exchanges). Personnel records of employees of the central office and in the Navy Resale System activities employing Civilians paid from non-appropriated funds.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian Employees, former civilian employees and applicants for employment with the Navy Resale and Services Support Office and Navy Exchanges located worldwide. Employee categories paid from non-appropriated funds are: regular full time, regular part-time, temporary full time, temporary part-time and intermittent.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel jackets, including but not limited to: Personnel Information Questionnaire, Personnel Action; Certification of Medical Examination; Indoctrination Checklist; Designation of beneficiary; death benefit; leave records; report of accident; notice of excessive absence and tardiness and warnings; disciplinary actions; certified record of court attendance; certified copy of completed military orders for any annual duty tours with recognized reserve organizations; employee job description; tuition assistance records; examination papers and tests, if any; evidence of date of birth, where required; official letters of commendation; cash register overage/shortage records; report of hearings and recommendations relative to employee grievances; official work performance rating; designation of beneficiary for unpaid compensation; reference check records; applicant files; employee profiles; personnel security information (including copies of NSA and NIS reports); travel requests,travel allowance and claims record; transportation agreements; employee affidavit; privilege card application, work assignments, work performance capability, counseling records, work-related records, training records including courses, type and completion dates; and related data.

Labor and Employee Relations Records include: Notices of excessive absence, tardiness and warnings; disciplinary actions; unsatisfactory work performance evaluations; grievances, appeals, complaint and appeal records; reports of potential grievances and appeals; congressional correspondence; investigative reports and summaries of personnel administrative actions; data relating to Quality Salary Increase, Superior Accomplishment Recognition Awards, Beneficial Suggestions and similar awards; and personnel listings of the aforementioned services.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 and 10 USC 5031.

PURPOSE(S):

To provide a basis by which an employee or an applicant may be determined to be suitable for employment, transfer, promotion or retention in employment; for verification of employment; to provide a record of travel performed and verification that the employees receive proper renumeration for the travel performed;

to insure employees received timely consideration in the processing of work/appraisals and salary increases; for recognition of accomplishments and contributions by employees, and in the processing, administration, and adjudication of discipline, grievances, complaints, appeals, litigation, and program evaluation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To appeals officers and complaints examiners of the Equal Employment Opportunity Commission for the purpose of conducting hearings in connection with employees appeals from adverse actions and formal discrimination complaints.

To any source from which additional information is requested in the course of processing a grievance to the extent necessary to identify the individual, to inform the source of the purpose of the request and identify the type of information requested.

To a federal agency in response to it's request in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary.

To the National Archives and Records Service (GSA) in records management inspection conducted under authority of 5 U.S.C. 2904 and 2906.

In response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in the pending judicial or administrative proceeding.

To officials of labor organizations recognized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters affecting working conditions.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained vary, but include: file folders; magnetic tapes; disks; punch cards; rolodex files; cardex files; ledgers; and printed reports.

RETRIEVABILITY:

Name and/or social security number; employee payroll number.

SAFEGUARDS:

Locked desks in supervisor's office and also locked cabinets in locked offices supervised by appropriate personnel; supervised computer tape library which is accessible only through the Computer Center (entry to the computer center is controlled by a combination lock known by authorized personnel only; security guards.

RETENTION AND DISPOSAL:

Current employee records remain on file at the appropriate personnel offices; records on former employees are retained for one year and then forwarded to the Federal Records Center, St. Louis, Mo. for retention of permanent papers and destruction of temporary papers. Applicant files are retained for one year. Navy Exchange records retention standards are contained in the Disposal of Navy and Marine Corps Records Part II, chapters 3 and 5 in the Navy Exchange Manual.

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, N.Y. 10305

Record Holder Manager, Recruitment and Employment (IRD3) Navy Resale and Services Support Office Fort Wadsworth Staten Island, N.Y. 10305

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, N.Y. 10305

In initial inquiry, the requester must provide full name, social security number, activity where last employed or where last application for employment was filed. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requester must provide proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The individual to whom the record pertains; current and previous supervisors/employers; other records of the activity concerned; counseling records and comparable papers; educational institutions; applicants; applicant's previous employees; current and previous associates of the employee named by the employee as references; other records of activity investigators; witnesses; correspondents; investigative results and information provided by appropriate investigative agencies of the Federal Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N12930-2

SYSTEM NAME:

Area Coordinator Information and Operation Files

SYSTEM LOCATION:

Chief of Naval Operations (Code 16), Department of the Navy and Designated Contractors; Navy Civilian Personnel Command (NCPC), NCPC Field Division; and navy staff, headquarters, and field activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees, paid from appropriated and non-appropriated funds, military personnel or private citizens affected by or involved in action of area coordination significance, and speakers, specialists and other interested participants.

CATEGORIES OF RECORDS IN THE SYSTEM:

System is composed of but not limited to records compiled in accordance with regulations, correspondence regarding status of EEO investigations, index file of program administration and interested participants including ad hocs, summaries compiled for budget administration, biographies of speakers or of key officials obtained from individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, U.S.C. 301, Departmental Regulations.

PURPOSE(S):

To manage civilian personnel and special projects related to civilian employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit or evaluation of Navy civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the Office of Personnel Management.

To a duly appointed Hearing Examiner or Arbitrator (an employee of another Federal agency) for the purpose of conducting a hearing in connection with an employee's grievance.

To an arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in paper file folders, list finders, index cards, or logs or other indexing systems.

RETRIEVABILITY:

Records are retrieved by subject matter, or by name.

SAFEGUARDS:

Records are available only to authorized personnel having a need to know.

RETENTION AND DISPOSAL:

Records are retained for varying lengths of time as required by local regulations; some records may be maintained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), and the heads of Navy Staff, Headquarters, and field activities employing civilians. Addresses are provided in the Department of the Navy directory published in the Federal Register.

NOTIFICATION PROCEDURE:

Requests by correspondence or in person should be made to the Chief of Naval Operations (OP-14), or to the head of the nearest Navy activity or to the Navy activity with which the individual is employed or serves as a contact point or participates with in matters relating to the program of his interest. Correspondence should contain the full name, social security number and signature of the requestor. For personal visits, proof of identification will consist of a Department of Defense or Navy building pass or identification badge or drivers license or other types of identification bearing his signature or picture or by providing information which may be verified against the record. Addresses of these activities are in the directory of Department of the Navy mailing addresses.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Navy Civilian Personnel Offices and their representatives.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12950-1

SYSTEM NAME:

Career Development Program for Communicators

SYSTEM LOCATION:

Commander Naval Telecommunications Command Naval Telecommunications Command (NAVTELCOM) Headquarters 4401 Massachusetts Avenue, N.W. Washington, D.C. 20390

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy civilian employees of NAVTELCOM in GS-393 series

CATEGORIES OF RECORDS IN THE SYSTEM:

Questionnaire completed by employees giving name, duty, work and education experience, birth date, grade level, telephone number (work)

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations

PURPOSE(S):

To implement and manage the Naval Telecommunications Command Career Development Program.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Name

SAFEGUARDS:

Safes and vaults

RETENTION AND DISPOSAL:

Records destroyed by burning upon separation of employee

SYSTEM MANAGER(S) AND ADDRESS:

Commander, Naval Telecommunications Command, 4401 Massachusetts Avenue, N.W., Washington, D.C. 20390 Civilian Manpower Coordinator, NAVTELCOM, same address

NOTIFICATION PROCEDURE:

Provide name to Civilian Manpower Coordinator, address above, Room 138, with routine ID card, driver's license, etc.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Questionnaire completed by employee

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12950-3

SYSTEM NAME:

Payroll and Employee Benefits Records

SYSTEM LOCATION:

Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees and former civilian employees with the Navy Resale and Services Support Office and Navy Exchanges located world-wide. (Payroll and benefits information) Civilian employees and former civilian employees of Coast Guard exchanges, clubs and messes and US Navy civilian employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Distribution reports; tax reports; leave accrual reports; earnings records cards, payroll registers; insurance records and reports regarding property damage, personal injury or death, group life, disability, medical and retirement plan; payroll savings authorization; record of payroll savings; overtime authorization; Treasury Department tax withholding exemption certificate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 and 10 USC 5031

PURPOSE(S):

To calculate pay; prepare checks for distribution; prepare education registers; leave records; to submit federal and state tax reports; to record contributions to benefit plans; to process all insurance claims; to calculate retirement benefits upon request of employees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the insurance carriers and the U.S. Department of Labor, Bureau of Employees Compensation.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The media in which these records are maintained vary, but include: Magnetic tape files; card files; file folders; ledgers; and printed reports.

RETRIEVABILITY:

Name and/or social security number; employee job number; employee payroll number.

SAFEGUARDS:

Locked file cabinets; safes; locked offices which are supervised by appropriate personnel, when open; security guards; supervised computer tape library which is accessible only through the computer center (entry to computer center is controlled by a combination lock known by authorized personnel only).

RETENTION AND DISPOSAL:

Permanent records-maintained for five years and then retired to the Federal Records Center, St. Louis, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

Policy Official Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

Record Holder Risk Manager Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

Individual record holders within the central system may be contacted through the central system record holder.

NOTIFICATION PROCEDURE:

Written contact may be made by addressing inquiries to: Commander Navy Resale and Services Support Office Fort Wadsworth Staten Island, New York 10305

In the initial inquiry the requester must provide full name, social security number, activity where last employed. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requesters must provide proof of identity containing the requester's signature.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The employee of former employee; payroll department; the employee's supervisor and the employee's physician or insurance carrier's physician.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

N12950-4

SYSTEM NAME:

Naval Audit Personnel Development System

SYSTEM LOCATION:

Naval Audit Service Headquarters, P.O. Box 1206, Falls Church, Virginia, 22041

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel employed by the Naval Audit Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee audit experience and historical career development data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301 Departmental Regulations

PURPOSE(S):

To identify audit task assignments; monitor future career development; and forecast talent requirements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape

RETRIEVABILITY:

Name, SSN

SAFEGUARDS:

Computer System Software; code word access.

RETENTION AND DISPOSAL:

Records retained until employee retires, is deceased, or leaves Audit Service for other employment; record is then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Naval Audit Service is overall policy official; Director, Education and Training Division has direct control; Naval Audit Service HQ, Falls Church, Va 22041

NOTIFICATION PROCEDURE:

Apply to System Manager

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual concerned. Standard civilian personnel files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12950-5

SYSTEM NAME:

Navy Civilian Personnel Data System (NCPDS)

SYSTEM LOCATION:

Chief of Naval Operations (Codes 14 and 16), Department of the Navy and Designated Contractors; Navy Civilian Personnel Command (NCPC), NCPC Field Divisions; operating civilian personnel offices and Navy commands and management offices; and the Navy Regional Data Automation Center (NARDAC) and its designated contractors. The addresses of the activities are furnished in the Department of the Navy Directory published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Department of the Navy civilian employees paid from appropriated funds and Navy military personnel included in the automated training record segment.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system comprises automated and non-automated records describing and identifying the employee (e.g., name, social security account number, sex, birth date, minority designator, citizenship, physical handicap code); the position occupied and the employee's qualifications; salary and salary basis; employee's status in relation to the position occupied and the organization to which assigned; tickler dates for impending changes in status; education and training records; previous military status; functional code; previous employment record; performance appraisal and other data needed for screening and selection of an employee; referral records; professional licenses and publications; and reason for position change or other action affecting the employee. The records are those found in the Navy Automated Civilian Manpower Information System (NACMIS), the Training Information Management System (TIMS), and the Personnel Automated Data System (PADS).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 5 U.S.C. 4118; Executive Order 9397; 5 U.S.C. 2951; 5 U.S.C. 4103; 5 U.S.C. 4115; Executive Order 10450; 5 U.S.C. 7114(b)(4); 5 U.S.C. 5405; and 42 U.S.C. 2000e.

PURPOSE(S):

To manage and administer the Department's civilian personnel and civilian manpower planning programs and in the design, development, maintenance and operation of the automated system of records. Designated contractors of the Department of the Navy and defense in the performance of their duties with respect to equipment and system design, development test, operation and maintenance.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To the Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office.

To the Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of Executive Branch agencies.

To officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for vacant positions.

To representatives of the United States Department of Labor on matters relating to the inspection, survey, audit or evaluation of the Navy's apprentice training programs or on other such matters under the jurisdiction of the Labor Department.

To representatives of the Veterans Administration on matters relating to the inspection, survey, audit or evaluation of the Navy's apprentice and on-the-job training program.

To contractors or their employees for the purpose of card punch recording of data from employee personnel actions and training documents, or data collection forms and other documents.

To a duly appointed hearing examiner or arbitrator (an employee of another Federal agency) for the purpose of conducting a hearing in connection with an employee's grievance. To an arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of records.

To an appointed complaints examiner for the purpose of conducting a hearing in connection with an employee's formal Equal Employment Opportunity (EEO) complaint.

To officials and employees of schools and other institutions engaged to provide training.

To labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tape, disc, drum and punched cards and computer printouts. Manual records are stored in paper file folders.

RETRIEVABILITY:

Information is retrieved by SSN, position number, name, or by specific employee characteristics such as date of birth, grade, occupation, employing organization, tickler dates, academic specialty or education level. Manual records are retrieved by name.

SAFEGUARDS:

The computer facility and terminal are accessible only to authorized persons that have been properly screened, cleared and trained. Manual and automated records and computer printouts are available only to authorized personnel having a need-to-know.

RETENTION AND DISPOSAL:

Input documents are destroyed after data are converted to magnetic medium. Information is stored in magnetic medium within the ADP system. Information recorded via magnetic medium will be retained permanently. For TIMS and the apprentice programs the computer magnetic tapes are permanent. Manual records are maintained on a fiscal year basis and are retained for varying periods from 1 to 5 years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), Department of the Navy and the commanding officers of the employee's activity.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the SYSMANAGER or to the civilian personnel officer under his cognizance. Requests must be accompanied by the individual's full name, social security number and name

of employing activity. Requesters may visit the civilian personnel office of the naval activity covered by the system to obtain information. In such case proof of identity will consist of full name, social security account number and a third positive identification such as driver's license, Navy building pass or identification badge, birth certificate, Medicare card, etc. Address of the activity is furnished in the Department of the Navy directory of mailing addresses published in the Federal Register.

RECORD ACCESS PROCEDURES:

The Agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Categories of sources of records in the system are: the civilian personnel office of the employing activity; the payroll office; NCPC headquarters; the security office of the employing activity; line managers, other designated officials and supervisors; the employee and persons named by the employee as references.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

N12950-6

SYSTEM NAME:

Computer Assisted Manpower Analyses System (CAMAS)

SYSTEM LOCATION:

Chief of Naval Operations (Op-14), and Navy Department Staff, headquarters, and field activities employing civilians; mailing addresses are provided in the Navy Department directory published in the Federal Register.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navy civilian employees paid from appropriated funds.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain records from the Personnel Automated Data System (PADS) which contain job related data including individual identification, location information, and salary.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S.C. 301 Departmental Regulations

PURPOSE(S):

To aggregate manpower planning, including calculating transition rates, forecasting number of retirements, and running models to determine the extent to which projected manpower requirements can be met.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape and disc.

RETRIEVABILITY:

Accessed by social security number.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Records are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20390.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to the Chief of Naval Operations (OP-14), Department of the Navy, Washington, D.C. 20350. Written requests for information must contain full name of the individual, current address and telephone number, and birth date and social security number.

RECORD ACCESS PROCEDURES:

The agency's rules for access to records may be obtained from the system manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Personnel Automated Data System (PADS)

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DIRECTORY OF

DEPARTMENT OF THE NAVY MAILING ADDRESSES

Assistance in obtaining any Navy mailing address not included in the following directory may be obtained from:

Chief of Naval Operations
(Op-09B30)
Navy Department
Washington DC 20350

Such assistance concerning any Marine Corps address may be obtained from:

Commandant of The Marine Corps
(Code MPI)
Washington DC 20380

ALASKA

Commanding Officer
Naval Arctic Research Laboratory
Barrow AK 99723

ARIZONA

Commanding Officer
Marine Corps Air Station
Yuma Arizona 85364

CALIFORNIA

Director
Navy Office of Information
Los Angeles Branch
11000 Wilshire Blvd Rm 10201
Los Angeles CA 90024

Commanding Officer
Naval Hospital
7500 E. Carson Street
Long Beach CA 90822

Commanding Officer
Naval Dental Clinic
Long Beach CA 90822

Commanding Officer
Naval Legal Service Office
Naval Station
Long Beach CA 90822

Commanding Officer
Personnel Support Activity
Long Beach CA 90822-5001

Director Consolidated
Civilian Personnel Office
Naval Station
Long Beach CA 90822

Commanding Officer
Office of Naval Research
Branch Office
1030 East Green St
Pasadena CA 91106

Commanding General
I Marine Amphibious Force FMF
Camp Pendleton CA 92055

Commanding General
Marine Corps Base
Camp Pendleton CA 92055
Commanding Officer
Naval Dental Clinic
Camp Pendleton CA 92055
Commanding Officer
Naval Hospital
Camp Pendleton CA 92055
Commanding General
1st Marine Division FMF
Camp Pendleton CA 92055
Commanding General
4th Marine Division FMF
US Marine Corps Reserve
Camp Pendleton CA 92055
Director
Naval Audit Service
Western Region
1220 Pacific Highway
San Diego CA 92132
Commander
Naval Base
San Diego CA 92132
Commander
Naval Base San Francisco
Naval Base
San Diego CA 92132
Commander
Fleet Accounting And Disbursing Center
U.S. Pacific Fleet
San Diego CA 92132
Commanding Officer
Naval Education and
Training Support Center Pacific
Fleet Station Post Office Bldg
San Diego CA 92132
Commander
Naval Reserve Readiness Command
Region Nineteen
960 North Harbor Drive
San Diego CA 92132
Commanding Officer
Navy Manpower and Material
Analysis Center
Pacific
San Diego CA 92132
Commanding Officer
Human Resource Management Center,
San Diego
Naval Training Center
San Diego, CA 92133
Commanding Officer
Personnel Support Activity
Naval Training Center
San Diego, CA 92133
Commanding Officer
Naval Medical Command
Southwest Region
San Diego CA 92134
Commanding Officer
Navy Drug Screening Laboratory
Naval Hospital
Bldg 10
San Diego, CA 92134
Commanding Officer
Naval Hospital
San Diego, CA 92134
Commanding Officer
Naval School of Health Sciences
San Diego, CA 92134
Commanding Officer
Naval Air Station
North Island
San Diego CA 92135
Commanding Officer
Navy Regional Data Automation Center
Naval Air Station
North Island
San Diego CA 92135
Commander Naval Air Force
US Pacific Fleet
Naval Air Station North Island
San Diego CA 92135
Commanding Officer
Personnel Support Activity
San Diego, CA 92136
Commanding Officer
Naval Alcohol Rehabilitation Center
Naval Station
San Diego CA 92136-5080
Commanding Officer
Naval Legal Service Office
Naval Station
San Diego CA 92136
Commanding Officer
Naval Dental Clinic
San Diego CA 92136-5147
Commanding Officer
Naval Medical Clinic
Naval Station
San Diego, CA 92136
Commanding Officer
Naval Station
San Diego Calif 92136
Commanding Officer
Naval Health Research Center
P O Box 85122
San Diego CA 92138
Commanding General
Marine Corps Recruit Depot
San Diego CA 92140
Commanding Officer
Naval Air Station
Miramar
San Diego CA 92145
Commanding Officer
Naval Drug Rehabilitation Center
Naval Air Station, Miramar
San Diego CA 92145
Commander Training Command
US Pacific Fleet
San Diego CA 92147
Commander
Naval Ocean Systems Center
San Diego CA 92152
Commanding Officer
Navy Personnel Research and
Development Center
San Diego CA 92152
Commander Amphibious Group
Eastern Pacific
Naval Amphibious Base Coronado
San Diego CA 92155
Commanding Officer
Naval Amphibious Base Coronado
San Diego CA 92155
Commander
Naval Surface Force
US Pacific Fleet
San Diego CA 92155
Director
Naval Civilian Personnel Command
Southwest Region
880 Front St Room 5-S-29
San Diego CA 92188
Commanding General
Force Troops
Fleet Marine Force Pacific
Marine Corps Base
Twentynine Palms CA 92278
Commanding General
Marine Corps Base
Twentynine Palms CA 92278
Commanding General
Marine Corps Logistics Base
Barstow CA 92311
Commander
Marine Corps Air Bases Western Area
Marine Corps Air Station
El Toro, Santa Ana CA 92709
Commanding General
Marine Corps Air Station El Toro
Santa Ana CA 92709
Commanding General
Marine Aircraft Wing 46
Marine Corps Air Station El Toro
Santa Ana CA 92709
Commanding Officer
Marine Corps Air Station
(Helicopter)
Santa Ana CA 92710
Commanding Officer
Naval Air Station
Point Mugu CA 93042
Commanding Officer
Naval Medical Command
Port Hueneme, CA 93043
Commanding Officer
Naval Hospital
Le Moore, CA 93246
Commander
Naval Weapons Center
China Lake CA 93555
Director
Defense Resources Management
Education Center
Naval Postgraduate School
Monterey, CA 93940
Director
Manpower Research and Data Analysis
Center
Naval Postgraduate School
Monterey, CA 93940
Superintendent
Naval Postgraduate School
Monterey CA 93940
Commanding Officer
Naval Air Station
Moffett Field CA 94035
Director
Naval Civilian Personnel Command
Northwest Region
525 Market St
San Francisco CA 94105
Commanding Officer

Personnel Support Activity
San Francisco
Bldg 1 Treasure Island
San Francisco CA 94130
Director
Navy Office of Information
San Francisco Branch
San Francisco CA 94130
Director
12th Marine Corps District
Naval Support Activity, Treasure Island
San Francisco CA 94130
Commanding Officer
Naval Legal Service Office
Naval Station
Treasure Island
San Francisco CA 94130
Commanding Officer
Naval Dental Clinic
San Francisco CA 94130
Commander
Naval Reserve Readiness Command
Region Twenty Bldg 1 Naval Station
Treasure Island
San Francisco CA 94130
Officer in Charge
Navy Disease Vector Ecology and
Control Center
Naval Air Station
Alameda CA 94501
Commanding Officer
Naval Air Station
Alameda Calif 94501
Commanding Officer
Navy Regional Data Automation Center
San Francisco
Naval Air Station
Alameda CA 94501
Commanding Officer
Naval Support Activity Mare Island
Vallejo CA 94592
Officer in Charge
Naval Biosciences Laboratory
Naval Supply Center
Oakland CA 94625
Commander
Naval Medical Command
Northwest Region
Oakland CA 94627
Commanding Officer
Naval Hospital
Oakland CA 94627
Commanding Officer
Navy Drug Screening Laboratory
8750 Montain Blvd
Oakland CA 94627

CONNECTICUT

Commanding Officer
Regional Accounting and Disbursing
Center
Groton CT 06340
Commanding Officer
Naval Security Group Activity
Box 99
Naval Submarine Base New London
Groton CT 06340
Director
Consolidated Civilian Personnel
Office Box 20
Naval Submarine Base New London
Groton CT 06340
Commanding Officer
Naval Submarine Medical Research
Laboratory
Naval Submarine Base New London
Groton CT 06349
Commanding Officer
Navy Legal Service Office
Box 10
Naval Submarine Base New London
Groton CT 06349
Commanding Officer
Naval Hospital
Groton CT 06349
Commanding Officer
Personnel Support Activity
New London Box 63
Naval Submarine Base New London
Groton CT 06349

DISTRICT OF COLUMBIA

Director
Marine Corps Institute
Marine Barracks
Washington DC 20003
Comptroller of the Navy
Navy Department
Washington DC 20350
Chief of Information
Navy Department
Washington DC 20350
Secretary of the Navy
Navy Department
Washington DC 20350
Chief of Legislative Affairs
Navy Department
Washington DC 20350
Under Secretary of the Navy
Navy Department
Washington DC 20350
Chief of Naval Operations
Department of the Navy
Washington DC 20350
Asst Secretary of the Navy
(Financial Management)
Navy Department
Washington DC 20350
Asst Secretary of the Navy
(Manpower & Reserve Affairs)
Navy Department
Washington DC 20350
Asst Secretary of the Navy
(Research, Engineering and Systems)
Navy Department
Washington DC 20350
Director
OpNav Support Activity
Washington DC 20350
Commander
Naval Electronic Systems Command
Naval Electronic Systems Command
Headquarters
Washington DC 20360
General Counsel
Navy Department
Washington DC 20360
Chief of Naval Material
Navy Department
Washington DC 20360
Commander
Naval Air Systems Command
Naval Air Systems Command
Headquarters
Washington DC 20361
Commander
Naval Sea Systems Command
Naval Sea Systems Command
Headquarters
Washington DC 20362
Commander
Naval Supply Systems Command
Naval Supply Systems Command
Headquarters
Washington DC 20376
Recorder
Board for Corrections of Naval
Records
Navy Department
Washington DC 20370
Senior Member
Board of Decorations and Medals
Arlington Annex Room 3028
Navy Department
Washington DC 20370
Commander
Naval Military Personnel Command
Navy Department
Washington DC 20370
Officer in Charge
Personnel Support Activity
Detachment Crystal Mall 3 Room 100
Crystal City
Washington DC 20371
Commander
Naval Medical Command
Navy Department
Washington DC 20372
President
Board of Inspection
and Survey
Navy Department
Washington DC 20372
Director Consolidated
Civilian Personnel Office
Bldg 200 Washington Navy Yard
Washington DC 20374
Director
Department of Defense Computer
Institute
Washington Navy Yard
Washinton DC 20374
Commandant
Naval District Washington
Washington Navy Yard
Washington DC 20374
Commanding Officer
Personnel Support Activity
Bldg 92
Naval District Washington
Washington DC 20374
Commanding Officer
Navy Medical Clinic
Washington Navy Yard

Washington DC 20374
Director
Naval Historical Center
Washington Navy Yard
Washington DC 20374
Commanding Officer
Naval Legal Service Office
Washington Navy Yard
Washington DC 20374
Commander
Naval Reserve Readiness Command
Region Six
Washington Navy Yard
Washington DC 20374
Officer in Charge
Navy-Marine Corps Appellate Review
Activity
Office of Judge Advocate General
Washington Navy Yard
Washington DC 20374
Officer in Charge
Navy Band
Washington Navy Yard
Washington DC 20374
Commander
Naval Data Automation Command
Washington Navy Yard
Washington DC 20374
Commanding Officer
Navy Regional Data Automation
Center Washington
Washington Navy Yard
Washington DC 20374
Chief
Navy-Marine Corps Trail Judicary
Washington Navy Yard
Washington DC 20374
Commanding Officer
Naval Research Laboratory
Washington DC 20375
Director
CCPO Crystal City
1931 Jefferson Davis Highway
Crystal Mall 2
Washington DC 20376
Commander
Navy Accounting and Finance Center
Navy Department
Washington DC 20376
Commandant of the Marine Corps
Navy Department
Washington DC 20380
Director
Headquarters
Naval Investigative Service
Washington DC 20388
Commander
Naval Intelligence Command
4600 Silver Hill Road
Washington DC 20389
Commanding Officer
Naval Air Facility
Washington D C 20390
Superintendent
Naval Observatory
34th and Massachusetts Ave NW
Washington DC 20390
Commanding Officer
Naval Security Station
3801 Nebraska Ave NW
Washington DC 20390
Commander
Naval Telecommunications Command
4401 Massachusetts Ave N W
Washington DC 20390

FLORIDA

Commanding Officer
Regional Accounting and Disbursing
Center
Jacksonville FL 32212
Commanding Officer
Navy Regional Data Automation Center
Jacksonville
Naval Air Station
Jacksonville FL 32212
Commanding Officer
Naval Alcohol Rehabilitation Center
Naval Air Station
Jacksonville, FL 32212
Commander
Naval Base
Jacksonville FL 32212
Commanding Officer
Naval Legal Service Office
Naval Air Station
Jacksonville FL 32212
Commanding Officer
Navy Legal Service Trial Defense
Activity
Box 107 Naval Air Station
Jacksonville FL 32212
Commanding Officer
Personnel Support Activity
Box 50
Naval Air Station
Jacksonville FL 32212
Officer in Charge
Navy Disease Vector Ecology and
Control Center
Naval Air Station
Jacksonville FL 32212
Commanding Officer
Naval Dental Clinic
Jacksonville, FL 32212
Commander
Naval Reserve Readiness Command
Region Eight
Bldg 90 Naval Air Station
Jacksonville FL 32212
Commanding Officer
Naval Medical Command
Southeast Region
Jacksonville FL 32214
Commanding Officer
Navy Drug Screening Laboratory
Naval Hospital
Jacksonville FL 32214
Commanding Officer
Naval Hospital
Jacksonville FL 32214
Commanding Officer
Navy Legal Service Office
Box 217 Naval Station
Mayport FL 32228
Chief of Naval Education
and Training
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Aerospace Medical Research
Laboratory
Naval Air Station
Pensacola FL 32508
Commanding Officer
Personnel Support Activity
Naval Air Station
Pensacola FL 32508
Commanding Officer
Navy Regional Data Automation Center
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Legal Service Office
Naval Air Station
Pensacola, FL 32508
Commanding Officer
Naval Dental Clinic
Pensacola, FL 32508
Commanding Officer
Naval Education and Training
Program Development Center
Pensacola FL 32509
Commanding Officer
Naval Aerospace Medical Institute
Naval Air Station
Pensacola FL 32512
Commanding Officer
Naval Hospital
Pensacola FL 32512
Commanding Officer
Naval Dental Clinic
Orlando FL 32813
Commanding Officer
Naval Hospital
Orlando FL 32813
Commanding Officer
Personnel Support Activity
Orlando FL 32813
Commanding Officer
Naval Training Equipment Center
Orlando FL 32813
Commanding Officer
Naval Security Group Activity
Homestead FL 33039
Commanding Officer
Naval Medical Clinic
Key West FL 33040

GEORGIA

Commanding Officer
Naval Air Station Atlanta
Marietta GA 30060
Director
6th Marine Corps District
75 Piedmont Ave NE
Atlanta GA 30303
Director
Navy Office of Information
Atlanta Branch
1459 Peachtree St Suite 300
Atlanta GA 30309
Officer in Charge
Personnel Support Activity

Detachment
Navy Supply Corps School
Athens GA 30606
Petty Officer in Charge
Personnel Support Activity
Detachment
Naval Submarine Base
Kings Bay GA 31547
Commanding General
Marine Corps Logistics
Base Atlantic
Albany GA 31704

HAWAII

Director Consolidated
Civilian Personnel Office
Pearl Harbor
4300 Radford Drive
Honolulu HI 96818
Commander in Chief
US Pacific Fleet
Pearl Harbor HI 96860
Commander
Third Fleet
Pearl Harbor HI 96860
Commander
Naval Base Hawaii
Pearl Harbor HI 96860
Commanding Officer
Personnel Support Activity Hawaii
Box 302
Pearl Harbor HI 96860
Commander
Fleet Intelligence Center Pacific
Pearl Harbor HI 96860
Commanding Officer
Human Resources Management Center
Pearl Harbor
Pearl Harbor HI 96860
Commander Submarine Force
US Pacific Fleet
Pearl Harbor HI 96860
Commander
Naval Logistics Command
US Pacific Fleet
Pearl Harbor HI 96860
Commanding Officer
Naval Dental Clinic
Pearl Harbor HI 96860
Commanding Officer
Navy Medical Clinic
Pearl Harbor HI 96860
Officer in Charge
Navy Environmental and Preventative
Medicine Unit No 6 Box 112
Pearl Harbor HI 96860
Commanding Officer
Naval Western Oceanography Center
Box 113
Pearl Harbor HI 96860
Commanding Officer
Navy Data Automation Facility
Pearl Harbor HI 96860
Director
Naval Civilian Personnel Command
Pacific Region
Box 119
Pearl Harbor HI 96860
Commanding Officer
Naval Legal Service Office
Pearl Harbor HI 96860
Commanding General
Fleet Marine Force, Pacific
Camp H.M.Smith, HI 96861
Commander
Naval Medical Command
Pacific Region
Naval Air Station
Barbers Point HI 96862
Commanding Officer
Marine Corps Air Station
Kaneohe Bay HI 96863

ILLINOIS

Commanding Officer
Naval Air Station
Glenview IL 60026
Commander
Naval Base
Building 1
Great Lakes IL 60088
Commanding Officer
Naval Legal Service Office
Rm 230, Bldg 1
Great Lakes IL 60088
Commanding Officer
Naval Dental Clinic
Great Lakes IL 60088
Commanding Officer
Naval Medical Command
Northeast Region
Great Lakes IL 60088
Commanding Officer
Navy Drug Screening Laboratory
Naval Hospital
Bldg 200-H
Great Lakes IL 60088
Commanding Officer
Naval Hospital
Great Lakes IL 60088
Commanding Officer
Naval Dental Research Institute
Great Lakes IL 60088
Commander
Naval Reserve Readiness Command
Region Thirteen
Bldg 1 Naval Training Center
Great Lakes IL 60088
Commanding Officer
Personnel Support Activity
Naval Training Center
Great Lakes IL 60088
Commander
Navy Regional Finance Center
Great Lakes IL 60088
Director
Navy Office of Information
Chicago Branch
536 South Clark St Room 252
Chicago IL 60605
Commanding Officer
Office of Naval Research
Branch Office
536 S Clark St
Chicago IL 60605

STORAGE:

SAS
Director
9th Marine Corps District
10000 West 25th Street
Shawnee Mission KS 66204
Commander
Naval Reserve Readiness Command
Region 18
301 Navy Drive
Industrial Airport KS 66031

LOUISIANA

Commander
Naval Reserve Readiness Command
Region Ten
Bldg 11 Naval Support Activity
New Orleans LA 70142
Commanding Officer
Naval Air Station
New Orleans LA 70146
Commanding Officer
Naval Medical Clinic
New Orleans LA 70146
Director
8th Marine Corps District
New Orleans LA 70146
Commanding Officer
Personnel Support Activity
Naval Support Activity
Bldg 123
New Orleans LA 70146
Director
Naval Air Logistics Office
4400 Dauphne Street
New Orleans LA 70146
Commanding Officer
Navy Regional Data Automation Center
New Orleans
New Orleans LA 70146
Commanding Officer
Naval Support Activity
New Orleans LA 70146
Director Consolidated
Civilian Personnel Office
Naval Support Activity
New Orleans LA 70146
Chief of Naval Reserve
New Orleans LA 70146
Commanding Officer
Naval Reserve Personnel Center
New Orleans LA 70149
Commanding Officer
Enlisted Personnel
Management Center
New Orleans LA 70159
Commanding Officer
Naval Biodynamics Laboratory
P O Box 29407
New Orleans LA 70189

MARYLAND

Commander
David W. Taylor Naval Ship Research
and Development Center
Bethesda, MD 20084

Commander
Naval Polar Oceonography Center
Suitland MD 20390
Commanding Officer
Naval Hospital
Patuxent River MD 20670
Commanding Officer
Naval Security Group Activity
Fort George G Meade MD 20755
Commanding Officer
Naval Medical Research and
Development Command
Naval Medical Command NATCAP
Region
Bethesda, MD 20814
Commanding Officer
Naval Medical Research Institute
Naval Medical Command
National Capital Region
Bethesda, MD 20814
Commanding Officer
Naval Hospital
Bethesda MD 20814
Commanding Officer
Naval Dental Clinic
Bethesda MD 20814
Commander
Naval Medical Command
National Capital Region
Bethesda MD 20814
Commanding Officer
Naval Medical Data Service Center
Naval Medical Command
National Capital Region
Bethesda, MD 20814
Commanding Officer
Naval School of Health Sciences
Naval Medical Command
National Capital Region
Bethesda, MD 20814
Commanding Officer
Naval Health Sciences Education and
Training Command
Naval Medical Command NATCAP
Region
Bethesda, MD 20814
Superintendent
Naval Academy
Annapolis MD 21402
Commanding Officer
Naval Station
Annapolis MD 21402
Commanding Officer
Naval Medical Clinic
Annapolis MD 21402

MASSACHUSETTS

Director
Navy Office of Information
Boston Branch
575 Technology Square 8th Floor
Cambridge MA 02139
Commanding Officer
Naval Air Station
South Weymouth MA 02190
Commanding Officer
Office of Naval Research
Eastern/Central Regional Office
Boston MA 02210

MICHIGAN

Commanding Officer
Naval Air Facility Detroit
MT Clemens MI 48043

MINNESOTA

Commander Naval Reserve
Readiness Command Region Sixteen
Bldg 715
Minn-St Paul International Airport
Minneapolis MN 55450

MISSISSIPPI

Commanding Officer
Naval Air Station
Meridian MS 39301
Governor
Naval Home
01800 East Beach Blvd
Gulfport MS 39501
Commander
Naval Oceonography Command
NSTL Station
Bay St Louis MS 39520
Commanding Officer
Naval Ocean Research and
Development Activity
National Space Technology Labs
Bay St Louis MS 39520
Commanding Officer
Naval Oceonographic Office
NTSL Station
Bay St Louis MS 39520

MISSOURI

Director
Marine Corps Automated
Services Center
1500 E Bannister Rd
Kansas City MO 64131
Director
Marine Corps Reserve Forces
Administrative Center
1500 East Bannister Road
Kansas City MO 64131
Commanding Officer
Marine Corps Finance Center
Kansas City MO 64197

NEVADA

Commanding Officer
Naval Air Station
Fallon NV 89406

NEW HAMPSHIRE

Commanding Officer
Naval Medical Clinic
Portsmouth NH 03801

NEW JERSEY

Director
Naval Audit Service Northeast Region
Central Camden Parkade Bldg 215
30 North 5th Street
Camden NJ 08102

NEW YORK

Director
Navy Office of Information
New York Branch
663 Fifth Ave 3rd Floor
New York NY 10022
Commander
Navy Resale and Services Support
Office
Fort Wadsworth
Staten Island NY 10305
Counsel New York Branch
Office of the General Counsel
Department of the Navy
Fort Wadsworth
Staten Island NY 10305
Officer in Charge
Navy Motion Picture Service
Flushing and Washington Aves
Brooklyn NY 11251
Director
1st Marine Corps District
605 Stewart Ave
Garden City
Long Island NY 11533
Commander
Naval Reserve Readiness Command
Region Two Bldg 1
Scotia NY 12302

NORTH CAROLINA

Commander
Marine Corps Air Bases Eastern Area
Marine Corps Air Station
Cherry Point NC 28533
Commanding General
Marine Corps Air Station
Cherry Point NC 28533
Commanding General
2nd Marine Aircraft Wing
Marine Corps Air Station
Cherry Point NC 28533
Commanding Officer
Naval Hospital
Cherry Point NC 28533
Commanding Officer
Marine Corps Air Station
(Helicopter)
New River
Jacksonville N C 28540
Commanding General
Force Troops Atlantic
2D Force Service Support Group FMF
Camp Lejeune NC 28542
Commanding General
Marine Corps Base
Camp Lejeune NC 28542
Commanding Officer
Naval Dental Clinic
Camp Lejeune NC 28542
Commanding Officer

Naval Hospital
Camp Lejeune NC 28542
Commanding General
2nd Marine Division FMF
Camp Lejeune NC 28542

OHIO

Director
Navy Family Allowance Activity
Anthony J. Celebrezze Federal Bldg.
1240 East 9th Street
Cleveland OH 44199
Commanding Officer
Navy Finance Center
Anthony J Celebrezze Federal Bldg
Cleveland OH 44199
Director
Personnel Support Activity
Navy Finance Center
Anthony J. Celebrezze Federal Bldg.
Cleveland OH 44199
Commander
Naval Reserve Readiness Command
Region Five Bldg 1033 USAAP
Ravenna OH 44266

PENNSYLVANIA

Commander
Naval Air Development Center
Warminster PA 18974
Commanding Officer
Naval Air Station
Willow Grove PA 19090
Commanding Officer
Naval Air Reserve Anti-Submarine
Warfare Training Center
Naval Air Station
Willow Grove PA 19090
Commander
Naval Base
Philadelphia PA 19112
Commanding Officer
Personnel Support Activity
Philadelphia PA 19112
Commander
Naval Base Boston
Philadelphia PA 19112
Commander
Naval Base New York
Philadelphia PA 19112
Commanding Officer
Naval Legal Service Office
Naval Base
Philadelphia PA 19112
Commanding Officer
Naval Dental Clinic
Philadelphia, PA 19112
Commander
Naval Reserve Readiness Command
Region Four Bldg 662 Naval Base
Philadelphia PA 19112
Director
Naval Civilian Personnel Command
Northeast Region
Bldg 75-3 Naval Base
Philadelphia PA 19112
Director
Consolidated Civilian Personnel
Office
Bldg 75 Naval Base
Philadelphia PA 19112
Director
4th Marine Corps District
Bldg 75 Naval Base
Philadelphia PA 19112
Commanding Officer
Naval Medical Material Support
Command, Bldg 1-9
17th St and Pattison Ave
Philadelphia PA 19145
Commanding Officer
Naval Hospital
17th St and Pattison Ave
Philadephia PA 19145

PUERTO RICO AND VIRGIN ISLANDS

Commanding Officer
Camp Garcia
Fleet Marine Force Atlantic
Vieques PR 00765

RHODE ISLAND

Commander
Naval Education and Training Center
Newport RI 02840
Commanding Officer
Naval Data Automation Facility,
Newport
Bldg 11 Naval Education and Training
Center
Newport RI 02840
Commanding Officer
Naval Dental Clinic
Newport RI 02841
Commanding Officer
Naval Hospital
Newport RI 02841
Commanding Officer
Naval Underwater Systems Center
Newport RI 02840
President
Naval War College
Newport RI 02840
Commanding Officer
Naval Legal Service Office
Naval Education and Training Center
Newport RI 02841
Commander
Naval Reserve Readiness Command
Region One Bldg 344
Naval Education and Training Center
Newport RI 02841
Commanding Officer
Naval Justice School
Newport RI,02841-5030
Commanding Officer
Personnel Support Activity
Naval Education and Training Center
Newport RI 02841

SOUTH CAROLINA

Commander
Naval Base
Charleston SC 29408
Commanding Officer
Naval Legal Service Office
Naval Base
Charleston SC 29408
Commanding Officer
Naval Dental Clinic
Charleston SC 29408
Commanding Officer
Naval Hospital
Charleston SC 29408
Commander
Naval Reserve Readiness Command
Region Seven
Naval Base
Charleston SC 29408
Commanding Officer
Naval Security Group Activity
Naval Base
Charleston SC 29408
Commanding Officer
Personel Support Activity
Charleston SC 29408
Commanding Officer
Polaris Missile Facility
Atlantic
Charleston SC 29408
Commanding Officer
Marine Corps Air Station
Beaufort SC 29902
Commanding Officer
Naval Hospital
Beaufort SC 29902
Commanding General
Marine Corps Recruit Depot
Parris Island SC 29905
Commanding Officer
Naval Dental Clinic
Parris Island SC 29905

TENNESSEE

Commander
Naval Reserve Readiness Command
Region Nine
Bldg E35 Naval Air Station Memphis
Millington TN 38054
Commanding Officer
Naval Legal Service Office
Naval Air Station Memphis
Millington TN 38054
Commanding Officer
Naval Hospital
Millington TN 38054
Chief of Naval
Technical Training
Naval Air Station
Memphis
Millington TN 38054
Commanding Officer
Personnel Support Activity
Naval Air Station Memphis (10)
Millington TN 38054

TEXAS

Director
Navy Office of Information

Dallas Branch Main Tower Bldg
1200 Main St Suite 230
Dallas TX 75202
Commanding Officer
Naval Air Station
Dallas TX 75211
Commander
Naval Reserve Readiness Command
Region Eleven
Bldg 11 Naval Air Station
Dallas TX 75211
Commanding Officer
Naval Air Station
Chase Field
Beeville TX 78102
Director
Naval Civilian Personnel Data
System Center
Randolph AFB TX 78150
Commanding Officer
Naval Air Station
Corpus Christi TX 78419
Chief of Naval Air Training
Naval Air Station
Corpus Christi TX 78419
Commanding Officer
Naval Legal Service Office
Naval Air Station
Corpus Christi TX 78419
Commanding Officer
Naval Hospital
Corpus Christi TX 78419
Commanding Officer
Personnel Support Activity
Naval Air Station
Corpus Christi TX 78419

VIRGINIA

Auditor General of the Navy P.O. Box
1206 Falls Church VA 22041
Director
Naval Audit Service Capital Region
PO Box 1206
Falls Church VA 22041
Director
Naval Audit Service Headquarters
PO Box 1206
Falls Church VA 22041
Commanding General
Marine Corp Development
and Education Command
Quantico VA 22134
Commanding Officer
Marine Security Guard Battalion
State Department
Quantico VA 22134
Commanding Officer
Naval Medical Clinic
Quantico VA 22134
Commanding Officer
Human Resource Management Center
Washington
1000 North Glebe Road
Arlington VA 22201
Director
Naval Civilian Personnel Command
Department of the Navy
800 N. Quincy St
Arlington VA 22203
Director
Naval Civilian Personnel Command
Capital Region
801 N. Randolph St.
Arlington VA 22203
Director
Naval Council of Personnel Boards
801 N. Randolph St
Arlington VA 22203
Commander
Navy Recruiting Command
4015 Wilson Boulevard
Arlington VA 22203
Commanding Officer
Headquarters Battalion
Headquarters US Marine Corps
Henderson Hall
Arlington VA 22214
Commanding Officer
Marine Security Guard Battalion
Headquarters (State Department)
US Marine Corps Henderson Hall
Arlington VA 22214
Chief of Naval Research
800 North Quincy St
Arlington VA 22217
Commander
Naval Legal Service
Department of the Navy
200 Stovall Street
Alexandria VA 22332
Judge Advocate General
Navy Department
200 Stovall Street
Alexandria VA 22332
Commanding Officer
Naval Civil Law Support Activity
200 Stovall Street
Alexandria VA 22332
Chief
Navy-Marine Corps Trial Judiciary
200 Stovall Street
Alexandria VA 22332
Commander
Naval Facilities Engineering
Command NAVFACENGCOM Hdqtrs
200 Stovall Street
Alexandria VA 22332
Commander
Naval Surface Weapons Center
Dahlgren VA 22448
Commanding Officer
Naval Security Group Activity
Northwest
Chesapeake VA 23322
Director
Naval Audit Service Southeast Region
5701 Thurston Ave
Virginia Beach VA 23455
Commanding Officer
Naval Medical Clinic
Norfolk VA 23508
Commander
Naval Medical Command
Mid-Atlantic Region
Norfolk, VA 23508
Commanding Officer
Human Resource Management Center,
Norfolk
5621-23 Tidewater Drive
Norfolk VA 23509
Officer in Charge
Personnel Support Activity Det
Atlantic Fleet Headquarters
Support Activity
Norfolk VA 23511
Commanding Officer
Camp Elmore
Marine Corps
Norfolk VA 23511
Commanding Officer
Naval Eastern Oceanography Center
Mcadie Bldg
Naval Air Station
Norfolk VA 23511
Commanding Officer
Fleet Accounting and Disbursing
Center U S Atlantic Fleet
Building 132 Naval Station
Norfolk VA 23511
Commanding Officer
Navy Environmental Health Center
Naval Station
Norfolk VA 23511
Officer in Charge
Navy Environmental and
Preventive Medicine Unit No 2
Norfolk VA 23511
Commanding officer
Personnel Support Activity
Norfolk VA 23511
Director
Fleet Home Town News Center
Norfolk VA 23511
Commanding Officer
Fleet Intellience Center
Europe and Atlantic
Norfolk VA 23511
Commanding General
Fleet Marine Force Atlantic/
Commanding General Fleet Marine
Force Europe (Designate)
Norfolk VA 23511
Commanding Officer
Naval Administrative Command
Armed Forces Staff College
Norfolk VA 23511
Commanding Officer
Naval Air Station
Norfolk VA 23511
Commanding Officer
Naval Alcohol Rehabilitation Center
Building J-50
Naval Station
Norfolk VA 23511
Commander
Naval Base
Norfolk VA 23511
Commanding Officer
Naval Education and Training
Support Center, Atlantic
Bldg Z-86, Naval Station
Norfolk VA 23511
Commanding Officer
Naval Legal Service Office
Naval Base

Norfolk VA 23511
Commanding Officer
Naval Dental Clinic
Norfolk VA 23511
Commander
Naval Safety Center
Naval Air Station
Norfolk VA 23511
Commanding Officer
Navy Drug Screening Laboratory
Naval Air Station
Bldg S-33
Norfolk VA 23511
Commander
Naval Surface Force
US Atlantic Fleet
Norfolk VA 23511
Commanding Officer
Navy Manpower and Material
Analysis Center
Atlantic
Commander
Oceanographic System Atlantic
Box 100
Norfolk VA 23511
Director
Naval Civilian Personnel Command
Southeast Region
Bldg A-67 Naval Station
Norfolk VA 23511
Director
Consolidated Civilian
Personnel Office
Bldg N-26 Naval Base
Norfolk VA 23511
Commanding Officer
Navy Regional Data Automation Center
Norfolk
Norfolk VA 23511
Commander
Submarine Force
US Atlantic Fleet
Norfolk VA 23511
Commander in Chief
US Atlantic Fleet
Norfolk VA 23511
Commander Naval Air Force
US Atlantic Fleet
Norfolk VA 23511
Commander Training Command
US Atlantic Fleet
Norfolk VA 23511
Commanding Officer
Naval Ophthalmic Support and
Training Activity
Yorktown, VA 23690
Commanding Officer
Naval Hospital
Portsmouth VA 23708

WASHINGTON

Officer in Charge
Marine Corps Reserve Training Center
Naval Air Station
Seattle WA 98115
Commanding Officer
Naval Legal Service Office
Seattle WA 98115
Commander
Naval Reserve Readiness Command
Region Twenty-Two Bldg 9
Naval Support Activity
Seattle WA 98115
Commanding Officer
Naval Support Activity
Seattle WA 98115
Commanding Officer
Naval Medical Clinic
Naval Station
Seattle WA 98115
Commanding Officer
Naval Hospital
Oak Harbor WA 98278
Commanding Officer
Naval Dental Clinic
Bremerton, WA 98314
Commanding Officer
Naval Hospital
Bremerton WA 98314
Commanding Officer
Personnel Support Activity
Puget Sound (Bangor)
Bremerton WA 98315
Commanding Officer
Strategic Weapons Facility, Pacific
Silverdale, WA 98383
Officer in Charge
Marine Corps Reserve Training Center
1702 Tahoma Avenue
Yakima WA 98920

APO/FPO ADDRESSES

Commanding Officer
US Naval Security Group Activity
APO New York 09240
Commander
US Naval Forces Azores
APO New York 09406
Commanding Officer
US Naval Air Facility
APO New York 09406
Commanding Officer
US Naval Security Group Activity
APO New York 09406
Commanding Officer
US Naval Security Group Activity
APO New York 09458
Commander
Amphibious Group 2
FPO New York 09501
Commander
Antisubmarine Warfare Force
US Sixth Fleet
FPO New York 09501
Commander
Attack Carrier Striking Force
Sixth Fleet
FPO New York 09501
Commander
Middle East Force
FPO New York 09501
Commander
Second Fleet
FPO New York 09501
Commander
Sixth Fleet
FPO New York 09501
Commander
South Atlantic Force
US Atlantic Fleet
FPO New York 09501
Commander in Chief
US Naval Forces Europe
FPO New York 09510
US Commander
Eastern Atlantic
FPO New York 09510
Counsel
European Branch
Office of the General Counsel
Department of the Navy
FPO New York 09510
Commanding Officer
Human Resource Management Center
Box 23
FPO New York 09510
Commanding Officer
US Navy Personnel Support
Activity United Kingdom/
Northern Europe
FPO New York 09510
Commanding Officer
Marine Barracks
US Naval Activities
FPO New York 09510
Commanding Officer
Office of Naval Research
Branch Office Box 39
FPO New York 09510
Commander
US Naval Medical Command
European Region
FPO New York 09510
Commander
US Naval Activities United Kingdom
FPO New York 09510
Commanding Officer
US Naval Aviation
Weapons Facility
FPO New York 09511
Commanding Officer
US Communication Station
FPO New York 09512
Commanding Officer
US Naval Security Group
Activity
FPO New York 09518
Commanding Officer
U S Naval Facility
FPO New York 09519
Commander
Fleet Air Mediterranean
FPO New York 09521
Commanding Officer
US Naval Legal Service Office
US Naval Support Activity
FPO New York 09521
Commanding Officer
US Naval Hospital
PO Box 19
FPO New York 09521
Commanding Officer
US Naval Support Activity
FPO New York 09521

Commanding Officer
U.S. Naval Dental Clinic
FPO New York 09521
Commanding Officer
US Navy Personnel Support Activity
Mediterranean Box 20
FPO New York 09521
Commanding Officer
US Naval Air Facility
FPO New York 09523
Commanding Officer
U S Naval Communication
Station
FPO New York 09525
Commander
US Naval Activities Spain
FPO New York 09540
Commanding Officer
US Naval Communication
Station
FPO New York 09540
Commanding Officer
US Naval Hospital
FPO New York 09540
Commanding Officer
US Naval Station
FPO New York 09540
Commanding Officer
U S Naval Communication
Station
FPO New York 09542
Commander
Fleet Air Caribbean
FPO New York 09551
Commander
US Naval Base
FPO New York 09551
Commanding Officer
US Naval Hospital
FPO New York 09551
Commanding Officer
US Naval Station
FPO New York 09551
Commanding Officer
U S Naval Communication
Station
FPO New York 09554
Commanding Officer
US Naval Security Group Activity
FPO New York 09555
Commanding Officer
US Naval Air Station
FPO New York 09560
Commander
Fleet Air Keflavik
FPO New York 09571
Commanding Officer
Naval Security Group Activity
FPO New York 09571
Commanding Officer
JS Naval Communication
Station Box
FPO New York 09571
Commander
US Naval Forces Iceland
FPO New York 09571
Commanding Officer
US Naval Station
FPO New York 09571
Commanding Officer
US Naval Communication Station
FPO New York 09580
Commanding Officer
US Naval Security Group
Activity
Box 5028
FPO New York 09584
Commanding Officer
U S Naval Station
FPO New York 09585
Commanding Officer
U S Naval Station
FPO New York 09593
Commanding Officer
US Naval Air Station
FPO New York 09593
Commander
US Naval Base
Box 34
FPO New York 09593
Commanding Officer
US Naval Hospital
FPO New York 09593
Commanding Officer
US Naval Security Group Activity
US Naval Base Box 41
FPO New York 09593
Commanding Officer
US Naval Station
FPO Miami 34051
Commanding Officer
US Naval Hospital
FPO Miami 34051
Commanding Officer
US Naval Dental Clinic
FPO Miami 34051
Commanding Officer
US Naval Security Group Activity
APO San Francisco 96210
Commanding Officer
Headquarters Support Activity
Box 25
APO San Francisco 96263
Commanding Officer
US Naval Hospital
Box 4
APO San Francisco 96263
Commanding Officer
U S Naval Security Group Activity
APO San Francisco 96274
Commander
U S Forces Korea
APO San Francisco 96301
Commander
US Naval Forces Korea
APO San Francisco 96301
Commander
US Forces Japan
APO San Francisco 96328
Commanding Officer
US Naval Security Group
Activity
Torii Station
APO San Francisco 96331
Commanding Officer
US Naval Medical Research Unit No 3
FPO New York 09527
Commanding Officer
US Naval Medical Research Unit No 2
APO San Francisco 96528
Commander
Amphibious Group 1
FPO San Francisco 96601
Commander
Carrier Striking Force
Seventh Fleet
FPO San Francisco 96601
Commander
Cruiser Destroyer Force
Seventh Fleet
FPO San Francisco 96601
Commander
Seventh Fleet
FPO San Francisco 96601
Commander Amphibious Force
Seventh Fleet
FPO San Francisco 96601
Commander
US Naval Support Force Antarctica
FPO San Francisco 96601
Commanding General
III Marine Amphibious Force FMF
FPO San Francisco 96602
Commanding General
1st Marine Aircraft Wing
FPO San Francisco 96602
Commanding General
3D Marine Division FMF
FPO San Francisco 96602
Commanding Officer
Camp H M Smith US Marine Corps
FPO San Francisco CA 96610
Commanding Officer
Fleet Intelligence Center
Pacific
FPO San Francisco 96610
Commanding General
Fleet Marine Force Pacific
FPO San Francisco 96610
Commanding Officer
Human Resource Management Center
FPO San Francisco 96610
Commander
Marine Corps Base Pacific
FPO San Francisco 96610
Commander
Naval Base
Box 110
FPO San Francisco 96610
Commanding Officer
Naval Investigative Service Office
Pacific Box 76
FPO San Francisco 96610
Commanding Officer
Naval Legal Service Office
Box 124
FPO San Francisco 96610
Commander
Naval Logistics Command
US Pacific Fleet
FPO San Francisco 96610
Commanding Officer
Naval Station
FPO San Francisco 96610
Commanding Officer
Naval Submarine Base

FPO San Francisco 96610
Commanding Officer
Naval Submarine Training
Center Pacific
FPO San Francisco 96610
Officer in Charge
Navy Finance Office
FPO San Francisco 96610
Commander
Submarine Force
US Pacific Fleet
FPO San Francisco 96610
Commander
Third Fleet
FPO San Francisco 96610
Commander in Chief
US Pacific Fleet
FPO San Francisco 96610
Commanding Officer
Naval Air Station
Barbers Point
FPO San Francisco 96611
Commanding Officer
Marine Corps Air Station
FPO San Francisco 96615
Commander
US Naval Base
FPO San Francisco 96630
Commander
US Naval Forces Marianas
FPO San Francisco 96630
Commanding Officer
US Naval Legal Service Office
COMNAVMARIANAS
FPO San Francisco 96630
Commanding Officer
US Naval Hospital
FPO San Francisco 96630
Commanding Officer
US Naval Station
FPO San Francisco 96630
Commanding Officer
U.S. Naval Dental Clinic
FPO San Francisco 96630
Commanding Officer
US Navy Personnel Support
Activity Guam
FPO San Francisco 96630
Commanding Officer
US Naval Air Station
FPO San Francisco 96637
Commander
US Naval Forces Philippines
Box 30
FPO San Francisco 96651
Commanding Officer
US Navy Personnel Support
Activity Philippines
Box 45
FPO San Francisco 96651
Commanding Officer
US Naval Legal Service Office
US Naval Base
FPO San Francisco 96651
Commanding Officer
US Naval Station
FPO San Francisco 96651
Commanding Officer
U.S. Naval Dental Clinic
FPO San Francisco 96651
Commanding Officer
US Naval Hospital
FPO San Francisco 96652
Commanding Officer
US Naval Air Station
FPO San Francisco 96654
Commanding Officer
US Naval Communication
Station
FPO San Francisco 96656
Commanding Officer
US Naval Communication
Station
FPO San Francisco 96680
Commanding Officer
US Naval Communication Station
FPO San Francisco 96685
Commanding Officer
Naval Security Group Activity
APO Seattle 98742
Commander
Fleet Activities
FPO Seattle 98762
Commanding Officer
US Naval Communication
Station Box 3
FPO Seattle 98762
Commander
US Naval Forces Japan
FPO Seattle 98762
Commanding Officer
US Naval Legal Service Office
COMNAVFORJAPAN
FPO Seattle 98762
Commanding Officer
US Navy Personnel Support Activity
Far East
FPO Seattle 98762
Commanding Officer
Marine Corps Air Station
FPO Seattle 98764
Commanding Officer
US Naval Dental Clinic
FPO Seattle 98765
Commanding Officer
US Naval Hospital
FPO Seattle 98765
Commander Fleet Air
Western Pacific
FPO Seattle 98767
Commander
Fleet Activities/US Naval Air
Facility
FPO Seattle 98770
Commanding Officer
US Marine Corps Air Station
(Helicopter)
FPO Seattle 98772
Commanding General
Marine Corps Base
Camp Smedley D Butler
FPO Seattle 98773
Commanding Officer
Naval Security Group Activity
FPO Seattle 98777
Commanding Officer
U S Naval Hospital
FPO Seattle 98778
Commanding Officer
US Naval Dental Clinic
FPO Seattle 98778
Commanding Officer
US Naval Station
FPO Seattle 98791

DEFENSE AUDIOVISUAL AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if

necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

PDAVA 102-03

SYSTEM NAME:

DAVA Office Personnel Locator Files.

SYSTEM LOCATION:

Segments are maintained by offices at Headquarters, Defense Audiovisual Agency (DAVA), and its Activities. Official mailing addresses are: HQ DAVA-RAP, Norton AFB, CA 92409-6498; Defense Audiovisual Agency - Norton Agency, Norton AFB, CA 92409-6518; Defense Aduiovisual Agency Tobyhanna Activity, Tobyhanna, PA 18466-5102; and Defense Audiovisual Agency - Washington Activity, Bldg 219 Washington Navy Yard, Washington, D.C. 20374-2194.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel and civilian employees and in some instances their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include cards, sheets of individual paper files, lists and compilations of individual's name, social security number, home address, home telephone number, and related information. Rosters of office personnel, and office directories are included in this system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority vested in the Secretary of Defense under the provisions of Title 10, U.S.C., he has issued DoD Directive 5040.1, June 12, 1979, creating the Defense Audiovisual Agency (DAVA) as a separate agency of the Department of Defense under his direction. This directive charges the Director, DAVA, with the responsibility of maintaining all necessary and appropriate records.

PURPOSE(S):

This system will permit managers and supervisors to maintain a roster of their office personnel to ensure that they or their families can be contacted if required.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, card files and/or Kardex book.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Records are filed in secure file containers, locked desks, or rooms, accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Temporary records. Destroy on separation or transfer of the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Audiovisual Agency - Norton Activity ATTN: Chief Civilian Personnel Division, (DAVA-N-CP) Building 248, Room 1204, Norton AFB, CA 92409-6518. Telephone: (714) 382-3206.

NOTIFICATION PROCEDURE:

Information may be obtained from System Manager, Activity Chief or supervisor of organization to which the individual is assigned, or at which he/she is employed.

RECORD ACCESS PROCEDURES:

Requests should be addressed to appropriate Activity Chief or supervisor. Written request should include full name of individuals. For personal visists, individual must provide acceptable identification; e.g., driver's license, military or civilian identification card. No identification is required if the individual has previously given consent for release to the general public.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Information received from employee and other personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

PDAVA 102-10

SYSTEM NAME:

DAVA Temporary Duty Travel Files.

SYSTEM LOCATION:

Segments are maintained by offices at Headquarters, Defense Audiovisual Agency (DAVA), and its activities. Official mailing addresses are: HQ DAVA-RAP, Norton, AFB, CA 92409-6498; Defense Audiovisual Agency - Norton Activity, Norton AFB, CA 92409-6518; Defense Audiovisual Agency Tobyhanna Activity, Tobyhanna, PA 18466-5102; and Defense Aduiovisual Agency - Washington Activity, Bldg 219, Washington Navy Yard, Washington, D.C. 20374-2194.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DAVA military or civilian authorized Government travel orders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Consists of copies of and papers relating to temporary duty travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority vested in the Secretary of Defense under the provisions of Title 10, U.S.C., he has issued DoD Directive 5040.1, June 12, 1979, creating the Defense Audiovisual Agency (DAVA) as a separate agency of the Department of Defense under this direction. This directive charges the Director, DAVA, with the responsibility of maintaining all necessary and appropriate records.

PURPOSE(S):

This system will permit managers and supervisors to manage and control Temporary Duty Travel withintheir area of responsibility.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

File alphabetically by last name of employee.

SAFEGUARDS:

Records are filed in secure file containers, locked desks, or rooms accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Temporary records. Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Audiovisual Agency, ATTN: Chief Administrative Services Division, HQ DAVA-RAP, Building 248, Room 1002B, Norton, AFB, CA 92409-6498, telephone: (714) 382-2096.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, Activity Chief or supervisor of organization to which the individual is assigned or at which he/she is employed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager or the appropriate supervisor. Written requests for information should contain the full name of the individual, current address and telephone number. For personal visits, the individual should be able to provide some acceptableidentification; e.g., driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information furnished by travelers and from the travel offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

PDAVA 205-03

SYSTEM NAME:

DAVA Organizational History Files.

SYSTEM LOCATION:

Organizational history files are maintained by offices responsible for the program at Headquarters,Defense Audiovisual Agency (DAVA), and its activities. Official mailing addresses are: HQ DAVA-RAHNorton AFB, CA 92409-6498; Defense Audiovisual Agency - Norton Activity, Norton AFB, CA 92409-6518 Defense Audiovisual Agency - Tobyhanna Activity, Tobyhanna, PA 18466-5102; and Defense Audiovisual Agency - Washington Activity, Bldg 219, Washington Navy Yard, Washington, D.C. 20374-2194.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Normally, key personnel from DAVA, mentioned in Agency histories and special studies, are filed in this system.

CATEGORIES OF RECORDS IN THE SYSTEM:

Coded abstracts of Agency history items or extracts from other documents retained for historical purposes. This can include historically noteworthy achievements of individuals reflected in the documents from which information was extracted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority vested in the Secretary of Defense under the provisions of Title 10, U.S.C., he has issued DoD Directive 5040.1, June 12, 1979, creating the Defense Audiovisual Agency (DAVA) as a separate agency of the Department of Defense under his direction. This directive charges the Director, DAVA, with the responsibility of maintaining all necessary and appropriate records. See also 44, U.S.C. 3101, 'Records Management by Federal Agencies.'

PURPOSE(S):

This system will permit the historians to maintain paperwork on individuals to document the historyof the Agency. DAVA Historian - To furnish background information on the history of the organization. To obtain up-to-date information on all speeches, articles for magazines and newspapers published or given by an individual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Released to news media for Public Relations and Community Affairs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

File alphabetically by last name of employee.

SAFEGUARDS:

Records are filed in secure file containers, locked desks, or rooms accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Permanent records. Offer to NARS in 5 year blocks when 20 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Audiovisual Agency, ATTN: Public Affairs/Information Office, HQ DAVA-RAH, Building 248, Room 1020, Norton AFB, CA 92409-6498, telephone: (714) 382-4823.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the appropriate organization. Written request for information should contain the full name of the individual, current address and telephone number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification; e.g., driver's license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information is obtained from Agency historians, special studies, reports, speeches, newspaper, magazines, and related publications.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

PDAVA 209-01

SYSTEM NAME:

DAVA Privacy Act Case Files, FOIA Requests and Mandatory Declassification Review Files.

SYSTEM LOCATION:

Primary Systems: Official mailing addresses are: HQ DAVA-RAP, Norton, AFB, CA 92409-6498 Defense Audiovisual Agency - Norton Activity, Norton AFB, CA 92409-6518, Defense Audiovisual Agency - Tobyhanna Activity, Tobyhanna, PA 18466-5102 and Defense Audiovisual Agency - Washington Activity, Bldg 219, Washington Navy Yard, Washington, D.C. 20374-2194. Defense Audiovisual Agency - Norton Activity, Norton AFB, CA 92409-6518

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals who request access to or amendment of information or records concerning themselves which are in custody of Defense Audiovisual Agency (DAVA), under the provisions of Title 5 U.S.C., Section 552a, The Privacy Act of 1974. Any person who requests documents under 5 U.S.C. 552, the Freedom of Information Act or mandatory review under E.O. 12356.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain copies of the requests, correspondence between the individual and DAVA custodian officials; written summaries of verbal conversations with the individual; and other documents which are generated in response to the inquiry to include correspondence between DAVA activities and otherFederal agencies, retained copies of classified documents, and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority vested in the Secretary of Defense under the provisions of Title 10, U.S.C., he has issued DoD Directive 5040.1, June 12, 1979, creating the Defense Audiovisual Agency (DAVA) as a separate agency of the Department of Defense under this direction. This directive charges the Director, DAVA, with the responsibility of maintaining all necessary and appropriate records. See also 5 U.S.C., 552a, The Privacy Act of 1974, 5 U.S.C. 552, the Freedom of Information Act; and E.O. 12356.

PURPOSE(S):

This system will permit responses to requests for information received

pursuant to the Privacy Act, and Freedom of Information Act. Files are used to process and coordinate individual requests for information access, and amendment of personal records; to process and record appeals by the individual from Agency rulings; and to ensure timely response to requesters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

In paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel with an official need for access. Classified documents are stored in locked containers.

RETENTION AND DISPOSAL:

Privacy Act Records. a. Offices of Denial Authority: Approved requests, unappealed denials, and denials fully overruled by appellate authorization: Destroy 5 years after date of reply or after agency's/court final determination, whichever is appropriate, b. Other offices: Destroy after 4 years. Freedom of Information Act Record. Records granted access are destroyed 2 years after date of reply. Records denied access are destroyed 5 years after date of reply. Records appealed are destroyed 4 years after final denial by agency or 3 years after adjudication by courts, whichever comes first.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Audiovisual Agency, ATTN: Chief Administrative Services Division, HQ DAVA-RAP, Building 248, Room 1002B, Norton, AFB, CA 92409-6498, telephone: (714) 382-2096.

NOTIFICATION PROCEDURE:

Request from individuals should be addressed to System Manager.

RECORD ACCESS PROCEDURES:

Requests verbal or written, should be addressed to System Manager listed above. Written request for information should contain the full name of the individual, current address and telephone number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Records are obtained from individual requester, DAVA organizations, Department of Defense organizations, and other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

PDAVA 402-03

SYSTEM NAME:

DAVA High-Level Inquiries Correspondence Files.

SYSTEM LOCATION:

Primary System: Official mailing addresses are: HQ DAVA-RAP, Norton, AFB, CA 92409-6498; Defense Audiovisual Agency - Norton Activity, Norton AFB, CA 92409-6518; Defense Audiovisual Agency - Tobyhanna Activity, Tobyhanna, PA 18466-5102; and Defense Audiovisual Agency - Washington Activity, Bldg 219, Washington Navy Yard, Washington, D.C. 20374-2194.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Constituents who have written their Congressional/White House representatives for aid in resolving consumer problems or their employment with the Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains consumer letter, letters from Members of Congress/White House transmitting the complaints,DAVA's acknowledgement of the complaints, and DAVA's replies to the representatives.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority vested in the Secretary of Defense under the provisions of Title 10, U.S.C., he has issued DoD Directive 5040.1, June 12, 1979, creating the Defense Audiovisual Agency (DAVA) as a separate agency of the Department of Defense under his direction. This directive charges the Director, DAVA, with the responsibility of maintaining all necessary and appropriate records. See also 5 U.S.C., 2954 'Information to Committee of Congress on Requests.'

PURPOSE(S):

This system will permit responses to requests for information received from Members of Congress/ White House representatives. Used by DAVA employees and by personnel of any DoD agency to which the matter is referred.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used to investigate and attempt to resolve problems conveyed to the constituent's Congressional/White House representative. Referral to other Federal agencies for appropriate action when complaint or matters inquired about comes within the jurisdiction of such agency.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Folders are indexed by last name of constituent or Member of Congress.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel with an official need for access.

RETENTION AND DISPOSAL:

Temporary records. Destroy after 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Audiovisual Agency, ATTN: Chief Administrative Services Division, HQ DAVA-RAP, Building 248, Room 1002B, Norton, AFB, CA 92409-6498, telephone: (703) 382-2096.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to the System Manager.

RECORD ACCESS PROCEDURES:

Requests, verbal or written, should be addressed to individual's supervisor or manager. Written requests for information should contain the full name of the individual, current address, and telephone number. Visits are limited to normal working hours. For personal visits, the individual should be able to provide some acceptable identification; e.g., driver license, employing office's identification cardand give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the

individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Correspondence originated by employee, members of Congress, and supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

PDAVA 403-09

SYSTEM NAME:

DAVA Biography Files.

SYSTEM LOCATION:

Primary System: Headquarters, Defense Audiovisual Agency, Public Affairs/Information Office (HQ DAVA-RAH) Norton AFB, CA 92409-6498. Decentralized Segments: Defense Audiovisual Agency - Norton Activity, Norton AFB, CA 92409-6518; Defense Audiovisual Agency - Tobyhanna Activity, Tobyhanna, PA 18466-5102; and Defense Audiovisual Agency - Washngton Activity, Bldg. 219,Washington Navy Yard, Washington, D.C. 20374-2194.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Leading military and civilian personalities affiliated with DAVA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contains biographical material to include biographies, photographs, newspaper clippings, and related documents; also name, grade, social security number, and summary of services.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority vested in the Secretary of Defense under the provisions of Title 10, U.S.C., he has issued DoD Directive 5040.1, June 12, 1979, creating the Defense Audiovisual Agency (DAVA) as a separate agency of the Department of Defense under his direction. This directive charges the Director, DAVA, with the responsibility of maintaining all necessary and appropriate records.

PURPOSE(S):

This system will enable the Director, DAVA, to maintain documents pertaining to leading military and civilian personalities affiliated with DAVA. Background information for office personnel in dealing with distinguished visitors.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Records are filed in secure file containers, locked desks, or rooms accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Temporary records. Destroy when superseded or obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Audiovisual Agency, ATTN: Public Affairs/Information Office HQ DAVA-RAH, Building 248, Room 1020, Norton, AFB, CA 92409-6498, telephone: (714) 382-4823.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager, Activity Chief or supervisor of organization to which the individual is assigned or at which he/she is employed.

RECORD ACCESS PROCEDURES:

Requests should be addressed to appropriate Activity Chief or supervisor. Written request should include full name of individual. For personal visits, individual must provide acceptable identification; e.g., driver license, military or civilian identification card. No identification is required if the individual has previously given consent for release to the general public.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information received from employee and other personnel records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

PDAVA 501-03

SYSTEM NAME:

DAVA Security Files.

SYSTEM LOCATION:

Primary System: Headquarters, Defense Audiovisual Agency (HQ DAVA-RAS) Norton AFB, CA 92409 6498. Decentralized Segments: Defense Audiovisual Agency - Norton Activity, Norton AFB, CA 92409 6518; Defense Audiovisual Agency - Tobyhanna Activity, Tobyhanna, PA 18466-5102; and Defense Audiovisual Agency - Washington Activity, Bldg 219, Washington Navy Yard, Washington, D.C. 20374-2194.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DAVA military or civilian employees as well as DAVA contractor employees, consultants and other individuals employed by DAVA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents reflecting application and issue of DAVA identification media, individual authorizations for access to classified material, security briefing and debriefing statements as well as the supporting documentation for these. Materials include forms containing the name, signature, photograph and other personal data of the individuals concerned as well as documents supporting the access actions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority vested in the Secretary of Defense under the provisions of Title 10, U.S.C., he has issued DoD Directive 5040.1, June 12, 1979, creating the Defense Audiovisual Agency (DAVA) as a separate agency of the Department of Defense under his direction. This directive charges the Director, DAVA, with the responsibility of maintaining all necessary and appropriate records.

PURPOSE(S):

This system enables DAVA to issue required access media, properly control access to classified material and maintain appropriate security access documentation, such as security briefing/ debriefing statements, records of identification cards issued and security authorizations as well as related documentation. The system is used by the DAVA Security and Personnel Offices to manage the DAVA security program. In addition appropriate information is provided other DAVA activities to verify clearances and access prior to those activities granting access to classifed information or material.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to the blanket routine uses set forth above, information as to individual authorizationfor access to classifed material may be provided to other agencies when DAVA personnel require access to classified or other materials in the possession of those agencies. Such releases are limited to that information required to verify clearance status and identity.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper and photographic records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Maintained in areas accessible only to authorized personnel with an official need for access. Any classified records are in properly secured containers during periods of non-use and properly safeguarded at other times.

RETENTION AND DISPOSAL:

Temporary records. Identification media and supporting documentation is destroyed 3 months after media is returned to issuing office. Access authorization is destroyed 2 years after authorization expires and other documents, to include briefing/debriefing certificates, are destroyed two years after separation, retirement or obsolescense.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Audiovisual Agency, ATTN: Chief Security Division, (HQ DAV-RAS) Building 248, Room 1000, Norton AFB, CA 92409-6498. Telephone: (714) 382-7000.

NOTIFICATION PROCEDURE:

Requests, verbal or written should be addressed to the System Manager. Written requests for information should contain the full name of the individual, current address, and telephone number.

RECORD ACCESS PROCEDURES:

Requests, verbal or written, should be addressed to the System Manager. Written requests for information should contain full name of the individual, current address and telephone number. Visits are limited to normal working hours. For personal visits, the individual should be able to provide some acceptable identification; e.g., driver's license, employing office's identificationcard, and give some verbal information that could be verified. Direct any question concerning access rules to the System Manager.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Report of investigation agency that conducted the background investigation, forms completed by the individual, personnel records and other inquiries and requests.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

PDAVA 609-03

SYSTEM NAME:

DAVA Expert and Consultant Data Files.

SYSTEM LOCATION:

Civilian Personnel Division (DAVA-N-CP), Norton AFB, CA 92409-6518.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual employed as an expert or consultant with DAVA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employment and education history, salary data, and statement of duties or functions proposed for the expert/consultant.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority vested in the Secretary of Defense under the provisions of Title 10, U.S.C., he has issued DoD Directive 5040.1, June 12, 1979, creating the Defense Audiovisual Agency (DAVA) as a separate agency of the Department of Defense under his direction. This directive charges the Director, DAVA, with the responsibility of maintaining all necessary and appropriate records. See also 5 U.S.C., 3109, 'Employment of Experts and Consultants; Temporary or Intermittent.'

PURPOSE(S):

To maintain records of employment and education history, salary data, statement of duties and relative material on the expert/consultant, hired with DAVA. The purpose of collecting the information is to evaluate the merits of proposed appointments of consultants/experts and to meet Office of Personnel Management (OPM) requirements to maintain such records, or the information is used to obtain final approval by DAVA/DoD on proposed appointments of experts/consultants; users of records are supervisors, civilian personnel, and OSD officials.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Office of Personnel Management (OPM).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of expert or consultant.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized personnel with an official need for access.

RETENTION AND DISPOSAL:

Temporary records. Destroy 2 years after separation of employee.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Audiovisual Agency - Norton Activity, ATTN: Chief Civilian Personnel Division (DAVA-N CP), Building 248, Room 1204, Norton AFB, CA 92409-6518. Telephone: (714) 382-3206.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to System Manager or the appropriate supervisor. Written requests for information should contain the full name of the individual, current address and telephone number. For personal visits, the individual should be able to provide some acceptable identification; e.g., driver's license, employing office's identification card, and give some verbalinformation that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Personnel actions recorded for supervisory records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

PDAVA 613-02

SYSTEM NAME:

DAVA Appeal and Grievance Files.

SYSTEM LOCATION:

Civilian Personnel Division (DAVA-N-CP), Norton AFB, CA 92409-6518.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former DAVA employees who have filed a grievance or an appeal.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system contains records relating to grievances or appeals filed by Agency employees. These case files contain all documents related to grievance or appeal, including statements of witnesses, reports of interview and hearings, examiner's reports, recommendations, a copy of the original and final decision, and related correspondence or exhibits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority vested in the Secretary of Defense under the provisions of Title 10, U.S.C., he has issued DoD Directive 5040.1, June 12, 1979, creating the Defense Audiovisual Agency (DAVA) as a separate agency of the Department of Defense under his direction. This directive charges the Director, DAVA, with the responsibility of maintaining all necessary and appropriate records. See also 5 U.S.C. 2302, 'Prohibited Personnel Practices,' and U.S.C. 7121, 'Grievance Proceudures.'

PURPOSE(S):

To maintian records relative to appeals and grievance filed by DAVA employees. To evaluate the merits of employee grievances and to make decisions on grievances and for use in appeal proceedings by personnel office and supervisors.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

External users are employee representatives, Office of Personnel Management, Equal Employment Opportunity Office, local union officials, and hearing officers.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of the individuals about whom the records are maintained.

SAFEGUARDS:

Records are maintained in area accessible only to authorized personnel with an official need for access. Classified documents are stored in locked containers.

RETENTION AND DISPOSAL:

Temporary records. Destroy 3 years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Audiovisual Agency, ATTN: Chief Civilian Personnel Division (DAVA-N-CP), Building 248, Room 1204, Norton AFB, CA 92409. Telephone: (714) 382-3206.

NOTIFICATION PROCEDURE:

Requests from individuals should be addressed to System Manager.

RECORD ACCESS PROCEDURES:

Requests, verbal or written, should be addressed to individual's supervisor or manager. Written request for information should contain the full name of the individual, current address and telephone number. Visits are limited to normal working hours. For personal visits, the individual should be able to provide some acceptable identificaion; e.g., driver's license, employing office's identification card and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information in this system of records is obtained from: a. The individual on whom the record is maintained. b. Testimony of witnesses. c. Agency officials, and d. Related correspondence from organizations or persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DEFENSE CONTRACT AUDIT AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an

investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

RDCAA 152.17

SYSTEM NAME:

152.17 Security Status Master List

SYSTEM LOCATION:

Security Officer, Defense Contact Audit Agency (DCAA), HQ, DCAA

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants for employment with DCAA; all military personnel assigned, detailed or attached to DCAA; all persons hired on a contractual basic by, or serving in an advisory capacity to, DCAA who require access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record contains type of investigation, date completed, file number, agency which conducted investigation, investigation, security clearance data information, name, social security number, date and place of birth, organizational assignment, dates interim and final clearance issued, position sensitivity and related data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 12356, 'National Security Information Material'.

PURPOSE(S):

To maintain a ready reference of security clearances on DCAA personnel, to include investigative data and position sensitivity.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide security clearance data to DoD contractors and other Federal agencies on DCAA employees assigned to or visiting a contractor facility or visting or applying for employment with another Federal agency. See blanket routine uses at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card File

RETRIEVABILITY:

Cards filed alphabetically by last name of individual concerned for all DCAA regional personnel. Separate file maintained alphabetically by last name of individual concerned for DCAA Headquarters elements.

SAFEGUARDS:

Cards are accessible only to those authorized personnel required to prepare, process, and type necessary documents; and answer authorized inquiries for information contained therein. Cards are stored in locked filing cabinets after normal business hours and are stored in a locked room and building which is protected by a guard force system after normal business hours.

RETENTION AND DISPOSAL:

These cards are destroyed two years after an individual is separated from the Agency.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, DCAA, Headquarters, DCAA,Cameron Station, Alexandria, VA 22304-6178.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7288

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current addressand telephone number and current business address. Visits are limited to DCAA Security Office, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

For personal visits, the individual should be able to provide acceptable identification, that is, driver's license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

The Agency rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

RECORD SOURCE CATEGORIES:

Security Officer, Headquarters, DCAA; Director of Personnel, Headquarters, DCAA; Chiefs of Personnel Divisions, DCAA regional offices; Regional Security Officers, DCAA Regional Offices; Chiefs of DCAA Field Audit Offices; Manager, DCAI; and reports of investigation conducted by Federalinvestigative agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 152.2

SYSTEM NAME:

152.2 Personnel Security Data Files

SYSTEM LOCATION:

Primary System - Security Officer, Defense Contract Audit Agency(DCAA), Headquarters, DCAA.

Decentralized Segments - Director of Personnel, DCAA; DCAA Regional Offices: Chiefs of PersonnelDivisions and Regional Security Officers whose addresses are in the DoD directory in the appendix toDCAA's system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants for employment with DCAA; all DCAA employees; all military personnel assigned, detailed, or attachedto DCAA; all persons hired on a contractual basis by, or serving in an advisorycapacity to DCAA, who require access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Section One contains copies of individual's employment applications, security investigative questionnaires, requests for an approval or disapproval of emergency appointment authority; requests for investigation or security clearance; interim and final security clearance certificates.

Section Two contains non record copies of investigations, or summaries or extracts of the results of investigations, furnished by investigative agencies, conducted to determine suitability, eligibility or qualifications for Federal civilian employment, military service, or access to classified information.

Section Three contains summaries or extracts of reports of investigation, internal Agency memorandums and correspondence furnishing analysis of results of investigations in so far as their relationship to the criteria set forth in the Executive Order 10450, in the Federal Personnel Manual and in Department of Defense and DCAA Directives and Regulations; comments and recommendations of the DCAA Central Clearance Group to the Director, DCAA, and determination by the Director, DCAA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 12356, 'National Security Information '.

PURPOSE(S):

To provide a basis for requesting apporopriate investigations; to permit determinations on employment or retention; to authorize and record access to classified information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Sections One and Three - Paper records in file folders. Section Two - Paper records and microfichein file folders.

RETRIEVABILITY:

Folders are filed by file series then by organizational element (DCAA Headquarters or DCAA field activities) and then alphabetically by last name of individual concerned.

SAFEGUARDS:

Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official

duties. Records are stored in locked filing cabinets after normal business hours.

RETENTION AND DISPOSAL:

Section One and Three: Records pertaining to Federal employees, military personnel, and persons furnishing services to DCAA on a contract basis are destroyed upon separation of employees, transfer of military personnel from DCAA, and upon termination of the contracts of contractor personnel. Records pertaining to applicants are destroyed if an appointment to the Agency is not made.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, DCAA, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria VA 22304-6178
Telephone: Area Code 202/274-7288

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD Directory in the appendix to DCAA systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

RECORD SOURCE CATEGORIES:

Headquarters, DCAA: Security Officer and Director of Personnel; DCAA Regional Offices:Chiefs of Personnel Divisions, Regional Security Officers, Chiefs of Field Audit Offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 152.5

SYSTEM NAME:

152.5 Notification of Security Determinations

SYSTEM LOCATION:

Primary System-Regional Security Officer, DCAA Regional Office; Security Control Officer, DCAI.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCAA personnel and applicants for DCAA employment on whom specific security or suitability action must be taken.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records may contain a summary of pertinent security or suitability information; the results of security determinations approved by the Director, DCAA;and directed or recommended actions to be taken at DCAA Regional Office, Field Audit Office or DCAI level.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended and Executive Order 12356, 'National Security Information'.

PURPOSE(S):

To permit required actions of a suitability or security nature to be taken by appropriate DCAA officials.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Folders are filed by file series, then alphabetically by name of person concerned.

SAFEGUARDS:

Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours.

RETENTION AND DISPOSAL:

Destruction is directed individually in each case upon completion of final security or suitability actions or automatically upon non-appointment of applicants or separation of employees, whichever is earlier.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters, DCAA, Cameron Station,Alexandria, VA 22304-6178.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7288

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoDdirectory in the appendix to DCAA systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license or employing office's identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

RECORD SOURCE CATEGORIES:

Results of investigations received from Federal agencies and recommendations for action from appropriate DCAA Headquarters staff elements.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 152.6

SYSTEM NAME:

152.6 Regional and DCAI Security Clearance Request Files

SYSTEM LOCATION:

Primary System-Security Officers of DCAA Regional Offices and Security Control Officer, DCAI,whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Decentralized Segment-Security Officer, Headquarters, DCAA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants for employment with DCAA; all DCAAemployees; all military personnel assigned, detailed, or attached to DCAA; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA, who require access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain personnel security data forms submitted by employees and applicants and required in the processing of security investigations; requests for various types of security clearance actions; and requests for and approvals/disapprovals of changes of sensitivity of positions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 2904, 3102; 5 USC 7531 through 7533, Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 12356, 'National Security Information'.

PURPOSE(S):

To prepare necessary paperwork and documentation upon which to base requests to Headquarters, DCAA for appointments to sensitive positions, and for security clearance and to retain support documents pending approval of appointment and/or granting clearance.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual concerned in subject file.

SAFEGUARDS:

Records are accessible only to those authorized personnel required to prepare, review, process, and type necessary documents. Records are stored in locked filing cabinets after normal business hours and are stored in locked rooms and buildings after normal business hours.

RETENTION AND DISPOSAL:

These are transitory files at DCAA Regional Offices and DCAI level and are maintained only during processing and pending final action on requests; upon receipt of final action taken on request, files are destroyed. Segments of the system held by the Security Officer, DCAA are destroyed upon separation of the employee or after non-appointment of an applicant.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

Regional Security Officers, DCAA and Security Control Officers; DCAI, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7288

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address and telephone number, and current business address. Visits are limited to those offices (Headquarters and 6 Regional Offices) listed in the DoD directory in the appendix to DCAA system notices.

In personal visits, the individual should be able to provide acceptable identification, that is, driver's license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

The Agency rules for contesting contents and appealing initial determinations may be obtained the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178

RECORD SOURCE CATEGORIES:

Chiefs of Personnel Divisions, DCAA Regional Offices; Regional Security Officers, DCAA Regional Offices; Chiefs of DCAA field audit offices; Manager, DCAI.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 152.7

SYSTEM NAME:

152.7 Clearance Certification

SYSTEM LOCATION:

Primary System-Regional Security Officers DCAA Regional Offices, Security Control Officers, DCAA Field Audit Offices and DCAI, whose addesses are in the DoD directory in the appendix to DCAA's system notices.

Decentralized Segments-Security Officer, DCAA, and Director of Personnel, Headquarters, DCAA; Chiefs of Personnel whose addresses are in the DoD directory in the appendix to DCAA's system notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DCAA personnel who require access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain interim and final security clearance certificates attesting to type of investigation conducted and degree of access to classified information which is authorized as well as at the Field Audit Offices and DCAI, copies of security acknowledgment certificates and special access briefing statements executed by individuals upon being granted security clearances or access to special access information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 USC 2904, 3102; 5 USC 7531 through 7533, Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 12356, 'National Security Information'.

PURPOSE(S):

To maintain a record of the security clearance status of all DCAA personnel as well as certification of briefings for access to classified information and special access information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To DoD contractors to furnish notice of security clearance and access authorization of DCAA employees. See blanket routine uses at the beginning of this componet's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual concerned within subject file.

SAFEGUARDS:

Records are accessible only to those authorized personnel required to act upon a request for accessto classified defense information. Records are stored in locked filing cabinets after normal business hours and stored in locked rooms or buildings.

RETENTION AND DISPOSAL:

Files pertaining to Federal employees, military personnel, and persons furnishing services DCAA on a contract basis are destroyed upon separation or transfer of employees or military personnel and upon termination of contractor personnel. Files of individuals transferring within DCAA are transferred to security control office of gaining element for maintanence.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, DCAA, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

Regional Security Officers in DCAA Regional Offices whose addresses are in the DoD directory in the appendix to DCAA's system notice.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7288

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD directory in the appendix to DCAA's system notice.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers's license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records administrator, Defense Contract Audit Agency,Cameron Station, Alexandria, VA 22304-6178.

RECORD SOURCE CATEGORIES:

Security Officer, DCAA; Regional Security Officers, DCAA Regional Offices and Security Control Officers of DCAA Field Audit Offices and DCAI.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 240.2

SYSTEM NAME:

240.2 Statements of Employment and Financial Interest

SYSTEM LOCATION:

Office of Counsel, Headquarters, DCAA

Supervisors of all DCAA auditor employees, GS-13 and above. Offices listed in DoD directory in appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel in grades GS/GM-13 and above who occupy positions covered by Executive Order 11222 and Section 201 of the Ethics in Government Act of 1978.

CATEGORIES OF RECORDS IN THE SYSTEM:

Department of Defense Forms 1555 and 1555-1 and Standard Form 278.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11222 dated May 8, 1965; Section 205 of the Ethics in Government Act of 1978.

PURPOSE(S):

To comply with the requirements of Executive Order 11222 and Section 201 of the Ethics in Government Act of 1978 that designated employees file such statements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Alphabetically by last name of employee

SAFEGUARDS:

Stored in locked tumbler safe during nonduty hours; only the staff of the DCAA Counsel is permitted access during duty hours

RETENTION AND DISPOSAL:

Counsel, DCAA-These records are destroyed two years after termination of employment with DCAA.

Supervisors-These files are destroyed upon transfer or separation of the employee

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Headquarters, DCAA

NOTIFICATION PROCEDURE:

Information may be obtained from:
Counsel
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A175
Alexandria, VA 22304-6178
Telephone: Area Code 202/274/7321

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Counsel, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Office of Counsel, Building 4, Room 4A175, Cameron Station, Alexandria, VA.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employment identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

NONE

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 240.3

SYSTEM NAME:

240.3 Legal Opinions

SYSTEM LOCATION:

Office of Counsel, Headquarters, DCAA

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DCAA employee who files a complaint with regard to personnel problems that requires a legal opinion for resolution.

CATEGORIES OF RECORDS IN THE SYSTEM:

Fraud-Files contain interoffice memorandums, citations used in determining legal opinion, in some cases copies of investigations (FBI), copies of Agency determinations.

EEO- Files contain initial appeal, copies of interoffice memorandums,

testimony at EEO hearings, copy of Agency determination. Citations used indetermining legal opinions.

Grievances-Files contain correspondence relating to DCAA employees filing grievances regarding leave, removals, resignations, suspensions, disciplinary actions, travel, citations used in determining legal opinion, Agency determinations.

MSPB Appeals - Filescontain interoffice memorandums, citations used in determining the legal position, statements of witnesses, pleadings and MSPB decisions.

Awards-Files contain correspondence relating to DCAA employee awards, suggestion evaluations, citations used for legal determination, Agency determination.

Security Violations-Files contain interoffice correspondence relating to DCAA employee security violations, citations used in determinations, Agency determination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Records Act 1950 (44 USC 2904, 3102, 3309), Records Disposal Act 44 USC 3301, Civil ServiceReform Act of 1978.

PURPOSE(S):

To maintain a historical reference for matters of legal precedence within DCAA to ensure consistency of action and the legal sufficiency of personnel actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Primary filing system is by subject; within subjects, files are alphabetical by subject, corporation, name of individual.

SAFEGUARDS:

Under staff supervision during duty hours; security guards are provided during nonduty hours.

RETENTION AND DISPOSAL:

These files are for permanent retention. They are retained in active files for five years and retired to Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Headquarters, DCAA, Cameron Station, Alexandria, VA. 22304-6178.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency,
Cameron Station
Alexandria, VA 22304-6178
Telephone: Area Code 202-274-7288

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests from individuals for information should contain the full name of the individual, current address and telephone number. Visits are limited to Records Administrator, Cameron Station, Alexandria, VA 22304-6178.

For personal visits, the individual should be able to provide some acceptable identification that is, driver's license, employing office's identification card, and give some verbal information that could be verified with 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Cameron Station, Alexandria, VA 22304-6178.

RECORD SOURCE CATEGORIES:

Correspondence from individual's supervisor, DCAA employees, former employers, between DCAA staff members, and between DCAA and other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 240.5

SYSTEM NAME:

240.5 Standards of Conduct, Conflict of Interest

SYSTEM LOCATION:

Office of Counsel, Headquarters, DCAA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DCAA employee who has accepted gratuities from contractors or who has business, professional or financial interests that would indicate a conflict between their private interests and those related to their duties and responsibilities as DCAA personnel. Any DCAA employee who is a member or officer of an organization that is incompatible with their official government position, using public office for private gain, or affecting adversely the confidence of the public in the integrityof the Government.

CATEGORIES OF RECORDS IN THE SYSTEM:

Office of Counsel-Files contain documents and background material on any apparent conflict of interest or acceptance of gratuities by DCAA personnel. Correspondence may involve interoffice memorandums, correspondence between former DCAA employees and Headquarters staff members, citations used in legal determinations and Agency determinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11222 dated May 8, 1965 18 USC 208.

PURPOSE(S):

To provide a historical reference file of cases that are of precedential value to ensure equality of treatment of individuals in like circumstances.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the begining of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Primary filing system is by subject, within subject, files are alphabetical by subject, corporation, name of individual.

SAFEGUARDS:

Under staff supervision during duty hours; buildings have security guards during nonduty hours.

RETENTION AND DISPOSAL:

These files are for permanent retention. They are retained in active files for five years and retired to Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Headquarters, DCAA, Cameron Station, Alexandria, Va. 22304-6178

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria, VA. 22304-6178

Telephone: Area Code 202/274-7288

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests from individuals for information should contain the full name of the individual, current address and telephone number. Visits are limited to Records Administrator, Cameron Station, Alexandria, VA 22304-6178.

For personal visits, the individual should be able to provide some acceptable identification that is, driver's license, employing office's identification card, and give some verbal information that could be verified with 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Cameron Station, Alexandria, VA 22304-6178

RECORD SOURCE CATEGORIES:

Correspondence from individual's supervisor, DCAA employees, former employees, between DCAA staff members, and between DCAA and other Federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 260.5

SYSTEM NAME:

260. 5 Congressional Correspondence

SYSTEM LOCATION:

Primary System-Policy Liaison Division Headquarters, DCAA;

Decentralized Segments-DCAA Regional Offices and Field Audit Offices; Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual Member of Congress or a staff member of a Congressional Committee who has written to DCAA about a matter under the purview of DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of correspondence from the Congressional member or Committee staff member, the reply made byDCAA and any backup material developed in the process of preparing the reply.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901; et. seq.

PURPOSE(S):

To maintain a record of all Congressional inquiries and the DCAA responses thereto.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

These records are filed chronologically under the subject 'Congressional Correspondence' and may be indexed by subject of the correspondence and the name of the Congressional member or the individual.

SAFEGUARDS:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

RETENTION AND DISPOSAL:

Files maintained by the Policy Liaison Division are for permanent retention. They are retained in active files for five years and retired to the Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Headquarters, DCAA, Chief, Policy Liaison Division

Regional Managers, DCAA

Chiefs of Field Audit Offices

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Chief, Policy Liaison Division
Defense Contract Audit Agency, Bldg. 4, Room 4A250
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7521

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Chief, Policy Liaison Division, Defense ContractAudit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, and the current address and telephone number. Visits are limited to the Chief, Policy Liaison Division Cameron Station, Alexandria, Va 22304-6178

For personal visits, the individual should be able to provide some acceptable identification that is, driver's license, employing office's identification card, and give some verbal information that could be verified in the file

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Correspondence originating in the Congress, in the staff offices of the Defense Contract Audit Agency, and other Federal agencies; notes and documents collected in the process of formulating a reply.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 322.7

SYSTEM NAME:

322.7 Students and Instructors

SYSTEM LOCATION:

All DCAA offices. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who has been a student or instructor for any training courses sponsored by DCAA

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to applications and selections of students and guest instructors for DCAA-sponsored training courses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

PURPOSE(S):

To provide records relating to application and selection of students and guest instructors for DCAA-sponsored training courses.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

These records are filed by course title, then by name of individual participants.

SAFEGUARDS:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

RETENTION AND DISPOSAL:

These files are destroyed after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director, Resources, Headquarters, DCAA

Assistant Director, Operations and Professional Development, Headquarters, DCAA

Regional Directors, DCAA

Chiefs, Field Audit Offices, DCAA

Manager, Defense Contract Audit Institute, Memphis, Tennessee

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGERS.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to SYSMANAGER of office concerned.

Written requests should contain the full name, address, and telephone number of the individual. Visits are limited to those offices listed in the Department of Defense directory in the appendix toDCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

RECORD SOURCE CATEGORIES:

Correspondence originating in any DCAA office sponsoring training courses, from students and instructors of courses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 358.1

SYSTEM NAME:

358.1 General EEO Files

SYSTEM LOCATION:

Primary System-EEO offices throughout DCAA. Official Mailing addresses are in the DoD Directory inthe Appendix to DCAA's Systems Notices.

Decentralized Segments-Office of EEO Officer, HQ,DCAA; Office of Counsel, HQ, DCAA; Regional EEO Officers DCAA Regions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of DCAA who has contacted an EEO Counselor regarding any form of discrimination against them by any organizational level of DCAA

CATEGORIES OF RECORDS IN THE SYSTEM:

CSC Form 894, Complaint of Discrimination in the Federal Government; affidavits; EEO Counselor's Report; correspondence between Counselor and local offices of DCAA

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EEO Act of 1962 as implemented by Federal Personnel Manual Chapter 713

PURPOSE(S):

To process and document EEO complaints in compliance with the provisions of 29 CFR 1613.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To EEOC, Merit Systems Protection Board and U.S. Courts to process EEO complaints in compliance with the provisions of 29 CFR 1613

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Filed alphabetically by last name of complainant

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Destroy after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

EEO Counselor concerned; Regional EEO Officer; EEO Officer, HQ, DCAA

NOTIFICATION PROCEDURE:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22304-6178
Telephone: 202-274-7319

RECORD ACCESS PROCEDURES:

Requests from individuals for their records should be addressed to: EEO Officer DCAA, Cameron Station, Alexandria, VA 22304-6178

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22304-6178

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22304-6178

RECORD SOURCE CATEGORIES:

Letters from complainant; affidavits of others knowledgeable of circumstances surrounding complaint; other correspondence relative to complaint.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 358.21

SYSTEM NAME:

358.21 EEO Complaints

SYSTEM LOCATION:

Primary System-Office of EEO Officer, HQ, DCAA Official Mailing addresses are in the DoD Directory in the Appendix to the DCAA Systems Notices

Decentralized Segments-Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee of DCAA who has brought an EEO complaint against any organizational level of DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

CSC Form 894, Complaint of Discrimination in the Federal Government; Affidavits; EEO Counselor's report; Investigator's Report; transcript and other documents relating to the hearing; correspondence between all echelons of DCAA concerning this complaint; inter and intra agency correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

EEO Act of 1962; Office of Personnel Management Federal Personnel Manual Chapter 713

PURPOSE(S):

To process and document EEO complaints in compliance with the provisions of 29 CFR 1613.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To EEOC, Merit Systems Protection Board and U.S. Courts to process EEO complaints in compliance with 29 CFR 1613.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by case number in order received.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Destroy 4 years after final adjustment. Records are retained in active file until end of calendar year in which complaint was settled, held one additional year in inactive file and subsequently retired to Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

EEO Officer, HQ, DCAA; Cameron Station, Alexandria, VA. 22304-6178

NOTIFICATION PROCEDURE:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22304-6178
Telephone: 202-274-7319

RECORD ACCESS PROCEDURES:

Requests from individuals for their records should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22304-6178

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22304-6178

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22304-6178

RECORD SOURCE CATEGORIES:

Letters from complainant; affidavits of supervisors and others knowledgeable of circumstances surrounding complaint; correspondence between all echelons of DCAA concerning the complaint; interagency and intraagency correspondence.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 358.3

SYSTEM NAME:

358.3 Grievance & Appeal Files

SYSTEM LOCATION:

Grievant's servicing personnel office in Headquarters or in the regional offices whose addresses are in the DoD Directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees or former employees who have filed formal grievances that may be adjudicated under either Chapter 58, DCAA Personnel Manual or a negotiated grievance procedure.

CATEGORIES OF RECORDS IN THE SYSTEM:

The written grievance; assignment of examiner; or selection of an arbitrator or referee; statementsof witnesses; written summary of interviews; written summary of group meetings; transcript of hearing if one held; correspondence relating to the grievance and conduct of the inquiry; exhibits evidence; transmittal; memorandums and letters: decision.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 US C 301; 10 USC 133; 44 USC 2901;Part 771, Civil Service Regulations.

PURPOSE(S):

To record the grievance, the natureand scope of inquiry into the matter being grieved, and the treatment accorded the matter by management.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To arbitrators, referees, or other third party hearing officers selected by management and/or the parties to the grievance to serve as factfinders of deciders of the matter grieved. See blanket routine at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records stored in tyable jackets in file cabinets or open shelf files.

RETRIEVABILITY:

Grievance files are filed by subject matter, contract clause, or by name alphabetically

SAFEGUARDS:

Grievance files are under surveillance of Personnel Office staff during duty hours. During nonduty hours, the building is locked and under guard.

RETENTION AND DISPOSAL:

Review annually; destroy entire file 1 year after the grievance has been decided or after the transfer or separation of the employee, whichever is shorter.

SYSTEM MANAGER(S) AND ADDRESS:

Each servicing personnel officer in Headquarters or the Regions whose addresses are in the DoD directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Requests for information should be made to the region in which the grievance originated.

Written requests should contain individual's full name, current address, telephone number and office of assignment.

Individuals may visit the personnel office of the region in which the grievance was filed.

For personal visits, individual must furnish positive identification.

Information will be at the Personnel Office of the Region in which the grievance originated or HQ, DCAA.

RECORD ACCESS PROCEDURES:

Individuals may obtain information on access to records by communicating in writing or personally with the SYSMANAGER or Personnel Officer of the Region of record.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

RECORD SOURCE CATEGORIES:

Grievant;

Witnesses;

Exhibits furnished in evidence by grievant and witnesses;

Grievance examiner; and persons interviewed by the grievance examiner

Deciding official arbitrator, referee, or other third party fact finder or decider.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 371.5

SYSTEM NAME:

371.5 Locator Records

SYSTEM LOCATION:

Office, Director of Personnel, HQ DCAA, Cameron Station, Alexandria, VA 22304-6178. Regional Offices and Field Audit Offices whose addresses are in the DoD directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of DCAA

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee's name, office room number, office telephone number, office symbol, home address, home telephone number, date prepared, spouse's name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

PURPOSE(S):

To provide a ready reference of employee home address and telephone number for business, protocol and social purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

3x5 card, stored in index card box.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Under control of office staff during duty hours. Building and/or office locked and/or guarded during nonduty hours.

RETENTION AND DISPOSAL:

Retained until separation of employee, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel, HQ DCAA, Cameron Station, Alexandria, VA 22304-6178. Personnel Officers atthe regional offices and the field audit office managers whose addresses are in the DoD Directory in the appendix to DCAA's systems notices

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

Written requests for information must include individual's full name, current address, telephone number and office of assignment.

Individual may visit the Office of the SYSMANAGER

For personal visit, individual must furnish positive identification.

RECORD ACCESS PROCEDURES:

A personal or written request to the SYSMANAGER.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

RECORD SOURCE CATEGORIES:

Employee

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 440.2

SYSTEM NAME:

440.2 Time and Attendance Reports

SYSTEM LOCATION:

Primary System-Management Division Headquarters, DCAA.

Decentralized Segments-DCAA Regional Offices and Field Audit Offices. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of the Defense Contract Audit Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a copy of individual's time and attendance report and other papers necessary for the submission of time and attendance reports and collecting of pay from the non-DCAA payroll office.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901; et. seq.; 31 United States Code 66a.

PURPOSE(S):

To record the number of hours an employee works each day and the amount of sick and/or annual leave used. Supervisors review and certify accuracy of reports which are furnished to the appropriate Finance and Accounting office within the DoD for payroll purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

RETENTION AND DISPOSAL:

These records are destroyed six months after end of pay period to which applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director, Resources, Headquarters, DCAA

Regional Directors, DCAA
Chiefs of Field Audit Offices
Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7288

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name, address, telephone number of the individual and the employee payroll number.

Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

RECORD SOURCE CATEGORIES:

Time and Attendance reports are completed by the time and attendance clerk.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

RDCAA 590.8

SYSTEM NAME:

590.8 DCAA Management Information System (MIS)

SYSTEM LOCATION:

Data Systems Branch, Management Division, Headquarters, DCAA Financial Management Divisions, DCAA regional offices; field audit office respective DCAA regions whose addresses are in the DoD Directory in the appendix to DCAA's systems notices; Compuserve, Inc., 5000 Arlington Center Blvd., Columbus OH 43220, which maintains systems data under contract with General Services Administration.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Data Systems Branch, Headquarters, DCAA, all current civilian employees of DCAA; and former employees who were on Agency rolls any time after system implementation on 1 July 1974.

Financial Management divisions, DCAA regional offices; all current civilian employees of respective DCAA regions and former employees who were on regional rolls any time after system implementation on 1 July 1974.

Field Audit Offices, DCAA; all current civilian employees of respective field audit offices and former employees who were assigned to office any time after system implementation on 1 July 1974.

Compuserv, Inc.; all current civilian employees of DCAA and former employees who were on Agency rolls any time after system implementation on 1 July 1974.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual employees are identified in system by social security account number recorded on input document, Employee Monthly Activity Report, Card 50. This record contains unique number of direct and indirect work assignments and the number of hours expended on each during reporting month. This is the only record in system directly associated with employee. However, individual data can be related to following additional data stored in system: (i) profile of contractors for which Agency has audit congnizance; (ii) inventory of contracts which are active and require audit effort during current fiscal year; (iii) inventory of direct audit and indirect assignments with descriptive data to which effort will be charged during current fiscal year or to which effort has been charged in previous fiscal years; (iv) audit determinations on assignments completed; and (v) information related to disposition of completed audit assignments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

PURPOSE(S):

To produce statistical reports reflecting agency wide audit planning, programming and performance in order to evaluate and analyze audit operations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To Compuserve, Inc. to maintain data and computer operating systems necessary to permit DCAA personnel to process data, maintain system and produce required output reports. Compuserv Inc. does not obtain output from system and does not directly access stored data. See blanket routine uses atthe beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Input paper documents are stored in file folders and/or file cabinets; information converted to automated form for storage in system is stored on magnetic tape and/or disks; output reports oncomputer printout paper are stored in file cabinets, specialized file containers, or library shelving.

RETRIEVABILITY:

Individual records are retrieved by social security acount number; other statistical data are retrieved by unique organizational code assigned to each element of DCAA down to field audit suboffice level.

SAFEGUARDS:

Access to computerized data requires knowledge and use of series of systems identification codes and passwords which must be entered in proper sequence before access to system is premitted. Access to computerized data is restricted to system analysts, programmers, and management analysts assigned to Headquarters, DCAA and regional offices. Regional offices can access only data pertaining to organizations and individuals within their respective region.

Access to printed output reports is controlled by systems analysts and management analysts assignedto Headquarters, DCAA and regional offices who determine type of report to be distributed to requesting management officials.

RETENTION AND DISPOSAL:

Paper input documents and output printouts are retained for reference purpose until superseded by subsequent reports or until no longer required for data validation; normally held for no longer than two years at which time they are destroyed.

Data converted to automated form and stored in computer system are maintained on magnetic tape for period of ten years after which data are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Data Systems Branch, Management Division, Headquarters,

DCAA, Cameron Station, Alexandria, Virginia 22304-6178.

NOTIFICATION PROCEDURE:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria, Virginia 22304-6178
Telephone: Area Code 202/274-7288

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Virginia 22304-6178.

Written requests for information should contain the full name, address, and telephone number and the official address of the individual. Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notice.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers's license, employee identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial deteminations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Virginia 22304-6178.

RECORD SOURCE CATEGORIES:

Information in system, other than data directly related to individual employees, is obtained by field audit office supervisors from audit reports and workpapers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

NONE

RDCAA 590.9

SYSTEM NAME:

590.9 DCAA Automated Personnel Inventory System (APIS)

SYSTEM LOCATION:

Office, Director of Personnel, and the Data Systems Branch, Management Division, Headquarters, DCAA, located at Cameron Station, Alexandria, Va 22304-6178. Regional personnel offices, whose addresses are in the DoD Directory in the appendix to DCAA's system notices. Compuserv, Inc., 5000 Arlington Center Blvd., Columbus, OH 43220, which maintains systems data under contract with General Services Administration.,

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current civilian employees of DCAA, and former employees who were on Agency rolls any time after 1 January 1977.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual employees are identified in the system by social security account number. Current and historical records contain the following types of data: Data related to positions employee has occupied in the Agency such as grade, occupational series, title, organizational location, salary and step, competitive area and level, geographical location, supervisory designation, financial reporting requirements, and bargaining unit status; data related to employees status and tenure in the Federal civil service including veterans preference, competitive status, service computation date, tenure group; data personal to the employee such as birth date, physicaland mental handicap code, and minority group designation code and sex; benefits data such as enrollment in Federal employee life and health insurance and retirement programs; education and training data such as educational level, professional certifications, training accomplishment and requirements; career management data such as performance evaluation and promotion evaluation; and awards and recognition data such as performance and suggestion awards received.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

PURPOSE(S):

To collect, store and retrieve information to meet personnel and manpower management information requirements in support of program operations, evaluation and analysis activities, and for satisfying external and internal reporting requirements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Designated automated data processing vendors with whom the Agency may contract are authorized to maintain and enhance data and computer operating systems necessary for DCAA personnel to process data, maintain and enhance the system, and produce required outputs. Vendors neither obtain output from the system nor access the stored data for other than validated, approved test procedures. See blanket routine uses at the beginning of this component's listing.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Input paper documents are stored in file folders and/or file cabinets. Information converted to automated form for storage in system is stored on magnetic tape and/or disks. Output reports on computer printout paper are stored in file cabinets, specialized file containers, or library shelving. Individual employee output reports are filed in folders retained with official personnel records and/or employee performance.

RETRIEVABILITY:

Records and/or reports pertaining to an individual employee or applicant are retrieved by social security account number orrandom access.

SAFEGUARDS:

Access to computerized data requires knowledge and use of series of system identification code and passwords which must be entered in proper sequence. Access to computerized data is restricted to systems analysts and programmers assigned to Headquarters, DCAA and personnel office employees and EEO specialists in Headquarters and regional offices whose address are in the DoD Directory in the appendix to DCAA's system notices. Regional personnel can access system only for the purpose of obtaining output reports.

Output reports are retained in personnel offices or other authorized Headquarters, regional, or field audit offices. Access to reports is controlled by assigned personnel during duty hours. After duty hours, reports are retained in locked offices or in buildings controlled by security personnel or alarm systems.

RETENTION AND DISPOSAL:

Records in the data base are permanent; however, paper input documents and output printouts and reports are retained for reference puposes only until superseded or no longer required.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

NOTIFICATION PROCEDURE:

Information may be obtained from:
The SYSMANAGER

Written requests for information must include individual's full name, current

address, telephone number and office of assignment.

Individual may visit the Office of the SYSMANAGER.

For personal visit, individual must furnish postive identification.

RECORD ACCESS PROCEDURES:

Individuals desiring access to records about themselves in this system of records should submit a request as indicated under 'Notification Procedure', providing the information required therein.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22304-6178.

RECORD SOURCE CATEGORIES:

Basic personnel and position information is obtained from documents prepared by personnel offices inaccordance with regulations prescribed by the Office of Personnel Management.

Performance evaluation and promotion appraisal information are obtained from documents completed byemployee's supervisors.

Training data are obtained from employee's supervisors, Agency training facilities, and documents prepared by employee's personnel office.

All other information is obtained from questionnaires or other documents completed by employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

DEFENSE CONTRACT AUDIT AGENCY OFFICES

(Alphabetically by State and City)

California

DCAA LOS ANGELES REGIONAL OFFICE
2500 Wilshire Blvd Suit 1270
Los Angeles CA 90057

DCAA SAN FRANCISCO REGIONAL OFFICE
450 Golden Ave
Box 36116
San Francisco CA 94102

Georgia

DCAA ATLANTA REGIONAL OFFICE
805 Walker St
PO Box 1498
Marietta GA 30061

Illinois

DCAA CHICAGO REGIONAL OFFICE
527 LaSalle St Rm 652
Chicago IL 60605

Massachusetts

DCAA BOSTON REGIONAL OFFICE
424 Trapelo Rd
Waltham MA 02154

Pennsylvania

DCAA PHILADELPHIA REGIONAL OFFICE
1421 Cherry St
Philadelphia PA 19102

Tennessee

DEFENSE CONTRACT AUDIT INSTITUTE
Admin Bldg 3rd Fl Defense Depot
Memphis TN 38114

Virginia

DCAA HEADQUARTERS
Cameron Station Rm 4A320
Alexandria VA 22314

DEFENSE LOGISTICS AGENCY

HOW SYSTEMS OF RECORDS ARE ARRANGED. Defense Logistics Agency records are arranged by major functional categories. Systems of records notices are grouped similarly. A system identifier looks like this: S322.0l DLA-K. The letter S denotes the Defense Logistics Agency. The first digit (3) represents the primary functional area, the next two digits (22) represent the numerical listing within that category. The suffix letters (DLA-K) are internal management accounting devices.

HOW TO USE THE INDEX GUIDE. As an aid in locating a particular system of records, first determine the numerical series by functional area as listed below. This list identifies each series in the order in which it appears in this issuance. Use the series number to locate the systems of records in which you are interested.

SUBJECT SERIES
SYSTEM IDENTIFICATION SERIES

l00
Administration

200
Planning and Management

300
Personnel

400
Finance

600
Transportation

800
Procurement

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal Identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the

letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

S11.11DLA-K

SYSTEM NAME:

Rotation of Employees From Foreign Areas and the Canal Zone.

SYSTEM LOCATION:

Staffing and Employee Relations Division, Staff Director, Personnel Headquarters Defense Logistics Agency (HQ DLA), Cameron Station, Alexandria, VA 22314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees or former employees of DLA who have requested extension of tour of duty in Canal Zone and foreign areas beyond five years, or for whom management has made such a request.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include requests for extension of duty in Canal Zone and foreign areas, request letters, statements as to need or justification and, when management initiates request, statement of employee's consent. Statement of approval or disapproval by the Staff Director, Personnel, HQ DLA, or his

Deputy and comments by the staff elements as appropriate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C 1586 and Department of Defense (DoD) Instruction 1404.8.

PURPOSE(S):

Information is used in determining whether extension of employee's overseas tour of duty beyond five years should be approved or disapproved. Information is used by HQ DLA Office of Personnel and management officials concerned with the extension.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by employee's last name.

SAFEGUARDS:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Records are retained in active file until end of calendar year and held one to three years in inactive file and subsequently destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Personnel, Headquarters-Defense Logistics Agency, Cameron Station, Alexandria, VA 22314

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the Systems Manager. Individual must provide full name.

RECORD ACCESS PROCEDURES:

Official mailing address is set forth above. Written requests for information should be addressed to the Systems Manager and contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing office identification card, and give some verbal information which can be verified with his records.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Employee's supervisors, civilian personnel office and government officials or other parties having an interest in the employee's assignment.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S111.11DLA-KP

SYSTEM NAME:

Bye-Bye Retirement System.

SYSTEM LOCATION:

System may exist at Decentralized DLA Primary Level Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

System may contain information about civilian personnel of DLA Primary Level Field Activities (PLFAs) who are eligible for retirement.

CATEGORIES OF RECORDS IN THE SYSTEM:

Printout statement indicating estimated retirement annuity for employees. Information annuity for employee. Information includes name of employee, service computation date, birth date, current salary and date began and accumulated sick level hours.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 8331-8348, 'Civil Service Retirement'.

PURPOSE(S):

Information is maintained for the purpose of supplying employees who are eligible for retirement with decision information. Information is used by the Civilian Personnel Office to counsel employees who are eligible to retire. Information is used by computer programmers for programming and reprogramming purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Blanket Routine uses above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Individual paper printouts are stored in corresponding employee's Official Personnel Folder. Information may also be maintained in a Mark III remote time-sharing computer system.

RETRIEVABILITY:

Filed by alphabetical order within individual PLFA files. PLFA Listings filed in single computer file and retrieved by file name.

SAFEGUARDS:

Records are maintained in locked file area and in locked computer terminal room. System access codes are restricted to Agency officials with a need for the information.

RETENTION AND DISPOSAL:

Records are destroyed after retirement of employee.

SYSTEM MANAGER(S) AND ADDRESS:

PLFA Civilian Personnel Officers. Official mailing addresses are in the DLA Directory of Mailing Addresses.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the Systems Manager. Employee need only supply full name and organization location.

RECORD ACCESS PROCEDURES:

Employee may visit the Personnel Office and review his Official Personnel Folder. Employee should be able to certify to his identity.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the Systems Manager.

RECORD SOURCE CATEGORIES:

Information furnished by the Office of Civilian personnel and extracted from the employee's Official Personnel Folder. Accumulated sick leave hours are obtained from the payroll office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S111.11DLA-KS

SYSTEM NAME:

Official Records for Host Enrollee Programs

SYSTEM LOCATION:

Geographically and organizationally decentralized to the Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs) which act as hosts for individuals sponsored by local, state and federal agencies who seek work experience and training with DLA activities with or without DLA participation relative to compensation and reimbursement.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants and selectees of Host Enrollee programs.

CATEGORIES OF RECORDS IN THE SYSTEM:

Various forms and records pertaining to the selection and other administrative information originating during the tenure and after the separation of the selected individuals in the Host Enrollee Program of the DLA PLFA. Normally such records as time attendance, training records, periodic evaluations, data on enrollee designee for emergency contact, work site location of enrollee, official address, telephone number, and similar records are maintained.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Rehabilitation Act of 1973, (29 U.S.C. 701, et seq.) Emergency Jobs and Unemployment Assistance Act of 1974 (Public Law 93-567); Comprehensive Employment and Training Act (CETA) (29 U.S.C. 801, et seq.)

PURPOSE(S):

This information is collected and maintained to assist personnel and management officials to administer a uniform program of work and training experience to enrollees and to make a proper evaluation of the enrollees and the respective Host Enrollee Program. The use of the records is restricted to official personnel for administrative purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file storage.

RETRIEVABILITY:

Filed alphabetically by employee name under particular type of Host Enrollee Program.

SAFEGUARDS:

Maintained in locked filing cabinets. Direct access to the files is limited to civilian personnel office employees and to supervisors and others who are identified as having a specific and legitimate need.

RETENTION AND DISPOSAL:

Records are maintained for the duration of the enrollee's program assignment. They are held for two years after separation from the program and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officers (CPOs) of DLA Primary Level Field Activities.

NOTIFICATION PROCEDURE:

Requests for information from former enrollee about himself or herself should be forwarded to the Systems Manager at the PLFA where the enrollment occurred. Individuals currently enrolled in the Host Enrollee Program may obtain information direct from the Systems Manager.

RECORD ACCESS PROCEDURES:

Enrollees should contact the designated Systems Manager. Written requests should include requester's full name, job title and name of program enrolled or formerly enrolled and job title held. For personal visits employees should be able to provide some acceptable identification.

CONTESTING RECORD PROCEDURES:

The Systems Manager will provide the DLA rules for contesting contents of records.

RECORD SOURCE CATEGORIES:

Information contained in records of enrollees is obtained from employee, program sponsor, educational institutions, supervisors and others who contribute to the work and training experience of the enrollee while registered in the respective Host Enrollee Program of the activity.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S111.11DLA-XA

SYSTEM NAME:

Personnel Roster/Locator Files

SYSTEM LOCATION:

Headquarters Defense Logistics Agency (DLA) and all field activities where maintained.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees and military personnel for the DLA activity where records are maintained.

CATEGORIES OF RECORDS IN THE SYSTEM:

The System may contain paper and computerized locator records including such items as: name, organizational assignment, office and home telephone number, home address, grade/rank, military branch of service and date of rank, position title, job series, and spouse's name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301

PURPOSE(S):

To notify DLA personnel of the arrival of visitors, to plan social functions, recall personnel to duty station when required, for use in emergency notification, and to perform relevant functions/requirements/actions consistent with managerial functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, card files and some on magnetic tape or disk.

RETRIEVABILITY:

Alphabetically by name, by organization, or grade/rank.

SAFEGUARDS:

Records are accessible only to authorized DLA personnel.

RETENTION AND DISPOSAL:

Records are destroyed upon termination/departure of DLA personnel or upon preparation of new locator cards/rosters.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of HQ DLA principal staff elements and Heads of DLA field activities which maintain locator/roster files.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name, name of DLA activity and specific office at which employed.

RECORD ACCESS PROCEDURES:

Official mailing addresses of System Manager are in the DLA Directory. Request should contain full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification; that is driver's license, or DLA identification card.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual, upon assignment to DLA, and when changes occur.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S120.05DLA-K

SYSTEM NAME:

Schedule and Record of Overtime Assignment and Request

SYSTEM LOCATION:

First line supervisor or other supervisory levels in each organizational unit where formalized overtime records are maintained. The records are not maintained by all supervisors but only by those who need such a record or where such records are required by negotiated labor agreements.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any civilian employee in those organizational segments where formalized overtime records are kept may be covered.

CATEGORIES OF RECORDS IN THE SYSTEM:

A roster of civilian personnel in the organizational segment, schedules of proposed overtime, dates overtime was offered, record of whether employee accepted the overtime, hours and dates worked, amount of work produced during the overtime hours, and other information related directly to overtime usage.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5542, Overtime Rates; Computation.

PURPOSE(S):

Information is used by the supervisor to assign overtime on an equitable or rotational basis and to plan and schedule overtime as needed. It may also be used to determine the most productive overtime workers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be shown to employee representatives, such as union representatives to demonstrate nature and equity of the system.

See also blanket routine uses as set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders or index cards.

RETRIEVABILITY:

Filed or listed by employee name.

SAFEGUARDS:

Records are maintained in file cabinets under the supervisor's control.

RETENTION AND DISPOSAL:

Records are destroyed after one year from the last date of overtime usage.

SYSTEM MANAGER(S) AND ADDRESS:

Office of Civilian Personnel of the appropriate Defense Logistics Agency (DLA) Primary Level Field Activity.

NOTIFICATION PROCEDURE:

Individuals may determine whether or not there is an overtime record pertaining to them from their immediate supervisor or the System Manager.

RECORD ACCESS PROCEDURES:

Written request for access to information should be directed to the System Manager. Official mailing addresses are in the DLA Directory. For personal visits to the System Manager, individual should be able to provide some acceptable identification such as official identification card or driver's license. However, inquiries will normally be made to the immediate supervisor by personal visit.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Supervisors and others involved in the management of overtime in the activity.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S120.05DLA-KP

SYSTEM NAME:

Supervisors' Records and Reports of Employee Attendance and Leave.

SYSTEM LOCATION:

This system is decentralized by organization and geography to the supervisory level at all Defense Logistics Agency (DLA) field activities and Headquarters DLA. All records described are not necessarily maintained by all supervisors.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA employees and certain former DLA employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Schedules of planned leave, records of sick and annual leave and other types of leave taken, records of tardiness, absences without leave, leaves without pay, administrative leave, and other absences of types of leave. In some cases the record may also contain notation of time actually present, time on temporary duty (TDY) and time on special assignments or temporary assignments. Records may be kept by the hour, day, week, pay period, quarter, or year. While records maintained in accordance with this notice are all 'hard copy' or manual in nature, some of the records may be produced by automated data processing as printouts from automated payroll and leave accounting systems described under other notices.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 61 and 63; Leave.

PURPOSE(S):

Data is used by supervisors and by civilian personnel office staff to monitor sick leave use and detect patterns of attendance and sick leave usage which may be indications of problems in the use of leave or which should be discussed with the employee. To schedule annual leave in an organized, fair and planned way. To identify employees who may be congratulated for accumulation of sick leave or limited use of sick leave. To prepare statistical reports on leave use and attendance matters and for statistical evaluation and analysis of leave usage patterns. To post daily leave usage onto time and attendance reports or records and to answer employee question on leave charges.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses as set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders or binders or file index cards.

RETRIEVABILITY:

By employee name.

SAFEGUARDS:

Any part of the records containing any personal or potentially sensitive data are maintained in locked filing cabinets or supervisors' locked desks.

RETENTION AND DISPOSAL:

Records are kept for one year and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer at each DLA Primary Level Field Activity.

NOTIFICATION PROCEDURE:

Employees who wish to determine what leave records are being maintained at supervisory or personnel office level should address their inquiries to their immediate supervisors or to the primary level field activity office of civilian personnel.

RECORD ACCESS PROCEDURES:

Personal requests for record content should be made to the immediate supervisor or to System Manager. Written request for assistance in obtaining access should be directed to the System Manager, and should contain the full name and organizational location of the employee. Official mailing addresses of the System Manager are in the DLA Directory. For personal visits to System Manager, the individual should provide some acceptable identification, such as activity identification card or driver's license.

CONTESTING RECORD PROCEDURES:

The agency rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Payroll office and payroll records, including automated payroll systems, employee's supervisors, timekeepers, time and attendance clerks, leave slips (Standard Form 71 or equivalent).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S153.10DLA-T

SYSTEM NAME:

Personnel Security Files

SYSTEM LOCATION:

Primary System - Investigator records containing unfavorable information requiring clearance action by the Defense Logistics Agency (DLA) Central Clearance Group (CCG) and records pertaining to persons involved in highly sensitive projects: Command Security Officer, Command Security Officer, HQ DLA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees and military personnel who have been the subject of a National Agency Check (NAC); a Background Investigation (BI): or Special Background Investigation (SBI) pertaining to their qualifications for access to classified information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of investigations conducted by the Office of Personnel Management (OPM), the Federal Bureau of Investigation (FBI), the Defense Investigative Service (DIS), the investigative units of the Army, Navy and Air Force, and other Federal investigative organizations. Also, evidence of security clearance and access to classified information granted to individuals and certifications of security briefings and debriefings signed by individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

PURPOSE(S):

The investigator reports are used by appropriate Security Officers and Commanders or other designated officials as a basis for determining a person's eligibility for access to information classified in the interests of national defense.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Reports are filed alphabetically by name, date and place of birth. No indices are used to retrieve individual records from the system.

SAFEGUARDS:

As a minimum, records are stored in locked containers wherever authorized DLA personnel are not present to control access to them. Any of these files containing classified documents are maintained in security containers approved by HQ DLA for storage of classified information.

RETENTION AND DISPOSAL:

Reports are retained as long as the person is employed or assigned to DLA. After the person leaves DLA, the reports are placed in an inactive file, retained for two years, and then destroyed or returned to the agency which conducted the investigation.

SYSTEM MANAGER(S) AND ADDRESS:

Command Security Officer, HQ DLA; Security Officers of Primary Level Field Activities.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Managers.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, date and place of birth, current address and telephone number of the requester. For personal visits, the requester must be able to provide some acceptable identification (e.e., driver's license, parent's name, identification card, date and place of birth, dates and place(s) of employment with DLA, if applicable). Written requests must be accompanied by a notarized statement attesting to the requester's identity and containing the following: 'I understand that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars under the provisions of the Privacy Act of 1974.'

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Reports of investigations conducted by the OPM, FBI, DIS, investigative units of the Army, Navy, and Air Force, as well as other Federal investigative organizations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C. 552a(k)(2) as applicable. Agency rules pertaining to this exemption are set forth in Appendix C of 32 CFR Part 1286 and DLA Regulation 5400.21. For additional information, contact the System Manager.

S153.20DLA-T

SYSTEM NAME:

Personnel Security Clearance Status - CAPSTONE

SYSTEM LOCATION:

Primary System-Central computer programs and files maintained at the Defense Logistics Agency (DLA) Administrative Support Center (DASC) provide a central index for information

regarding the personnel security clearance status of civilian employees and military personnel within DLA. Ready reference listings are furnished by DASC to DLA Primary Level Field Activities (PLFAs) and to Principal Staff Elements (PSEs) at HQ DLA concerning personnel under their jurisdiction.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DLA civilian and military personnel who have been granted a security clearance for access to information classified in the interests of National Security.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer listings both alphabetically in the form of a Master Capstone File (MASCAP) and by organization in the form of a Records of Access Authorization and eligibility (RACEL). These listings provide the unit Security Officer with complete personnel security data on the entire unit work force and the Head of each PLFA and HQ PSE a roster reflecting each individual who has been authorized access, as well as the level of access, to classified information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended.

PURPOSE(S):

These records are used by Security Officers at all levels as well as other appropriate supervisors to determine whether or not DLA civilian employees or military personnel have been cleared for or granted access to classified information; and, if so, the level of such clearance or access.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information as to the clearance status of individual employees may be provided to the appropriate clearance access officials of other agencies when necessary in the course of official business.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records maintained in combination of paper and automated files.

RETRIEVABILITY:

Identities of persons whose names are contained in the system are listed in the MASCAP and RACEL alphabetically. All data in the system about each person is set forth next to the person's name.

SAFEGUARDS:

Records, as well as computer terminals, are maintained in areas accessible only to DLA security personnel. In addition, access to a retrieval from computerized files is limited to authorized users and is password protected.

RETENTION AND DISPOSAL:

New MASCAP and RACEL listings are published monthly and old listings are destroyed as soon as the new lists are verified but in no case beyond 90 days.

SYSTEM MANAGER(S) AND ADDRESS:

Security Office, DASC and Security Officers of all PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Managers.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the System managers are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as driver's license, employing office identification card, and give some verbal information that would be verified with his file.

CONTESTING RECORD PROCEDURES:

The DLA rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Managers.

RECORD SOURCE CATEGORIES:

Certificates of clearance and record of personnel security investigation which are completed during a review of reports of investigation conducted by the Office of Personnel Management, the Federal Bureau of Investigation, the Defense Investigative Service, and investigative units of the Army, Navy, and Air Force, as well as other Federal investigative organizations. Also, personnel security files maintained on individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S160.50DLA-T

SYSTEM NAME:

Criminal Incidents/Investigations File

SYSTEM LOCATION:

Primary System - Case files on all incidents of known or suspected criminal activity or other serious incidents which may arouse local or national news media or Congressional interest. Command Security Office, Headquarters, Defense Logistics Agency (HQ DLA).

Decentralized segments - above files plus incidents of minor nature: HQ DLA Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel of DLA, contractor employees, and other persons who committed or are suspected of having committed a felony or misdemeanor on DLA controlled activities or facilities; or outside of those areas in cases where DLA is or may be a party of interest.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of Investigation, messages, statements of witness, subjects and victims, photographs, laboratory reports and other related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21, of the Internal Security Act of 1950 (5 U.S.C. 781, et seq.), DoD Instruction 5200.22, 'Reporting of Security and Criminal Violations', and Memorandum Deputy Secretary of Defense, 7 May 1974, which assign to the Director of DLA the responsibility for identifying all DLA activities requiring criminal investigative support and crime prevention surveys, provide control coordination of such investigation and surveys, and ensure optimum investigative support and mutual exchange of relevant information between participating agencies.

PURPOSE(S):

Information is maintained for the purpose of monitoring the progress of investigations, identification of crime conducive condition, crime and loss prevention, and preparation of statistical data required by higher authority. Information is used by : DLA Security personnel - to monitor progress of cases, develop nonpersonal statistical data on crime and loss incidence; crime and loss prevention and to enable planning of required criminal investigative support for the future. DLA counsel - review of cases and determination of proper legal action. DLA supervisors and managers - to determine actions required to correct the causes of losses, and to take appropriate

action against DLA employees in cases of their involvement.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information may be referred to local, state or federal law enforcement agencies when the information indicates a violation of local, state or federal laws.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, photographs, laboratory reports in file folders, bound logs and card index files.

RETRIEVABILITY:

Filed chronologically by DLA case number and cross indexed in a log and card index file. Indexed either by name of the individual or firm involved, when such are known, if not by DLA activity or facility having primary interest in the case.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA security personnel.

RETENTION AND DISPOSAL:

Records are destroyed 5 years after submittal or receipt of a final report in each case or when no longer needed, whichever is later.

SYSTEM MANAGER(S) AND ADDRESS:

Command Security Officer, DLA; Heads of PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with the file.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents as well as appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Reports of investigation by DLA Security Officers, Federal, state and local law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Parts of this system may be exempt under Title 5 U.S.C. 552a(k)(2) as applicable. Agency rules pertaining to this exemption are set forth in Appendix C of 32 CFR Part 1286 and DLA Regulation 5400.21. For additional information, contact the System Manager.

S161.20DLA-T

SYSTEM NAME:

Visitors and Vehicle Temporary Passes and Permits File

SYSTEM LOCATION:

Head of Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons requiring temporary access to DLA activities and facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications, surrendered passes, permits, and related papers relating to temporary visitor and vehicle passes or permits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21 of the Internal Security Act of 1950 (50 U.S.C. 781, et seq.) and Department of Defense Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

PURPOSE(S):

Information is maintained to provide adequate controls on movement of vehicles and person on DLA activities and facilities. Information is used by DLA Security personnel: To ensure that only authorized persons and vehicles enter DLA activities and facilities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, applications, surrendered passes and permits. Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroy 6 months after expiration date.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officers at PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide his full name and identity of DLA activity to which access was granted; and if individual is or was a DLA employee, identity of employing DLA activity.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals applying for passes or permits and Security Office personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S161.25DLA-T

SYSTEM NAME:

Individual Access Files

SYSTEM LOCATION:

Heads of Primary Level Field Activities (PLFAs) of the Defense Logistics Agency (DLA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA civilian and military personnel, contractor employees, and of the individuals granted or denied access to DLA activities and installations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to the request for authorization, issue, receipt, surrender, withdrawal and accountability

pertaining to identification, badges, cards and passes, to include application forms, photographs, letters of debarment, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21 of the Internal Security Act 1950 (50 U.S.C. 781, et seq.) and Department of Defense (DoD) Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

PURPOSE(S):

Information is maintained and used by DLA and DoD security personnel to adequately control access to, and movement on DLA activities and facilities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained and used by General Services Administration Protective Service personnel to adequately control access to, and movement on DLA activities and facilities.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and index cards.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized DLA personnel.

RETENTION AND DISPOSAL:

Records are destroyed 1 year after termination or transfer of person granted access, except that individual badges, photographs or passes will be destroyed upon revocation, cancellation, or expiration. Records relating to persons barred from a facility will be destroyed 5 years after the person is notified he is barred from an activity or installation.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officers of PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the appropriate System Manager.

RECORD ACCESS PROCEDURES:

Official mailing addresses of System Managers are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents of records and appealing initial determinations regarding access may be obtained from the system Manager.

RECORD SOURCE CATEGORIES:

Individuals applying for identification badge, card, or pass, security personnel, and Commanders who bar persons from access to their activities or installations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None

S161.30DLA-T

SYSTEM NAME:

Motor Vehicle Registration Files

SYSTEM LOCATION:

Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA civilian and military personnel, contractor employees, vendors, and other persons requiring use of private vehicles on DLA activities or facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application forms and papers relating to registration of private vehicles and commercial vehicles.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Highway Safety Act of 1966 (23 U.S.C. 401, et seq.) and National Highway Safety Program Standards, which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, policy traffic services and records, accident investigation and reporting.

PURPOSE(S):

Information is maintained to provide adequate controls on movement of privately owned motor vehicles on DLA activities and facilities, consistent with safety and applicable traffic regulations.

Information is used by DLA Security personnel to ensure that only authorized vehicles enter DLA facilities and activities and that those vehicles carry required liability insurance. Also, to plan for future parking requirements and to be able to identify vehicles and their owners by decal number in the event of emergency or traffic problems.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, application cards, and on some activities logs containing accountability for decals. Computer magnetic tapes or discs, computer paper printouts.

RETRIEVABILITY:

Filed alphabetically by last name and cross-referenced by decal number.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA security personnel.

Manual records are either secured in locked storage and file cabinets or under the constant observation of security personnel during both duty and non-duty hours. The computer terminal used for access to, input and changes to the automated system is maintained in an area under constant observation of security personnel. Access to the automated system through the computer terminal is protected by password identification. Magnetic tapes and discs are kept in the computer room, which is itself a security container with locked doors and access-limited persons appropriately cleared and identified. Tapes and disc packs are stored in a tape library when not used in processing and are logged in and out only to cleared personnel with an official need. Reports with individual data are closely controlled. Computer personnel who process these reports are appropriately cleared and maintain continuous observation of reports during all processing phases. Individuals requesting information must identify themselves and their relationship to the individual on whom the record information is being requested. Individuals other than the individual of record must specify what information is requested and the purpose for which it would be used if disclosed.

RETENTION AND DISPOSAL:

Destroy upon normal expiration or 3 years after revocation of registration.

Heads of PLFAs which are responsible for the installation on which they are located.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs which are responsible for the installation on which they are located

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which registration occurred; or if individual is or was a DLA employee, name of employing activity is also required.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is , driver license, employing office identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

DLA rules for contesting contents and appealing initial determinations may be obtained from System Manager.

RECORD SOURCE CATEGORIES:

Information provided by the applicant and DLA security personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S161.40DLA-T

SYSTEM NAME:

Vehicle Accident Investigation Files

SYSTEM LOCATION:

Heads of Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person involved in a vehicle traffic accident on property controlled by DLA or operating a DLA vehicle.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports, sketches, photographs, medical reports and related papers concerning traffic accident investigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Highway Safety Act of 1966 (23 U.S.C. 401, et seq.) and National Highway Safety Program Standards, which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, policy traffic service and records, accident investigation and reporting.

PURPOSE(S):

Information is maintained for purposes of accident cause identification and to formulate accident prevention programs for improvement in traffic patterns and for preparation of statistical reports required by higher authority.

Information is used by:

Security Officers and DLA Police: To determine actions required to correct the cause of the accident.

Safety Officers: In cases involving personal injury, to provide verification in processing workmen's compensation cases.

Claims Officers: To determine validity of clams against U.S. Government, when such are filed by a person involved in an accident.

DoD Medical personnel: To make medical determinations about individuals involved in accidents.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by:

Federal Law Enforcement Agencies: In cases involving facilities or serious hit and run accidents, to investigate, identify suspects, and to determine if criminality or criminal negligence was involved.

Non-DoD Medical personnel: To make medical determinations about individuals involved in accidents.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of person involved, when known, or by victim's name or by police report number in unsolved hit and run cases.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroy after 2 years, except that documentation pertinent to claims will be maintained for 10 years after final settlement.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs who are responsible for the DLA installation or vehicle involved.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which accident occurred or if individual is or was a DLA employee, the name of the employing DLA activity is also required.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as, driver's license or employing agency identification card. Some verbal information may be required to verify the file.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

DLA, Department of Defense, General Services Administration Police, Federal law enforcement agencies, medical facilities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S161.50DLA-T

SYSTEM NAME:

Traffic Violations File

SYSTEM LOCATION:

Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons who commit a traffic violation on DLA controlled property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Traffic tickets, documents relating to withdrawal of driving privileges, and reports of corrective or disciplinary action taken.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Highway Safety Act of 1966 (23 U.S.C. 401, et seq.) and National Highway Safety Program Standards,

which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, police traffic services and records, accident investigation and reporting.

PURPOSE(S):

Information is maintained to identify traffic offenders, to enforce applicable traffic regulations and to promote safety.

Information is used by:

DLA Security Officers and DoD to identify traffic violations, to enforce applicable traffic regulations, to promote safety and to initiate corrective or disciplinary action against the offenders.

DLA supervisors and managers - to take corrective or disciplinary action against offenders under their supervision.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records, ticket books, card index files. Computer magnetic tapes or discs, computer paper printouts.

RETRIEVABILITY:

Filed alphabetically by last name of the offender and cross-indexed by ticket number.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA Security personnel. Manual records are either secured locked storage and/or file cabinets or under the constant observation of security personnel during both duty and non-duty hours. The computer terminal utilized for access to, input and changes to the automated system is maintained in an area under constant observation of security personnel. Access to the automated system through the computer terminal is protected by password identification. Magnetic tapes and discs are kept in the computer room, which itself is a security container with locked doors and access limited persons appropriately used in processing, and are logged in and out only to cleared personnel with an official need. Reports with personal data are closely controlled. Computer personnel who process these reports are appropriately cleared and maintain continuous observation of reports during all processing phases. Individuals requesting information must identify themselves and their relationship to the individual on whom the record information is being requested. Individuals other than the individual of record must specify what information is requested and the purposes for which it would be used, if disclosed.

RETENTION AND DISPOSAL:

Destroy after 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs which have responsibility for managing traffic on the installation.

NOTIFICATION PROCEDURE:

Written or personal request for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which violation occurred; or if individual is or was a DLA employee, name of employing activity is also required.

RECORD ACCESS PROCEDURES:

Official mailing address of the System Manager is in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

DLA, DoD Security Police and traffic offenders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S161.60DLA-T

SYSTEM NAME:

Seizure and Disposition of Property Records

SYSTEM LOCATION:

Defense Logistics Agency (DLA), Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person identified on DLA controlled property, as being in possession of contraband or physical evidence connected with criminal offense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents pertaining to acquisition, storage and disposition of contraband and physical evidence to include receipts, chain of custody documents, release, and disposition or destruction certificates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21 of the Internal Security Act 1950 (50 U.S.C. 781, et seq.) and Department of Defense (DoD) Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

PURPOSE(S):

Information is maintained and used by DLA security personnel to provide accountability for confiscated contraband and acquired physical evidence. To maintain chain of custody on evidence for presentation in court in cases requiring criminal prosecution.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information will be provided to local state, and federal law enforcement agencies and courts of competent jurisdiction when criminal action is taken.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper files and property logs.

RETRIEVABILITY:

Filed by property log number, and last name, if a person has been identified in the particular case; by incident number if property was found on the premises or recovered from a crime scene.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroy 3 years after final action on or disposition of the property and responsibility therefore has been appropriately terminated.

SYSTEM MANAGER(S) AND ADDRESS:

Head of PLFAs who are responsible for investigating suspected criminal acts.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to System Manager.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals involved, security personnel, local, state and Federal Law Enforcement Agencies and DoD investigative agencies providing support to DLA.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S161.70DLA-T

SYSTEM NAME:

Firearms Registration Records

SYSTEM LOCATION:

Defense Logistics Agency (DLA), Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel having privately owned firearms and occupying quarters on DLA controlled activities or facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Firearms registration forms, and other documents relating to registration of privately owned firearms.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21 of the Internal Security Act 1950 (50 U.S.C. 781, et seq.) and Department of Defense (DoD) Directive 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

PURPOSE(S):

Information is used by DLA Security personnel to ensure proper maintenance and safekeeping of privately owned weapons by personnel residing on DLA controlled premises. Records are used to identify the owner of a particular weapon by DoD security personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records are used to identify the owner of a particular weapon by local, state and Federal law enforcement agencies.

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folder

RETRIEVABILITY:

Filed alphabetically by last name of the owner of the firearm.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroy 6 months after cancellation of registration or departure of the registrant from the jurisdiction of the registering activity.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs who are responsible for base housing on a DLA installation.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and identity of DLA installation upon which he resided.

RECORD ACCESS PROCEDURES:

Official mailing addresses of System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that can be verified from his file.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Persons registering firearms, and DLA security personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S162.60DLA-T

SYSTEM NAME:

Police Force Records

SYSTEM LOCATION:

Defense Logistics Agency (DLA) Primary Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA Security Police personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to operation and use of security police, their security clearances, weapons qualification, training, uniforms, weapons, shift assignments and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 21 of the Internal Security Act of 1950 (50 U.S.C. 781, et seq.) and Department of Defense (DoD) Directive 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

PURPOSE(S):

Information is maintained and used by DLA Security Officers and Police Supervisors to maintain control of property, weapons and ammunition; to ensure proper training; to develop schedules and procedures to improve efficiency. Records are used to determine if an individual is qualified in the use of firearms and if he has a security clearance which would authorize him to handle classified information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, weapon cards, and property receipts.

RETRIEVABILITY:

Filed in alphabetical order by name.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA security supervisory personnel.

RETENTION AND DISPOSAL:

Destroy after 5 years or when superseded or obsolete, as applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs who are responsible for the operation of base or facility security forces.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

DLA Security Officers and Security Police personnel.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S214.20DLA-L

SYSTEM NAME:

Emergency Assignment and Training Records

SYSTEM LOCATION:

Headquarters, Defense Logistics Agency (DLA) and all DLA field activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present DLA civilian and military personnel who have volunteered for, or been designated to perform, some duty or assignment in time of emergency that is not regularly included in their present duties. Former personnel who have recently left the activity may also be included to the extent that the records have not yet been purged of their names.

CATEGORIES OF RECORDS IN THE SYSTEM:

Agreements to perform emergency duties, training records as pertaining to emergency duties, authority to operate Government vehicles, and similar information related to the emergency assignment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

50 U.S.C. 402 - 405, National Security Act of 1947; 50 U.S.C., app. 2251, Federal Civil Defense Act of 1950, Assigning Civil Defense Responsibilities to the Secretary of Defense; and E.O. 11490, Assigning Emergency Preparedness Functions to Federal Departments and Agencies.

PURPOSE(S):

The records are used by the management and supervisory personnel of DLA in the day-to-day planning and management of emergency actions. These include emergency recall rosters, the basic emergency plan, staffing of fallout shelters, physical security of the post or other premises, and similar purposes. The use might involve emergencies of both a civil or military nature, in time of peace or war, and would also include natural as well as man-made disasters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records and card files.

RETRIEVABILITY:

Accessed by organization, type of emergency assignment, or individual name.

SAFEGUARDS:

Maintained in areas accessible only to authorized DLA management and staff, and afforded appropriate protection at all times.

RETENTION AND DISPOSAL:

Continuously updated and purged to reflect current information.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Command and Control Division, HQ, DLA; and Commanders, DLA Primary Level Field Activities and subordinate field activities.

NOTIFICATION PROCEDURE:

Written or personal requests should be directed to the System Manager.

RECORD ACCESS PROCEDURES:

Individuals should contact the appropriate System Manager. Official mailing addresses are in the DLA Directory. Written requests should be include the requester's full name, job title and name of organization where employed or formerly employed. For personal visits, employee should be able to provide some acceptable identification such as driver's license or employee identification badge.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information contained in the system is obtained from the employee, official personnel records, and present and former supervisors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S233.10DLA-K

SYSTEM NAME:

Work Assignment, Performance and Productivity Records and Reporting Systems

SYSTEM LOCATION:

Immediate supervisor and other appropriate supervisory and management levels within the individual Primary Level Field Activities of the Defense Logistics Agency (DLA) or of the DLA Headquarters. Some or all of the records listed may or may not be kept by any particular supervisor or at any particular organizational level.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of organizational segments for which such records are kept or former such employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Descriptions of individual assignments, target dates, progress against targets, hours expended against particular assignments or categories of assignments, cost accounting codes and similar workload data, including such matters as number of contracts or projects assigned and description of assignments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code, Ch. 33; 5 U.S.C. 301 and 302.

PURPOSE(S):

The information is used by the employee's immediate supervisor and other appropriate management officials to record and make reports on individual work assignments and the amount of effort devoted to each

assignment. The information is used to schedule work, make progress reports and supervise and control workload. It is used to assure that workload is equitably assigned and to determine which employees have performed which categories of assignment in order to determine the experience of assignment of new work or for resolving problems, such as those related to a particular item or a particular contract. The data may also be used to evaluate individual and group performance.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders or binders and file index cards.

RETRIEVABILITY:

Retrievable by employee's name, although records may be filed chronologically or by type of assignment.

SAFEGUARDS:

Records are maintained in file cabinets and are accessible to authorized agency personnel only.

RETENTION AND DISPOSAL:

Records are retained so long as the employee is engaged in the same work in the same organizational segment, but in no case longer than 5 years. Records are destroyed when employees leave the job or the organizational unit or when 5 years have elapsed.

SYSTEM MANAGER(S) AND ADDRESS:

The Commander, DLA Primary Level Field Activities.

NOTIFICATION PROCEDURE:

Individual inquiries as to which work assignment records are maintained regarding a given person should be directed to the immediate or second line supervisor.

RECORD ACCESS PROCEDURES:

Personal or written requests for the content of the record should be addressed to the first or second line supervisor. Written requests for information may, however, be addressed to the System Manager and should identify the employee by name and organizational segment. Official mailing addresses of the System Managers are in the DLA Directory. For personal visits to the System Manager, the individual should provide some acceptable identification, such as activity identification card or driver's license.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Employee's supervisors or team leaders.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S243.30DLA-K

SYSTEM NAME:

Complaints

SYSTEM LOCATION:

Staff Director, Personnel, Headquarters Defense Logistics Agency (HQ DLA), and Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA civilian and military personnel, and former personnel, contractor employees, union spokesmen, and other individuals and organizations who have presented complaints to the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency (DLA), or other officials which have been referred to Staff Director, Personnel, headquarters DLA, for response, actions or information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files concern complaints to the President; Members of Congress; Secretary of Defense; Director, DLA; and Staff Director, Personnel, HQ DLA. These include letters, telegrams, reports, statements of witnesses, input from staff elements and field activities, and related and supporting papers regarding specific complaint.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 552; E.O. 11491; Department of Defense (DoD) Directive 5400.4, and DoD Directive 5102.22.

PURPOSE(S):

Information is collected in order to base reply to complainant and to determine need for, and course of action to be taken regarding complaint.

Information is used by: Director, DLA and DLA staff, field commanders, managers and supervisors in replying to additional inquiries and for bring to attention of higher level management, when appropriate.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is furnished to individuals or organizations who wrote to DLA on behalf of the complainant and who use it to respond to the complainant, or for other related purposes.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and a log book.

RETRIEVABILITY:

Complaints to the President and Members of Congress are filed alphabetically by last name of individual or employee or by DLA activity name. Employee group complaints are filed under the activity where originated. Union or civil rights organization complaints, complaints to the Secretary of Defense and to the Director of, DLA are filed under complaints in one folder, or by activity name.

Individuals names can be located within activity files.

SAFEGUARDS:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Records are retained in active file until end of calendar year and held one to three additional years in inactive file and subsequently retired to Federal Records Center. After a total of ten years, records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, personnel, HQ DLA, and Civilian Personnel Officers, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name, the name of any DLA activity involved, and general nature of complaint individual believes to be filed in the system.

RECORD ACCESS PROCEDURES:

Written requests for information should be addressed to the System Manager. See the DLA Directory for mailing addresses. The request should contain the full name, current address

and telephone number of the individual, and the general nature of complaint individual believes to be filed in this system. For personal visits, individual should also be able to provide some acceptable identification, that is, driver's license, work identification card, and give some verbal information that could be verified with his case folder.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Employee's supervisors, civilian personnel office of employee's activity, U.S. Office of Personnel Management, staff elements, other Federal agencies, DLA activities or other parties that may have information pertinent to specific complaint, or an interest in the complaint.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S252.50DLA-G

SYSTEM NAME:

Claims & Litigation, other than Contractual

SYSTEM LOCATION:

Primary System--Case on claims or potential claims against the Government, law suits and potential law suits arising from the non-contractual operation of the Defense Logistics Agency (DLA); Office of General Counsel, Headquarters, DLA. Decentralized segments--corresponding files at Offices of Counsel, DLA Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees, groups of employees, members of the general public and public interest organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters from individuals or attorneys, Agency or other investigative reports, witness statements, complaints, pleadings and other court documents, litigation reports, working papers and drafts; documentary and physical evidence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

These files are created and maintained pursuant to the direction of the Attorney General of the United States under the authority contained in 28 U.S.C., Ch 31.

PURPOSE(S):

Information is used in settlement of claims or lawsuits. Information is used in the defense and prosecution of law suits involving DLA.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by individual claimants or litigants or their representatives, the Department of Justice, and the investigative, audit, inspection and legal staffs of other Executive agencies as appropriate and the investigative, audit, inspection and legal staffs of the General Accounting Office in the conduct of litigation and administrative settlement of claims.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in combination of paper and automated files.

RETRIEVABILITY:

Filed alphabetically by the name of the litigant and/or by year.

SAFEGUARDS:

Records, as well as computer terminals, are maintained in areas accessible only to DLA personnel. In addition, access to the computerized information in the system is limited to authorized users and is password protected.

RETENTION AND DISPOSAL:

Files are destroyed ten years after final disposition of claim.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Defense Logistics Agency, HQ DLA, Cameron Station, Alexandria, VA 22314

NOTIFICATION PROCEDURE:

Written requests for information shall be directed to the System Manager. Request must contain name of litigant, year of incident, and should contain court case number in order to ensure proper retrieval in those situations where a single litigant has more than one case with the Agency.

RECORD ACCESS PROCEDURES:

Official mailing addresses are in the DLA Directory. Written request for information should contain the full name, current address and telephone number of the individual.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Agency investigation and legal discovery under the Federal Rules of Civil Procedure.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S253.10DLA-G

SYSTEM NAME:

Invention Disclosure

SYSTEM LOCATION:

Files of the Patent Counsel, Office of the General Counsel, Defense Logistics Agency (DLA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and military personnel assigned to DLA who have submitted invention disclosures to the DLA General Counsel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files documenting investion disclosures and investigation as to patentability thereof.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 10096, Jan. 23, 1950 as amended by E.O. 10930, Mar. 24, 1961, and Defense Logistics Procurement Regulation, 9000.50.

PURPOSE(S):

Used by DLA Patent Counsel for determinations regarding acquisition of patents and right of inventor.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be referred to other government agencies or to non-government agencies or to non-government personnel (including contractors or prospective contractors) having an identified interest in a particular invention and the Government's rights therein.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files.

RETRIEVABILITY:

Field by names of inventors.

SAFEGUARDS:

Accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroy 26 years after file is closed.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Direct information requests to System Manager.

RECORD ACCESS PROCEDURES:

Official mailing address of the System Manager is Office of General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314. Written requests should include full name, current address and telephone numbers of requester. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S253.30DLA-G 1

SYSTEM NAME:

Royalties

SYSTEM LOCATION:

Files of the Patent Counsel, Office of the General Counsel, Defense Logistics Agency (DLA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual and firms to whom patent royalties are paid by Defense Logistics Agency contractors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports from DLA procurement centers of patent royalties submitted pursuant to Defense Acquisition Regulation (DAR) forwarded to Defense Logistics Agency Headquarters, Office of General Counsel for approval, and included in pricing of respective contracts.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S. Code 2304(g), DLA Procurement Regulation (PR) 9-110 and Defense Acquisition Regulation (DAR) 9-100.

PURPOSE(S):

Reviewed by DLA Patent Counsel for approval of royalties on continuing basis.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be referred to other government agencies or to non-government personnel (including contractors or prospective contractors) having an identified interest in the allowance of royalties on DLA contracts.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files.

RETRIEVABILITY:

Filed by patent number. Names of inventors and patent owners are retrievable from these numbers.

SAFEGUARDS:

Accessible only to DLA personnel with an official need to know.

RETENTION AND DISPOSAL:

Destroyed after 26 years.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Direct information requests to System Manager.

RECORD ACCESS PROCEDURES:

Official mailing address of the System Manager is Office of General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314. Written requests should includ full name, current address and telephone numbers of requester. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the government, consultation with government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S253.30DLA-G 2

SYSTEM NAME:

Patent Licenses and Assignments

SYSTEM LOCATION:

Files of the Patent Counsel, Office of the General Counsel, Defense Logistics Agency (DLA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals and firms which have granted patent licenses or assignments to DLA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files including patent license and assignment agreements and accounting records indicating basis for Government payment of royalties during life of agreements.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 2386, Defense Acquisition Regulation (DAR) 9, Part 4; and Defense Logistics Procurement Regulation (DLPR) 9-401.50.

PURPOSE(S):

Used by DLA Patent Counsel for acquisition and administration of patent license and assignment agreements.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be referred to other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in the potential or actual infringement of particular patents.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files.

RETRIEVABILITY:

Filed by name of individual or firm granting rights.

SAFEGUARDS:

Accessible only to DLA personnel with official need to know.

RETENTION AND DISPOSAL:

Destroyed 26 years after file is closed.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA22314.

NOTIFICATION PROCEDURE:

Direct information requests to System Manager.

RECORD ACCESS PROCEDURES:

Official mailing address of the System Manager is Office of General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314. Written requests should include full name, current address and telephone numbers of requester. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the government, consultation with government and non-government personnel, information from other government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S253.40DLA-G

SYSTEM NAME:

Patent Infringement

SYSTEM LOCATION:

Files of Patent Counsel, Office of the General Counsel, Defense Logistics Agency (DLA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals and firms involved in potential or actual claims or litigation against the United States for infringement of patents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigative files relating to patentability and enforceability of asserted patents and procurement of accused items.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 2386; 10 U.S.C. 2356; 28 U.S.C. 520; 28 U.S.C. 1498; 35 U.S.C. 181-188; and 35 U.S.C. 286, Defense Acquisition Regulation (DAR) 9, Part 4; Defense Logistics Procurement Regulation (DLPR) 9-401.50.

PURPOSE(S):

Used by DLA Patent Counsel for actions, determinations or recommendations regarding disposition of claims or litigation by DLA or Military Departments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be referred to the Department of Justice and other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in the potential or actual infringement of particular patents.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files.

RETRIEVABILITY:

Filed by name of claimant or litigant.

SAFEGUARDS:

Accessible only to DLA personnel.

RETENTION AND DISPOSAL:

Destroyed 26 years after file is closed.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Direct information requests to System Manager.

RECORD ACCESS PROCEDURES:

Official mailing address of the System MANAGER is Office of General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314. Written requests should include full name, current address and telephone numbers of requester. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S255.01DLA-G

SYSTEM NAME:

Fraud & Irregularities

SYSTEM LOCATION:

Primary System--Case files on actual or suspected fraud, criminal conduct and antitrust violations which arise from procurement, the disposal of surplus property, the administration of contracts or any other operation of the Defense Logistics Agency (DLA) are filed at the Office of the General Counsel, DLA. Decentralized segments--corresponding files at Office of Counsel for field activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual or group of individuals or other entity, involved in or suspected of being involved in any fraud, criminal conduct or antitrust violation relating to DLA procurement, property disposal to DLA procurement, property disposal or contract administration, or other DLA activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigative reports, complaints, pleadings and other court documents, litigation reports, working papers, documentary and physical evidence, contractor suspensions and debarments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

These files are created and maintained pursuant to the direction of

the Attorney General of the United States under the authority contained in 28 U.S.C. Chs. 31 and 32.

PURPOSE(S):

Information is used in the investigation and prosecution of criminal or civil actions involving fraud, criminal conduct and antitrust violations and is used in determinations to suspend or debar individuals or other entities from DLA procurements and sales.

Information may be referred to and used by DoD investigators and Government attorneys in DLA and other activities of the Department of Defense.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be referred to and used by Federal investigators, Department of Justice, and other contracting, audit, inspection, investigative, and legal activities of other agencies to include State and local law enforcement agencies, as appropriate.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in combination of paper and automated files.

RETRIEVABILITY:

Filed alphabetically by the name of the subject individual or other entity.

SAFEGUARDS:

Records, as well as computer terminals, are maintained in areas accessible only to DLA personnel. In addition, access to and retrieval for computerized files is limited to authorized users and is password protected.

RETENTION AND DISPOSAL:

Records are destroyed ten years after all aspects of the case are closed.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Written requests for information shall be directed to the System Manager. Requests must contain name of subject and sufficient identification of the incident in order to ensure correct retrieval.

RECORD ACCESS PROCEDURES:

Official mailing addresses are in the DLA Directory. Written requests for information should contain the full name, current address and telephone number of the individual.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Federal, state and local investigative agencies; other federal agencies; DLA employees; and individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S257.10DLA-G

SYSTEM NAME:

Standards of Conduct

SYSTEM LOCATION:

Decentralized system--Office of the General Counsel, Headquarters, Defense Logistics Agency, (HQ DLA), maintains Executive Personnel Financial Disclosure Report, Standard Forms 278; and Statement of Employment and Financial Interests, DD Forms 1555 on Headquarters, DLA DASC, DTIC, DDMP employees and Commanders, Deputy Commanders, and Counsels of Primary Level Field Activities (PLFAs).

Other DD Forms 1555 required by the PLFAs are maintained at the DLA Field Activity Office of Counsel.

Standard of Conduct Certifications are maintained in each HQ DLA and PLFA Primary Staff Elements.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Includes DLA employees whose official duties require the exercise of judgment in making government decisions or taking actions which may have a significant economic impact on any non-federal entity.

CATEGORIES OF RECORDS IN THE SYSTEM:

Includes Standard Forms 278 and DD Forms 1555 or allegation of a violation of standards of conduct, investigatory reports by the Government, recommendations and determinations as to whether a violation of the standards of conduct occurred and what sanction may be appropriate and/or was imposed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 11222; 'The Ethics in Government Act of 1978', Public Law 95-521; and DLA Regulation 55000.1

PURPOSE(S):

Information is used by the DLA General Counsel's Office in its efforts to preclude DLA employees from making determinations in areas where such decisions might be or appear to be in conflict with personal interests. Information is used by the General Counsel's Office to determine if DLA personnel are observing the highest standards of business ethics. Records may be forwarded to Director, DLA or DLA Field Activity Commanders for appropriate action.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Records may be referred to the Department of Justice or the appropriate criminal investigative agency.

See also the blanket routine use set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Records are retrievable by surname of employee or by date.

SAFEGUARDS:

Records are retained in areas accessible only to authorized personnel in Office of General Counsel or others as determined by General Counsel, DLA. DD Forms 1555 are retained in locked file cabinets.

RETENTION AND DISPOSAL:

Incidents of violation of standards of conduct, indefinitely; DDs 1555, until employee leaves employment of DLA.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Requests for information should be addressed to the System Manager. Individual requesting information should state name, subject matter of information requested, and date of form or (alleged) violation.

RECORD ACCESS PROCEDURES:

The System Manager can provide assistance.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals, other employees, and non-employees having knowledge of the alleged violation of the standards of conduce.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S259.05DLA-G

SYSTEM NAME:

Legal Assistance

SYSTEM LOCATION:

Decentralized System located at both Office of General Counsel, Headquarters, Defense Logistics Agency (HQ DLA), and at the Offices of the Counsels, Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Authorized military personnel and dependents who have requested legal assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Wills, Powers of Attorney and other legal documents prepared in response to requests for legal advice. Also background information supplied by requester to prepare the documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 and 302.

PURPOSE(S):

Documents are used to provide copies for individuals requesting the assistance, their representative or where otherwise appropriate, members of their immediate families. Documents may also be used as models or examples for preparing future documents.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses listed above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and/or card files.

RETRIEVABILITY:

Attorney operating folders are kept in a file cabinet or other storage devices accessible only to authorized personnel of the Office of Counsel or as determined by Counsel.

SAFEGUARDS:

Attorney operating folders are kept in a file cabinet or other storage devices accessible only to authorized personnel of the Office of Counsel or as determined by Counsel.

RETENTION AND DISPOSAL:

Destroy 2 years after completion of case, except documents withdrawn for use as precedents may be held by topics until no longer required for references purposes.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314 and Counsels, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and, if appropriate, date assistance was requested.

RECORD ACCESS PROCEDURES:

The DLA rules for access to records by the individual concerned may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual requesting assistance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S270.10DLA-K

SYSTEM NAME:

Request for Assistance and Information.

SYSTEM LOCATION:

Staff Director, Personnel; Headquarters Defense Logistics Agency (HQ DLA), and Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel, former employees, contractor employees, attorneys, and other individuals or organizations who have requested assistance and information from the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency (DLA) or other officials, which have been referred to the Staff Director, Personnel, Headquarters DLA, for response, action or information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files include requests for assistance and information sent to the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency or Staff Director, Personnel, Headquarters DLA, by the individual and the DLA responses, action documents, and other related documents and material.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 552, Public Information, Department of Defense Directive 5400.4, 'Provisions of Information to Congress;' and Department of Defense Directive 5105.22; 'Defense Logistics Agency.'

PURPOSE(S):

Information is maintained for replying to subsequent inquiries and as background material regarding the responses.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is provided members of Congress, the Office of Personnel Management, and other federal agencies, attorneys, civil rights organizations, and parties involved in veterans' matters and training as well as other matters affecting DLA employees.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and log book.

RETRIEVABILITY:

Alphabetically by last name of individual involved with or requesting information and assistance, or by DLA field activity name, when requests are from groups.

SAFEGUARDS:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Records are retained in active file until end of calendar year, held one to three additional years in an inactive file, and subsequently are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Personnel, HQ DLA; Civilian Personnel Officers, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name, the name of any DLA

activity that is involved, and the general nature of the request for assistance or information individual believes may be filed in this system.

RECORD ACCESS PROCEDURES:

Official mailing addresses of Systems Managers are in the DLA Directory located at the end of the DLA record system notices. Written requests for information may be directed to the particular System Manager concerned and should contain the full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some form of acceptable identification, such as driver's license or employing office identification.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The office or activity to which the inquiry or request was directed, the employee's supervisors, civilian personnel office of employee's activity, U.S. Office of Personnel Management, Federal agencies involved and other persons or organizations that could assist in final solution of the matter.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S270.30DLA-B

SYSTEM NAME:

Biography File

SYSTEM LOCATION:

Office of Public Affairs, Headquarters, Defense Logistics Agency (DLA) and Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Selected civilian and military personnel currently and formerly assigned to DLA and other persons affiliated with DLA and the Department of Defense (DoD).

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical information provided by the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 and 302.

PURPOSE(S):

Information is maintained as background material for news and feature articles covering activities, assignments, retirements, and reassignments of key DLA commanders and executives, in the preparation of speeches by the Director/Deputy Director at change of Command, retirement and awards ceremonies; and for annual visits or other activities by persons affiliated with DLA or DoD.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by DLA public affairs personnel to prepare news and feature articles with the knowledge and consent of the individual concerned.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and/or card index file.

RETRIEVABILITY:

Filed alphabetically by last name of individual.

SAFEGUARDS:

Records are maintained in an area accessible only to DLA Public Affairs Office personnel.

RETENTION AND DISPOSAL:

Files are retained in current files area and destroyed 2 years after retirement, transfer or death of DLA personnel or termination of affiliation with DLA or DoD by other persons.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Public Affairs, DLA and Public Affairs Officers, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and employing activity.

RECORD ACCESS PROCEDURES:

Official mailing addresses of System Manager are in the DLA Directory. Written request for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as driver's license, or employing office identification.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individuals concerned on a strictly volunteer basis.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S322.10DLA-LZ

SYSTEM NAME:

Defense Manpower Data Center Data Base.

SYSTEM LOCATION:

Primary location: W. R. Church Computer Center, Navy Postgraduate School, Monterey, CA 93920.

Back-up files maintained in a bank vault in Hermann Hall, Naval Postgraduate School, Monterey, CA.

Decentralized segments - Portions of this file may be maintained by the military personnel and finance centers of the services; selected civilian contractors with research contracts in manpower areas and other Federal agencies.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All officers and enlisted personnel who served on active duty from July 1, 1968 and later or who have been a member of a reserve component since July 1975; retired military personnel; participants in Project 100,000 and Project Transition and the evaluation control groups for these programs. All individuals examined to determine eligibility for military service at an Armed Forces Entrance and Examining Station from July 1, 1970, and later. DoD civilian employees or DoD civilian employees separated since January 1, 1971. All veterans who have used GI Bill education and training entitlements, who visited a state employment service office since January 1, 1971, or who participated in a Department of Labor special training program since July 1, 1971. All individuals who ever participate in an educational program sponsored by the U.S. Armed Forces Institute, all individuals who participated in the Armed Forces Vocational Aptitude Testing Programs at the high school level since September 1969. Individuals who responded to various paid advertising campaigs seeking enlistment information since July 1,1973; participants in the Department of Health and Human Services, National Longitudinal Survey. Individuals responding to recruiting advertisements since January 1978; survivors of retired military personnel who are eligible for or currently receiving disability payments or disability income compensation from the Veterans Administration; surviving spouses of active or retired deceased

military personnel; 100 disabled veterans and their survivors.

Individuals receiving disability compensation from the Veterans Administration; civilian employees of the Federal Government; dependents of active duty military retirees, selective service registrants. Individuals receiving a security background investigation as identified in the Defense Central Index of Investigation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computerized records consisting of Name, Service Number, Selective Service Number, Social Security Account Number, demographic information such as hometown, age, sex, race, and educational level; civilian occupational information, military personnel information such as rank, length of service, military occupation, aptitude scores, post-service education, training, and employment information for veterans; participation in various inservice education and training; programs, military hospitalization records.

Champus claim records, military compensation data, selective service registration data, Veterans Administration disability payment records, security clearance records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 136; Public Law 97-252.

PURPOSE(S):

The purpose of the system of records is to provide a single central facility within the Department of Defense to assess manpower trends, perform longitudinal statistical analysis, identify current and former DoD civilian and military personnel for purposes of detecting fraud and abuse of pay and benefit programs and to collect debts owed to the United States Government and state and local governments.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information is used by the following;

Veterans Administration, Management Sciences Staff, Reports and Statistics Services, Office of the Comptroller - To select sample for surveys asking veterans about the use of veterans benefits and satisfaction with VA services, and to validate eligibility for VA benefits.

Office of Research and Statistics, Social Security Administration - For statistical analyses of impact of military service and use of GI Bill benefits on long term earning.

DoD Civilian Contractors - To perform research on manpower problems for statistical analyses.

Office of Personnel Management (OPM): To carry out its management functions. Records disclosed concern pay, benefits, retirement deductions, and other information necessary to these management functions.

Information as to name, rank, Social Security Account Number, duty station, birth date, retirement date, and retirement annuity may be disclosed to the Department of Health and Human Services (DHHS) or the Department of Education for the following purposes:

Department of Education (DOE) - for the purpose of identifying individuals who appear to be in default on their guaranteed student loans so as to permit DOE to take action, where appropriate, to accelerate recoveries of defaulted loans.

The Bureau of Supplemental Security Income, Social Security Administration, DHHS - to verify and adjust as necessary payments made to active and retired military members under the Supplemental Security Income Program.

The Office of the Inspector General, DHHS - to identify and investigate DoD employees (military and civilian) who may be improperly receiving funds under the Aid for Families of Dependent Children Program.

Office of Child Support Enforcement, DHHS - Pursuant to PL 93-647, to assist state child support enforcement offices in locating absent parents in order to establish and/or enforce child support obligations.

To the Director of Selective Service System to facilitate compliance of members and former members of the armed forces (Active and Reserve) with the provisions of the Selective Service System registration regulations.

Veterans Administration - to analyze the costs to the individual of military service connected disabilities.

Federal government and Quasi-federal agencies - to identify military retirees employed in a civilian capacity whose civilian pay must be offset as a result of increases in military retiree pay pursuant to the Budget Reconciliation Act of 1982, Public Law 97-252.

State, local and territorial governments - to help eliminate fraud and abuse in their benefit programs and to collect debts and overpayments owed to those programs. Information released includes name, social security account number and mailing address of individuals.

Other Federal agencies - to help eliminate fraud and abuse in the programs administered by agencies within the Federal government and to collect debts and overpayment owed to the Federal government. Information release may include aggregate data and/or individual record system may be transferred to any other federal agencies having a legitimate need for such information and applying appropriate safeguards to protect data so provided.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic computer tape.

RETRIEVABILITY:

Retrievable by name, Social Security Number, occupation, or any other data element contained in system.

SAFEGUARDS:

Primary location - At W. R. Church Computer Center, tapes are stored in a locked cage in machine room which is a controlled access area; tapes can be physically accessed only by computer center personnel and can be mounted for processing only if the appropriate security code is provided.

Back-up location - tapes are stored in a bank type vault and buildings are locked after hours and only properly cleared and authorized personnel have access.

RETENTION AND DISPOSAL:

Files constitute a historical data base and are permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Director, Defense Manpower Data Center (DMDC), 550 Camino El Estero, Monterey, CA 93940.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager.

Written requests for information should contain the full name, Social Security Number, date of birth, and current address and telephone number of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license, or military or other identification card.

CONTESTING RECORD PROCEDURES:

The DLA rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The Military Services, the Veterans Administration, the Department of Education, Department of Health and Human Services, from individuals via survey questionnaires, the Department of Labor, the Office of Personnel Management, federal and Quasi-federal agencies, Selective Service System, the U.S. Postal Service.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S322.15DLA-M/DMLPO

SYSTEM NAME:

Information Military Personnel Records

SYSTEM LOCATION:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA), (DLA-K), and Heads of Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty and reserve personnel assigned to DLA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Evaluation reports, general and special orders, leave slips, qualification records, applications for ID Cards, security clearance, and miscellaneous correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 501, et seq., Personnel; 5 U.S.C. 302(b)(1).

PURPOSE(S):

The purpose of the record is to accumulate documents relating to the military member while assigned to DLA. The records are used by the Staff Director and his staff and Heads of PLFAs and their staff for notification of assignments, career briefs, assignment orders, promotion data, personal data, awards and decorations, training data, recommendations for disciplinary action, review procedures instituted to control incidents, and advising the Director of incidents.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Retained in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Locked in file cabinets within areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Retained during individual's assignment to DLA and destroyed within 1 year of departure.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Military Personnel, HQ DLA and Heads of PLFAs.

NOTIFICATION PROCEDURE:

The requester should send a by-name request to Staff Director, Military Personnel, HQ DLA and System Manager if assigned to a PLFA. The requester may visit the office of either or both System Managers with appropriate identification.

RECORD ACCESS PROCEDURES:

Contact the System Manager. Official mailing addresses are in the DLA Directory.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Special orders, service records, in/out processing documents, and computer listings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S322.20DLA-Z

SYSTEM NAME:

Reenlistment Eligible File (RECRUIT).

SYSTEM LOCATION:

Primary location: W.R. Church Computer Center, Naval Postgraduate School, Monterey, CA 93940.

Back-up file: Offices of the Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former enlisted personnel of the military services who separated from active duty since 1971.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer records consisting of Social Security Number, name, service, date of birth and date of separation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 136.

PURPOSE(S):

The purpose of the system is to assist recruiters in reenlisting prior service personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action or regulatory order. Any record may be disclosed to Coast Guard recruiters in the performance of their assigned duties.

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All records are stored on disc with a full backup on magnetic tape.

RETRIEVABILITY:

Retrievable by Social Security Number.

SAFEGUARDS:

Disc file is protected by password access and hard-wire system.

Monterey, California location has tape storage area in locked room accessible only to authorized personnel; building is locked after hours.

Recruiters making telephone inquiries must have valid recruiter identification and call back number.

RETENTION AND DISPOSAL:

Records are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief, Defense Manpower Data Center, 550 Camino El Estero, Monterey, California 93940.

NOTIFICATION PROCEDURE:

Information may obtained from: Manager, RECRUIT System, Defense Manpower Data Center, 550 Camino El Estero, Monterey, California 93940. Telephone: Area Code 408/375-4131.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Manager, RECRUIT System, Defense Manpower Data Center, 550 Camino El Estero, Monterey, California 93940.

Written requests for information should contain the full name, current address, telephone number, Social Security Number, and date of separation of the individual.

For personal visits, the individual should be able to provide some

acceptable identification such as driver's license.

CONTESTING RECORD PROCEDURES:

The DLA rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The data contained in the system are obtained from the Army, Navy, Air Force, Marine Corps, and Coast Guard.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S322.35DLA-LZ

SYSTEM NAME:

Survey Data Base.

SYSTEM LOCATION:

Primary location: W. R. Church Computer Center: Naval Postgraduate School, Monterey, CA 93940.

Decentralized locations for back-up files: Department of Defense, Defense Manpower Data Center, 1600 Wilson Blvd., 4th Floor, Arlington, VA 22209 and 550 Camino El Estero, Monterey, CA 93940.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who were selected at random for survey administration and who completed survey forms. Survey data is collected on a periodic basis. Individuals include both civilians and military members. Civilian respondents include young men and women of military age, applicants to the military services, DoD civilian employees, retired DoD civilian employees and veterans.

CATEGORIES OF RECORDS IN THE SYSTEM:

Survey responses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 136.

PURPOSE(S):

The purpose of the system is to sample attitudes toward enlistment in and determine reasons for enlistment decisions.

The information is used to support manpower research sponsored by the Department of Defense and the Military Service.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information may be used to support manpower research sponsored by other Federal agencies.

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic computer tape.

RETRIEVABILITY:

Records can be retrieved by individual identifiers, including Social Security Number, by institutional affiliation such as Service membership, and by individual characteristics such as educational level.

SAFEGUARDS:

Tapes stored at the primary location are kept in a locked storage cage in a controlled access area; tapes stored at the back-up locations are kept in locked storage areas in buildings which are locked after hours.

RETENTION AND DISPOSAL:

Computer records are permanent; survey questionnaires are destroyed after computer records have been created.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Defense Manpower Data Center, 1600 Wilson Blvd., 4th Floor, Arlington, VA 22209.

NOTIFICATION PROCEDURE:

Information may be obtained from Chief, Defense Manpower Data Center, 1600 Wilson Blvd., 4th floor, Arlington, VA 22209.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Chief, Defense Manpower Data Center, 1600 Wilson Blvd., 4th Floor, Arlington, VA 22209.

Written requests for information should contain the full name, Social Security Number, and current address and telephone number of the individual. In addition, the appropriate data and location where the survey was completed should be provided.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license or military or other identification cards.

CONTESTING RECORD PROCEDURES:

The DLA rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager

RECORD SOURCE CATEGORIES:

The survey information is provided by the individual; additional data obtained from Federal records are linked to individual cases in some data sets.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S322.45DLA-M/DMLPO

SYSTEM NAME:

Active Duty Military Personnel Data Bank System

SYSTEM LOCATION:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA) (DLA-K), and Heads of Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel currently assigned to the Defense Logistics Agency (DLA) and history records of those individuals previously assigned.

CATEGORIES OF RECORDS IN THE SYSTEM:

The computer records and print-outs containing information as to organization, position, identification grade, service specialty, position title, special requirements, education requirements, geographic location, name, service, temporary date of rank, social security number, duty specialty, permanent grade, permanent date of rank, date assigned, date of rotation, remarks, primary specialty, job related experience civilian education, military school, date of birth, retirement date, separation or expiration of enlistment, and aero rating.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 502, et seq., Personnel: 5 U.S.C. 302(b)(1).

PURPOSE(S):

The purpose of the file is to insure effective personnel/career management for DLA and DLA military personnel. The printouts are used by the Staff Director and Deputy Staff Director, personnel, the Chief, Personnel Division and his staff specialists. An extract printout of the specific PLFA is used by the Commander and his personal staff. The data bank is used to prepare the alphabetical roster, rotation roster, colonel roster, listings of specialty codes, service listings, functional listing, and advanced degree listing. These documents are used to accurately report data on the individual and position to which he is assigned, requisition replacements, select assigned personnel for higher level positions, provide assigned strength figures for OSD, and

assist individual military personnel in their career management.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and disc and computer paper printouts.

RETRIEVABILITY:

Alphabetically by last name.

SAFEGUARDS:

Maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Printouts are held for one year and then destroyed. The computer tapes are held for five years and then degaussed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Military Personnel, HQ DLA.

NOTIFICATION PROCEDURE:

The name of the requester should be sent to the System Manager. The requester may visit the Office of the System Manager, and present the appropriate military identification card.

RECORD ACCESS PROCEDURES:

Contact the System Manager. Official mailing addresses are in the DLA Directory.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Military personnel records and Position Distribution Reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S322.50DLA-LZ

SYSTEM NAME:

Defense Enrollment/Eligibility Reporting System (DEERS).

SYSTEM LOCATION:

Primary location: W. R. Church Computer Center, Navy Postgraduate School, Monterey, CA 93940.

Decentralized segments - Two eligibility centers are maintained and operated by contractors in Monterey, CA and Arlington, VA; and the Processing Center for Automation of DoD Forms 1172 in Santa Barbara, CA.

Back-up files maintained at the Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Active duty Armed Forces personnel and their dependents, retired Armed Forces personnel and their dependents; surviving dependents of decease active duty or retired personnel; active duty and retired Coast Guard personnel; active duty and retired Public Health Service (PHS) personnel (Commissioned Corps) and their dependents; and active duty and retired National Oceanic and Atmospheric Administration (NOAA) employees (Commissioned Corps) and their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer files containing beneficiary's name, Service or Social Security Number of sponsor, enrollment number, relationship of beneficiary to sponsor, residence address of beneficiary to sponsor, residence address of beneficiary (includes zip code), date of birth of beneficiary, sex of beneficiary, branch of service of sponsor, dates of beneficiary, number of dependents of sponsor, primary unit duty location of sponsor, primary unit duty location of sponsor, race and ethnic origin of beneficiary, occupation of beneficiary, rank/pay grade of sponsor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 136; 1969 Pub. L 91-121, Section 404(A)(2), 'Establishment of the Assistant Secretary of Defense for Health Affairs; the Presidentially Commissioned Department of Defense, Department of Health, Education and Welfare, Office of Management and Budget Report of the the Health Care Study (complete December 1975)'; DoD Directive 1341.1, Defense Enrollment/ Eligibility Reporting System, October 14, 1981; DoD Instruction 1341.2, DEERS Procedures.

PURPOSE(S):

The purpose of the system is to provide a data base for determining eligibility to receive health care benefits under the Uniformed Health Services Delivery System and CHAMPUS, to monitor the accuracy of payments and to identify and collect overpaid amounts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Department of Health and Human Services; Veterans Administration, Federal Preparedness Agency and Commerce Department for the conduct of health care studies and for the planning and allocation of medical resources. The data provided includes summary data on ages, sex, residence and other demographic parameters. To other Federal agencies to identify debtors and collect debts and overpayments in the DoD health care programs.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on magnetic tapes and discs are housed in a controlled computer media library.

RETRIEVABILITY:

Records about individuals are retrieved by an algorithm determined by contractor which uses name, enrollment number, Social Security Number, date of birth, rank and duty location as possible inputs. Retrievals are made on a summary basis by geographic characteristics and location and demographic characteristics. Information about individuals will not be distinguishable in such summary retrievals. Retrievals for the purposes of generating address lists for direct mail distribution of health care information may be made using selection criteria based on geographic and demographic keys.

SAFEGUARDS:

Computerized records are maintained in a controlled area accessible only to authorized personnel. Entry to these areas is restricted to those personnel with a valid requirement and authorization to enter. Physical entry is restricted by the use of locks, guards, administrative procedures (e.g., fire protection regulations). Exits used solely for emergency situations is secured to prevent unauthorized instruction.

Personal data stored at a separate location for backup purposes is protected at least comparable to the protection provided at the primary location.

Requirements for protection of information are binding on contractors or their representative and are subject to the following minimum standards:

Access to personal information is restricted to those who require the records in the performance of their official duties, and to the individuals who are the subject of the record or their authorized representative. Access to personal information is further

restricted by the use of passwords which are changed periodically.

All those officials whose duties require access to, or processing and maintenance of, personal information are trained in the proper safeguarding and use of the information.

RETENTION AND DISPOSAL:

Computerized records on an individual are maintained as long as the individual is legally eligible to receive health care benefits from the Uniformed Health Sciences Delivery System. The records are maintained for two (2) years after termination of eligibility.

Records may be disposed of or destroyed only in accordance with DoD Component record management regulation which conform to the controlling disposition of such material as set for the 44 U.S.C. 3301-3314. Non-record material containing personal information and other material of similar temporary nature is destroyed as soon as its intended purpose has been served under procedures established by the Head of the DoD Component consistent with the following requirement. Such material shall be destroyed by tearing, burning, melting, chemical deposition, pulping, pulverizing, shredding, or mutilation sufficient to preclude recognition or reconstruction of the information.

SYSTEM MANAGER(S) AND ADDRESS:

Project Manager, DEERS, Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940.

NOTIFICATION PROCEDURE:

Information may be obtained from: Project Manager DEERS, Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to: Project Manager, DEERS, Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940, (408) 646-2951.

Written requests for the information should contain full name of individual and sponsor, if applicable, and other attributes required by previously mentioned search algorithm.

For personal visits the individual should be able to provide a data element required to satisfy the previously mentioned algorithm.

Identification should be corroborated with a driver's license or other positive identification.

CONTESTING RECORD PROCEDURES:

The DLA rules for access to records and for contesting contents and appealing initial determinations are contained in 32 CFR Pare 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Personnel and financial pay systems of the Military Departments, the Coast Guard, the Public Health Service, the National Oceanic and Atmospheric Administration and other Federal agencies having employees eligible for military medical care.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S322.53DLA-LZ

SYSTEM NAME:

Defense Debt Collection Data Base

SYSTEM LOCATION:

Primary Location: W. R. Church Computer Center, Naval Postgraduate School, Monterey, California 93940.

Back-up files maintained at the Defense Manpower Data Center, 550 Camino El Estero, Monterey, California 93940.

Decentralized segments - military and civilian financial and personnel centers of the services.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All offices and enlisted personnel, members of reserve components, retired military personnel and survivors and deceased military personnel, Federal civilian employees, and contractors who have been identified as being indebted to the United States Government.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer records containing name, Social Security Number, debt principal amount, interest and penalty amount (if any), debt reason, debt status, demographic information such as grade or rank, sex, date of birth, location, and various dates identifying the status changes occurring in the debt collection process.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 136 and Public Law 97-365, 'Debt Collection Act of 1982'.

PURPOSE(S):

The purpose of the system of records is to provide the Department of Defense (DoD) with a central record of all debts and debtors either under current or past financial obligation to the United States Government to control and report on the debt collection process.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Other Federal Agencies - Records of debtors obligated to DoD, but currently employed by another Federal agency are referred to the employing agency under the provisions of the Debt Collection Act of 1982 for collection of the debt. Records of debtors employed by DoD, but obligated to another Federal agency will be released to the other agency upon collection of the debt.

Internal Revenue Service - Record may be referred to obtain home address.

Office of Personnel Management - Records may be referred to obtain current employment location.

Credit Bureaus and Debt Collection Agencies - Records may be referred to private contract organizations to comply with the provisions of the Debt Collection Act of 1982 for non-payment of a outstanding debt.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored on magnetic tape.

RETRIEVABILITY:

Records are retrieved by social security number and name from a computerized index.

SAFEGUARDS:

Primary location - W. R. Church Computer Center - tapes are stored in a controlled access area; tapes can be physically accessed only by computer center personnel and can be mounted for processing only if the appropriate security code is provided.

Back-up location - Monterey, California - tapes are stored in rooms protected with cypher locks, building is locked after hours, and only properly cleared and authorized personnel have access.

RETENTION AND DISPOSAL:

Records are retained indefinitely as a financial record.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Director, Defense Manpower Data Center (DMDC), 550 Camino El Estero, Monterey, California 93940.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the System Manager. Written requests for information should contain the full name, Social Security

Number, and current address and telephone number of the individual.

CONTESTING RECORD PROCEDURES:

Contact System Manager for the DLA rules on contesting initial determinations. The record accuracy may also be contested through the administrative processes contained in Public Law 97-365, 'Debt Collection Act of 1982'.

RECORD SOURCE CATEGORIES:

The military services and any other Federal agency.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S322.70DLA-KR

SYSTEM NAME:

Reserve Affairs

SYSTEM LOCATION:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA) (DLA-K).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Ready Reserve, Army, Air Force, Navy and Marine personnel assigned to DLA Individual Mobilization Augmentee (IMA) positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer records and print-outs containing such items as, name, grade, Social Security Number, service, career specialty, position title, date of birth, commission date, promotion date, release date, security clearance education, home address and civilian occupation of the individuals involved.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 501, et seq. Personnel; 5 U.S.C. 302 (b)(1), and DoD Directive 5105.22 (IX).

PURPOSE(S):

The purpose of the system is to have information readily available in the day-to-day operation of the Reserve Mobilization program. It is used by the Staff Director, his Deputy and the Reserve personnel specialist. Data is used in preparation of personnel actions such as reassignments, classification actions, promotions, scheduling and verifying active duty and inactive duty training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket route forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tapes, disc and computer paper printouts.

RETRIEVABILITY:

Alphabetically by last name.

SAFEGUARDS:

Maintained in area accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Printouts are held for one year and then destroyed. The computer tapes are held for 5 years and then degaussed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Military Personnel, HQ DLA.

NOTIFICATION PROCEDURE:

The name of the requester should be sent to the System Manager. The requester may visit the office of the System Manager and present the appropriate military identification card.

RECORD ACCESS PROCEDURES:

Contact the System Manager; official mailing addresses are in the DLA Directory.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Data processing output from the Military Services.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S332.01DLA-KS

SYSTEM NAME:

Employment Inquiries

SYSTEM LOCATION:

Staffing Labor and Employee Relations Division, Staff Director, Personnel, Headquarters, Defense Logistics Agency (HQ DLA); and Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA civilian and military personnel, contractor employees, and other individuals or organizations on behalf of individuals who have forwarded employment inquiries to Members of Congress, Secretary of Defense, Director of Defense Logistics Agency, Staff Director, or other official.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files include employment inquiries to Members of Congress, Secretary of Defense, Director of Defense Logistics Agency and Staff Director, Personnel, Headquarters Defense Logistics Agency and others which have been referred to Staff Director, Personnel, for response, action or information. These include statements of qualifications, letters, photographs, letters of appreciation and recommendation, certificates, ratings, eligibility forms and related papers concerning employment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S. Code, 301, and 302, and E.O. 10561; Department of Defense Directive 5400.4, 'Provisions of Information to Congress', and Department of Defense Directive 5105.22, 'Defense Logistics Agency'.

PURPOSE(S):

Information to maintained for purposes of replying to additional inquiries and follow-up action.

Information is used by: Civilian personnel officers and other appropriate officials of DLA in order to determine qualifications and for giving proper consideration in the filling of vacancies. The civilian personnel office, when hiring applicants, uses information as part of the employee's permanent record.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Members of Congress and other individuals or organizations who write to DLA on behalf of an individual and who use it to respond to the individual, or for other related purposes.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and log book.

RETRIEVABILITY:

Filed alphabetically by last name of individual submitting employment inquiry.

SAFEGUARDS:

Records are maintained in locked file cabinets in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Records are retained in active file until end of calendar year and held one to three additional years in inactive file and subsequently retired to Federal Records Center. After a total of ten years records are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Personnel, HQ DLA; Civilian Personnel Officers, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name.

RECORD ACCESS PROCEDURES:

Official mailing address of the System Manager is in the DLA Directory. Written request for information should be addressed to System Manager and contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as, driver's license, work identification card, and give some verbal information that can be verified with his case folder.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information provided by individual involved, and other correspondence relating to the employment inquiry.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S333.10DLA-G

SYSTEM NAME:

Attorney Personal Information and Applicant Files

SYSTEM LOCATION:

Primary System--Office of General Counsel, Headquarters, Defense Logistics Agency, DLA-G, holds personal information records of all DLA attorneys and applicants for DLA legal positions.

Decentralized segments--Office of Counsel, Primary Level Field Activities (PLFAs) hold personal records for resident attorneys and applicants for positions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DLA attorneys, former DLA attorneys, and applicants for DLA Legal positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Cover letters, resumes, and Forms submitted by applicants and replies thereto, and records of promotions, courses completed, position descriptions, performance appraisals, personnel actions, educational actions, educational transcripts, recommendations and personal data of DLA attorneys.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, General Authority to Employ; Executive Order 10577, Office of Personnel Management, Title 5, Part 213: 10 U.S.C. 137, DLA Regulation 1442.1.

PURPOSE(S):

Applications are used for filling positions in all DLA legal offices. Attorney information folders are maintained for review incident to personnel actions including promotions, performance appraisals, reassignments, etc. and as a general performance and experience record.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Parts of these folders may be submitted to other agencies considering the attorney for employment. Information may be used in answering inquiries from individuals, Congressman or other Government agencies or for verification of employment.

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by surname of attorney or applicant.

SAFEGUARDS:

Attorney information folders are kept in a locked file cabinet; applicants are kept in file cabinets accessible only to authorized personnel of the Office of Counsel or as determined by Counsel.

RETENTION AND DISPOSAL:

Applicants are kept for one year from receipt. Attorney information folders are kept indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Office of General Counsel, Defense Logistics Agency, DLA-G, and Offices of Counsel, PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and, if appropriate, date application was submitted.

RECORD ACCESS PROCEDURES:

System Managers official mailing address is in the DLA Directory.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Applicants, employees, co-employees, outside references, supervisors, and personnel offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S335.01DLA-K

SYSTEM NAME:

Training and Employee Development Record System

SYSTEM LOCATION:

Headquarters, (HQ) Defense Logistics Agency (DLA) and Primary Level Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees, U.S. Citizens and foreign national direct hires receiving training supported by the Federal Government, paid from appropriated funds. Department of Defense military personnel may be included in the automated training information system, and non-appropriated fund personnel may be included in some of the installation manual records.

CATEGORIES OF RECORDS IN THE SYSTEM:

Automated and non-automated records are maintained reflecting information pertaining to the employee's identification, Social Security Number, (SSN) occupational status (series, grade level and supervisory status) course identification, course length, category and purpose of training received, date on which training was completed, associated costs, pre-post test results, and similar data. Input documents for the system include, but are not limited to completed automated forms, training reports, authorization and records, key punched cards. The manual files are maintained in paper folders containing employees' registration and records of training documents. Apprentice, on-the-job training program, and similar trainee

intake program manual and automated records are maintained, reflecting information pertaining to subject employee's identification, date of birth, entrance date of program, dates and nature of personnel actions which occurred during fiscal year, student progress, and statistical data which affects the numbers of apprentices in training as of a given date. At HQ DLA, nomination forms and documents (non-automated) for centrally-administered education and training programs are maintained. The manual files contain the candidate's nomination documents, training requests, enrollment and registration and other documents related to training. Manual files are maintained at installations regarding courses conducted on their premises, or for which they sponsor, listing such things as completion dates and course participants. Additionally, manual files are typically found at the field activities containing information regarding an employee's supervisory status, an indication as to whether or not he/she has participated in supervisory training. Files are often maintained regarding an employee's certification/recertification or demonstrated proficiency in one or more skills areas; an activity-wide annual training plan should also be maintained, as well as individual training plans. Files are also maintained regarding professional licenses held by installation personnel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4103, 4118, and 4115.

PURPOSE(S):

Information is used by officials and employees of DLA and other DoD Components in the performance of their official duties related to the management of the civilian employee training programs, the design, development, maintenance and operation of the manual and automated system of record keeping and reporting; the screening and selection of candidates for centrally administered programs; and administration of grievance, appeals, complaints and litigation involving the disclosure of records of the training programs.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is also used by representatives of the Office of Personnel Management (OPM) on matters relating to the inspection, survey, audit or evaluation of DoD civilian training programs, or such other matters under the jurisdiction of the OPM. The Comptroller General or any of his authorized representatives in the courses of the performance of duties of the General Accounting Office relating to the Defense components civilian training programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for programs sponsored by their organization. Representatives of the U.S. Department of Labor on matters relating to the inspection, survey, audit or evaluation of apprentice training programs and other such matters under the jurisdiction of the Labor Department. Representatives of the Veterans Administration on matters relating to the inspection, survey, audit or evaluation of appretice and on-the-job training programs. The computer-systems group contractor (or other such contractor) and its employees for the purpose of card punch recording of data from employee training documents. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance involving the disclosure of the records of the training programs. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of the records in order to evaluate training and employee development record systems.

The Senate or the House of Representatives of the United States or any committee or subcommittee thereof, any joint committee of Congress or subcommittee, or Joint Committees on matters within their jurisdiction requiring disclosure of the files or records of civilian training programs.

Representatives of educational institutions which have been awarded contracts to conduct training in order to create and maintain individual training records of those who attend.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are stored on magnetic tapes, drums, computer printouts, and on punched cards. Manual records are stored in paper file folders.

RETRIEVABILITY:

Automated records are retrieved by SSN and name, or by one, or a combination of data elements contained in the program master files. Manual records are retrieved by employee last name, by course control information, or by training program title.

SAFEGUARDS:

The computer facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and training. Manual records and computer printouts are available only to authorized personnel having as need-to-know.

RETENTION AND DISPOSAL:

Manual records are maintained on a fiscal year basis and are retained for varying periods from one to five fiscal years. For centrally administered programs, files on selected candidates are maintained for five years (from date selection process is completed). Records of non-selected candidates are retained only for that period of time sufficient to permit appropriate review (usually less than 60 days). Some installation records are maintained for varying periods.

SYSTEM MANAGER(S) AND ADDRESS:

Requests by correspondence should be addressed to the Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the activity/installation.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to the Civilian Personnel Officer servicing the headquarters or field activities employing civilians. The letter should contain the full name of the requester and his signature. Proof of identification will consist of a DoD building pass or identification badge, driver's license, or any other type of identification bearing an employee picture and signature.

RECORD ACCESS PROCEDURES:

Above procedures for notification apply.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting the contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Civilian Personnel Offices: current and previous supervisors of employee (when appraisals of performance/potential are used).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S336.10DCRS-F

SYSTEM NAME:

Personnel Cost Forecast System

SYSTEM LOCATION:

Budget Function, Budget and Management Support Division, Office of Systems and Financial Management, Defense Contract Administration Service Region (DCASR) St. Louis, MO.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former civilian personnel assigned to DCASR St. Louis, MO.

CATEGORIES OF RECORDS IN THE SYSTEM:

Master employee record showing grade, date of next step increase, assignment code, and in some instances, hourly rate. Personnel Cost Forecast listings showing assignment and projected salary for each GS salaried employment by month. Manual subsidiary records are kept by employee showing date entered on duty, date departed, promotion date, and incentive awards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Ch. 53, Pay Rates and System; 10 U.S.C. 136.

PURPOSE(S):

The system is used to project basic pay costs in the budget development and execution stages at DCASR, St. Louis. Statistical records are maintained for at least three prior years to develop promotion trends, attrition rates, average grades of employees leaving, and average grade of new hires.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Listings are stored in binders. Other data is maintained on 13 column work paper.

RETRIEVABILITY:

Master file is in alphabetical sequence and controlled by Social Security Number. The Personnel Forecast Listings are generated, one at branch level and the other by cost code. Both controlled by Social Security Number.

SAFEGUARDS:

Records are maintained in budget area and are restricted to personnel performing budget duties.

RETENTION AND DISPOSAL:

Mechanized listings are retained for current year plus one prior year. Manual records are retained for current year plus three prior years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Office of Systems and Financial Management, DCASR, St. Louis, MO.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager or to the senior budget analyst, Budget and Management Support Division, Office of Systems and Financial Management, DCASR, St. Louis, MO 63101.

RECORD ACCESS PROCEDURES:

Requests should be addressed to the System Manager. Written requests should contain full name, current address, and telephone, of individual. For personal visits, individuals should be able to provide some acceptable identification that can be verified with the files such as identification badge or driver's license. Official mailing addresses are in the DLA Directory. Social Security Number is used as an identifier in this system.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Personnel actions generated by the Office of Civilian Personnel, DCASR, St. Louis, MO.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S336.60 DLA-KM

SYSTEM NAME:

Position Classification Appeals

SYSTEM LOCATION:

Headquarters (HQ), Defense Logistics Agency (DLA) for those cases requiring Headquarters decision, and at DLA Primary Level Field Activities (PLFAs) for others.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DoD employees serviced by a DLA Personnel office who have filed classification or job grading appeals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files relating to individual or group classification appeals consisting of the written appeal, complete identification of the position, position organization chart, functional statement, comprehensive evaluation statement which has been reviewed by the individual or groups submitting the appeal (the appellant), effects to resolve locally, recommended action and any supplemental information pertinent to the case.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5112 and 5113; FPM Chapter 511, Subchapter 6.

PURPOSE(S):

Personnel specialists at HQ DLA use this file to adjudicate the classification appeal when a DLA employee appeals the classification of his position to Headquarters; PLFA and HQ DLA may also use this file as a reference for classification precedent in classifying other DLA PLFA positions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This information is used by the Office of Personnel Management (OPM) during the review of classification appeals by DLA employees. Personnel specialists at the PLFA will furnish file to appropriate OPM Regional Office when a DLA employee appeals directly to the OPM.

OPM officials use this file to adjudicate the classification appeal when DLA employees appeal the classification of their position directly to OPM.

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Accessed by classification series, appellant's name and organization.

SAFEGUARDS:

Made available to appellant, DLA personnel specialists concerned and OPM.

RETENTION AND DISPOSAL:

Placed in inactive file after final decision and completion of any resultant action. HQ DLA precedent-setting decision cases, excluding personal data, are filed with Classification Standards

and kept until superseded. The PLFA inactive file is cut off at the end of the calendar year, held 5 years in current files areas, then destroyed. HQ DLA files are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Personnel, HQ DLA; DLA PLFA Civilian Personnel Officers.

NOTIFICATION PROCEDURE:

Requests may be directed to the appropriate PLFA Civilian Personnel Officer or to Staff Director, Personnel, HQ DLA. The employee or former employee must provide full name, DLA organizational element in which employed at time of appeal, position description number and, if requesting in person, must present activity identification badge or other suitable identification.

RECORD ACCESS PROCEDURES:

Assistance may be obtained from System Manager. Official mailing addresses are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should provide full name, organizational element at time of appeal, position description number and activity identification badge or other suitable identification.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Appellant, cognizant Personnel Office, supervisors, HQ DLA Personnel Office staff and OPM officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S337.01DLA-K

SYSTEM NAME:

Labor Management Relations Records System

SYSTEM LOCATION:

Headquarters, Defense Logistics Agency (HQ DLA) and Primary Level Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees who are involved in grievances which have been referred to an arbitrator for resolution; civilian employees involved in the filing of unfair Labor Practice complaints which have been referred to the Assistant Secretary of Labor for Management Relations; union official; union stewards; and representatives.

CATEGORIES OF RECORDS IN THE SYSTEM:

Folder contains all information pertaining to a specific arbitration case or specific alleged Unfair Labor Practice involving DLA or the Department of Defense; field activities maintain roster of local union officials and union stewards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 11491 as amended, 'Labor-Management Relations in the Federal Service.'

PURPOSE(S):

Officials and employees of the Department of Defense (to include Army, Navy, Air Force, and other DoD agencies) in the performance of their official duties related to the Labor-Management Relations Program, e.g., administration/implementation of arbitration awards, interpretation of the Executive Order through third party case decisions; national consultation and other dealings with the recognized unions.

Officials and employees of the components of the Department of Defense in the performance of their official duties related to the administration of the Labor-Management Relations Relations Program. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Representatives of the U.S. Office of Personnel Management (OPM) on matters relating to the inspection, survey, audit or evaluation of Civilian Personnel Management Programs.

The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor-Management Relations Program.

The Office of the Assistant Secretary of Labor for Management Relation to respond to inquiries from that office regarding complaints referred to or filed with that office.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual files, maintained in paper folders.

RETRIEVABILITY:

Manual records are retrieved by case subject, case numbers, and/or individual employee names.

SAFEGUARDS:

All individually identifiable files are accessible only to authorized personnel having a need-to-know.

RETENTION AND DISPOSAL:

Case files retained for ten years. Union official rosters are normally destroyed after a new roster has been established.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the activity/installation.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to: Civilian Personnel Officer of activity/installation. The letter should contain the full name and signature of the requester. The individual may visit the Department of the Defense activity at which he or she is employed.

RECORD ACCESS PROCEDURES:

Procedures for notification shown above apply. In addition, requester must be able to provide some suitable type of identification.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Servicing Civilian Personnel Officers, arbitrator's office, Office of Assistant Secretary of Labor for Labor-Management Relations, union officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S337.25DLA-K

SYSTEM NAME:

Employee Relations Under Negotiated Grievance Procedures

SYSTEM LOCATION:

Headquarters, Defense Logistics Agency (HQ DLA) and Primary Level Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Department of Defense civilian employees on whom discipline, grievance, and complaints records exist. Discrimination complaints of civilian employees, applicants for employment and former employees in appropriated and non-appropriated positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Manual files, maintained in paper folders, contain copies of documents and information pertaining to discipline, grievance, complaints, and appeals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 9830, Amending the Civil Service Rules and providing for Federal Personnel Administration; 4 U.S.C. 1302, 3301, and 3302; E.O. 10577; Public Law 92-261; Equal Employment Opportunity Act of 1972; Public Law 93-259, Extension of Age Discrimination in Employment Act of 1967; 5 U.S.C. 7512; E.O. 11491, Labor-Management Relations in the Federal Services.

PURPOSE(S):

Officials of the Department of Defense (to include Army, Navy, Air Force or other DoD agencies) in the performance of their official duties related to the management of civilian employees in the processing, administration, and adjudication of discipline, grievance, complaints, appeals, litigation, and program evaluation.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Representatives of the Office of Personnel Management (OPM) on matters relating to the inspection, survey, audit or evaluation of civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the OPM. Appeals authority for the purpose of conducting hearings in connection with employee's appeals from adverse actions and formal discrimination complaints.

The Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the civilian manpower management program.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

The Senate or the House of Representatives of the United States or any member, committee or subcommittee or joint committees on matters within their jurisdiction relating to the above programs.

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records are stored in paper folders.

RETRIEVABILITY:

Manual records are filed by last name.

SAFEGUARDS:

All records are stored under strict control and are available only to authorized personnel having a need-to-know.

RETENTION AND DISPOSAL:

Manual records destroyed after five years.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the Department of Defense activity/installation.

NOTIFICATION PROCEDURE:

Request by correspondence should be addressed to: Civilian Personnel Office of activity/installation. The letter should contain the full name and signature of the requester and the type of record sought. The individual may visit the activity at which he or she is employed.

RECORD ACCESS PROCEDURES:

Above procedures for notification apply. In addition, when visiting the requester must provide some suitable type of identification.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents, and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Supervisors or other appointed officials designated for this purpose.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S339.10DLA-K

SYSTEM NAME:

HQ DLA Automated Civilian Personnel Data Bank System

SYSTEM LOCATION:

Office of Civilian Personnel, Defense Logistics Agency (DLA) Administrative Support Center (DASC-Z), Cameron Station, Alexandria, VA 22314.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U.S. citizen civilian employees of the DLA who are paid from appropriated funds, and former such employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer records and print-outs containing data on current position occupied by employee, employee's current employment status with DLA, training data, and selected personnel information such as: Social Security Number, name, sex, race and national origin identification, date of birth, physical handicap, government insurance, veteran's preference, military reserve status, retired military status, education, and whether individual passed the Federal Service Entrance Examination or Professional and Administrative Career Examination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S. Code, 301, 301, 2951, 2952, and 2954. E.O. 10561, E.O. 9397, and Federal Personnel Manual Chapter 250, 290 and 291.

PURPOSE(S):

The purpose of this system is to provide information to officials of DLA for effective personnel administration.

Information is used: to provide management data to officials of DoD by transfer of current data to the Defense Manpower Data Center (DMDC) on a quarterly basis. To provide management data for use of HQ DLA and Field officials.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

This system is used to prepare reports required by the Executive legislative and Judicial Branches of government to transfer current data to the Office of Personnel Management (OPM) on a monthly basis for inclusion in their Central Personnel file.

To members or committees of Congress with a stated valid need for the information in the performance of their official duties.

To furnish or publish information on the DLA civilian workforce to Federal agencies, the Congress, or courts of law and other Freedom of Information Act releases.

To provide information in litigation and other administrative review processes.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape and disc, computer paper printouts, microfiche.

RETRIEVABILITY:

Records identified to a specific civilian employee are accessed and retrieved by social security account number.

SAFEGUARDS:

Paper printouts or microfiche records which contain only statistical information are released to responsible persons whose stated needs are not in violation of Federal Statute.

Paper printouts or microfiche records which contain individually identifiable information are releasable only under conditions authorized by Federal Statute.

Records are secured in appropriate storage and/or file cabinets when not under the control of personnel office officials during duty hours.

During non-duty hours, records are secured in either locked storage and/or file cabinets. The area in which the records are secured is protected by a building security guard system.

Individually identifiable personnel documents will either be hand-carried or will be transmitted in envelopes addressed to a specific office or individual and marked to be opened by addressee only.

Magnetic tape and disc are kept in the computer room which is itself a security container with locked door and access limited to persons appropriately cleared and identified. Tapes and disc packs are stored in a tape library when not used in processing and are logged in and out only to cleared personnel with an official need. Tapes are transmitted to the Office of Personnel Management by mail or courier. Reports with individual data are closely controlled. Personnel who process these reports are appropriately cleared and maintain continuous observation of reports during all processing phases. Reports are kept under appropriate physical safeguards when not being processed or used.

An individual requesting information in records must identify self and his or her relationship to the individual upon whom the record information requested.

When an individual other than the individual of record requests a record, the System Manager or his delegated assistant determines if request is reasonable and consistent with provisions of the Freedom of Information Act (5 U.S.C. 552).

Physical access, that is the ability to obtain the record, is limited to: Personnel office officials, Office of Personnel Management officials, data processing officials, supervisors for those records which they ar authorized to maintain.

RETENTION AND DISPOSAL:

Printouts or microfiche reports are considered as working papers to support particular projects, inquiries, studies or administrative need. They will be retained until the purpose for which generated has been met. They will then be destroyed by shredding or burning.

Data maintained on magnetic tape or disc are to be retained for five years. They will then be degaussed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Personnel Division, DASC, Cameron Station, Alexandria, VA 22314.

NOTIFICATION PROCEDURE:

Information may be obtained from: Chief, Personnel Division, DASC-Z, Room 3A696, Cameron Station, Alexandria, VA 22314.

Requester must provide last name, first name, middle initial, and social security account number. If request is by mail, requester must also furnish current address.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to:

Chief, Personnel Division, DASC-Z, Room 3A696, Cameron Station, Alexandria, VA 22314.

Requests for information must be in writing and contain last name, first name, middle initial, date of birth, current address, phone number, phone number where individual may be reached during the day, and a signed statement certifying that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars. Complete records are maintained only on magnetic tapes or discs and are not available for access by personal visits. Social Security Numbers are used to access these records.

CONTESTING RECORD PROCEDURES:

The DLA rule for contesting contents and appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Input from employees of civilian personnel offices and Equal Employment Managers who obtain information from: the Official Personnel Folder and other personnel documents, personal contact with individual concerned, applications and forms completed by the individual, and input from interface with the DLA Automated Payroll, Cost and Personnel System (APCAPS).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S339.50DLA-K

SYSTEM NAME:

Supervisors' Personnel Records

SYSTEM LOCATION:

Office of supervisors or managers of individuals at each Defense Logistics Agency (DLA) activity.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DLA civilian employees, full time and part time, paid from appropriated or nonappropriated funds.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of supervisors who are geographically accessible to their employees' Official Personnel Folders may contain Standard Forms 7A and 7B (Employee Record Card and continuation); supervisor's copy of position description, performance evaluations, other evaluations for official purposes (such as promotion or for shortcomings, for use in developing performance evaluations, for counseling employees and for basing disciplinary action; records of training requested, scheduled or taken; printouts from automated personnel systems providing supervisors with day-to-day operating level information concerning their employees; letters, documents, notations or other information maintained only temporarily by the supervisor regarding an individual employee during the time some particular action relating to the employee is being planned or taken. Information in these records is essential to effective supervision. An operating or work personnel folder may be maintained by operating officials in field offices geographically remote from the personnel office, or by personnel or administrative authority (and their official personnel folders are maintained by higher echelon in another city or geographic location). In addition to the contents listed above, such records may contain information on employee

experience, education, education, special qualifications and skills and conduct.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 1302; E.O. 10561; FPM Supplement 293-31, Subchapters 7 and 8.

PURPOSE(S):

Supervisors, managers and other officials of the DLA in carrying out their official duties for supervision and counseling of civilian employees and the administration of employee evaluation, discipline and training.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records in file folders or in card files. Records in this system will be kept at only one organizational level and not duplicated in other organizational level.

RETRIEVABILITY:

By employee name or by organizational segment or, in some cases, by name within subject matter, such as training.

SAFEGUARDS:

All records are maintained under the strict control of the supervisor or other management official and are accessible only to authorized persons. They are retained in locked cabinets, in supervisors' locked desk drawers or in a secured room or areas.

RETENTION AND DISPOSAL:

Records are maintained during the employee's tenure with the particular supervisor or organization and, after purging, are transferred to the employee's subsequent supervisor if in the same DLA activity. When an employee leaves the activity through transfer or other separation the records will be sent to the personnel office for comparison with the official personnel folder. The personnel office will screen the records to ensure that no documents are included which should be permanently filed in the official personnel folder and then destroy the remainder. Documents which are purged from the official personnel folder during employment are also purged from supervisor's records.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officer servicing the DLA activity involved.

NOTIFICATION PROCEDURE:

Requests for information will normally be addressed to the employee's immediate supervisor or to a higher level supervisor. Request by correspondence should be addressed to the Civilian Personnel Officer of the particular activity where the individual is employed or was formerly employed. Mailing addresses are provided in the DLA directory. The letter should contain the full name of the requester and his signature.

RECORD ACCESS PROCEDURES:

The DLA rules for access to records by individuals may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The data is gathered from the individual employee, the employee's present and former supervisors at various levels, from official personnel folders and other personnel documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S339.50DSAC-L

SYSTEM NAME:

Staff Information File

SYSTEM LOCATION:

Defense Logistics Agency (DLA), System Automation Center (DASC), P.O. Box 1605, Columbus, Ohio 43216.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DSAC employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer records and print-outs containing personnel type information about each staff member, including name, home address, grade, sex, job class, position title, home and office telephone numbers, birth date, service computation date, subsidiary cost code, office symbol, position code, supervisory code, employee account number, minority group designator, War Emergency support Plan assignment, and AUTOVON approval.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pursuant to the authority contained in 10 U.S.C., 133, the Secretary of Defense has issued DoD Directive 5105.22 (32 CFR 359) establishing the DLA as a separate agency of the Department of Defense under his direction and therein has charged the Director, DLA, with the responsibility for the maintenance of necessary and appropriate records.

PURPOSE(S):

Information is maintained to provide readily accessible data about staff which are required for day-to-day operations and which would be impractical to organize and use on a manual basis or from other records. Information is used by officials of the DSAC and the Defense Construction Supply Center (DCSC): As a reference report to determine or verify data concerning each staff member in the process of day-to-day operations; to provide the Operations Control Center the capability to contact individuals during nonduty hours for providing assistance to system users; to determine staff members eligible for retirement in the next five years and develop plans as necessary for replacement of personnel who could retire; to provide a complete list by organization assignment and to identify location of each staff member, account for vacancies and encumbered positions and determine progress toward average grade level goal(s); for accounting purposes in submitting jobs to the computer center; to provide a list of the identifying numbers assigned to each staff position for use in various personnel actions; to provide a list of subsidiary cost codes assigned to each individual, to determine that correct code is assigned, for use on various personnel actions; to assign parking spaces; to identify individuals assigned responsibility under the War Emergency Support Plan (WESP); to identify individuals eligible to authorize AUTOVON calls during non-duty hours; to verify and/or modify the Profile data Analysis Report concerning minority and female employees; and to produce a telephone list for DSAC staff use.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic disk storage media and hard copy printouts.

RETRIEVABILITY:

Individual information is retrievable by Employee Account Number.

SAFEGUARDS:

Information is disclosed only to agency officials on a need-to-know basis.

RETENTION AND DISPOSAL:

Reports are destroyed when superseded by new reports.

SYSTEM MANAGER(S) AND ADDRESS:

Commander, DLA System Automation Center, P.O. Box 1605, Columbus, Ohio 43216.

NOTIFICATION PROCEDURE:

Requests should be addressed to the System Manager. Individual must provide full name and Employee Account number. Personal visits may be made to the Office of Planning & Management, DSAC. Individual must provide identification card/badge or other Federal Government-issued identification.

RECORD ACCESS PROCEDURES:

Procedures same as for notification.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual personnel actions, DCSC Name and Address Change Notice, and other similar documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S352.10DLA-K

SYSTEM NAME:

Nominations for Awards

SYSTEM LOCATION:

Organizational elements of Headquarters, Defense Logistics Agency (DLA) and Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian personnel assigned to DLA who are nominated for Department of Defense (DOD), other government activities and private organizations; for cash awards which exceed 1,000 based on tangible benefits, 500 based on intangible benefits or 1,500 based on a combination of tangible and intangible ben efits and various other awards.

CATEGORIES OF RECORDS IN THE SYSTEM:

Justifications submitted in support of award nominations, award evaluation state ments, photographs when required by the sponsoring organization, minutes of DLA Recognition and Awards Board meetings, registers of cases, and reports submitted to Office of the Secretary of Defense and the Office of Personnel Management (OPM).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5U.S.C. 4501-4506, 10 U.S.C. 1124, Chapter 451 of the Federal Personnel Manual.

PURPOSE(S):

Information is maintained in support of action taken on contributions and award nominations and for preparation of statistical and narrative reports required by Office of the Secretary of Defense. Information is used by: Headquarters Defense Logistics Agency (HQ DLA): nominations for DLA Primary Level Field Activities (PLFA). Above files plus all Workforce Effectiveness and Development Division, Staff Director, Civilian personnel, honorary awards sponsored by DLA, Office of the Secretary. Members of DLA Recognition and Awards Board - to evaluate contributions requiring approval of the Director, DLA.

Officials of other DoD Components - to evaluate for possible adoption and use contributions made by DLA personnel that concern the operation of their functions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is maintained in support of action taken on contributions and award nominations and for preparation of statistical and narrative reports required by the Office of Personnel Management.

Information is used by:

Members of other federal activities and members of private organizations - to evaluate nominations for awards sponsored by them for which DLA personnel are nominated.

Other government activities - to evaluate for possible adoption and use contributions made by DLA personnel that concern the operation of their functions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in the file folders, card index files, and registers in notebooks.

RETRIEVABILITY:

Award nominations may be filed alphabetically by nominee's name or by award title, in personnel offices. Filed by type of award or suggestion in organizational elements of HQ DLA and PLFAs.

SAFEGUARDS:

Maintained in locked containers in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Nominations of Awards - files are closed upon completion of the action, cut-off at the end of the fiscal year, held for two years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Incentive Awards Administrator, Chief, Workforce Effectiveness and Development Division, Staff Director, Personnel, HQ DLA: Civilian Personnel Officers of DLA PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and type of award for which nominated and activity at which nomination was submitted.

RECORD ACCESS PROCEDURES:

Requests for assistance should be directed to the System Manager. Official mailing addresses are in the DLA Directory. Individual must provide full name and type of award for which nominated and activity at which nomination was submitted.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

DLA supervisors and managers who initiate and evaluate nominations, members of DLA Recognition and Awards Board.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S355.02DCIDO

SYSTEM NAME:

Intern Records.

SYSTEM LOCATION:

Defense Logistics Agency (DLA), Centralized Intern Development Office (DCIDO-X) Defense Construction Supply Center, 3990 E. Broad Street, Columbus, Ohio 43215; and Civilian Personnel Management Support Office (DCMO), Defense Construction Supply Center, 3990 E. Broad Street, Columbus, Ohio 43215.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former DCIDO interns.

CATEGORIES OF RECORDS IN THE SYSTEM:

Automated and manual files containing personal and training (formal and on-the- job) data on all interns (past and present) employed by DCIDO. These records contain the name of program, date of birth, sex, minority group designator, entrance on duty, address, recruitment location, education, activity assigned, target position, date of completion of DCIDO training, reasons for non-completion/effective date, formal training received, completion date, on-the-job training received, and completion date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4103, 4115, & 4118.

PURPOSE(S):

To maintain training records and demographics on all interns employed by DCIDO; to provide information to DLA regarding EEO progress and for effective personnel management and administration. Records the training each intern has received to insure training objectives are being met as required in the Program of Instruction. Also used by staff personnel to evaluate program and individual intern progress.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

None.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated files are stored on magnetic tapes/disks. Manual files are stored on 5x8 index cards in file cabinets and computer printouts.

RETRIEVABILITY:

Automated records are retrieved by name, social security number, and career intern training program. Manual records are retrieved by employee name and career intern training program.

SAFEGUARDS:

Records are maintained in an area that is accessible to office personnel only. Records are retained in locked cabinet and computer fail-safe system software. Records will be available only to authorized personnel on a need-to-know basis in connection with their official duties. Magnetic tapes or discs are stored in a tape library when not used in processing.

RETENTION AND DISPOSAL:

Manual reports are retained for current year plus nine prior years. Mechanized listings are retained for one year and then are destroyed by shredding or burning. Tapes and/or discs are retained until no longer needed for reference or ten years, whichever is sooner.

SYSTEM MANAGER(S) AND ADDRESS:

Director, DLA Centralized Intern Development Office, 3990 E. Broad Street, Columbus, Ohio 43215.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be obtained from the Systems manager. Individual must provide full name, and career program. Social Security Number is used as an identifier in this system.

RECORD ACCESS PROCEDURES:

Assistance may be obtained from Administrative Officer, DCIDO, 3990 E. Broad Street, Columbus, Ohio 43215. Written requests or personal visits, individual must provide full name and signature, current address, and career program. Specific proof of identification is not normally required. Social Security Numbers are used to retrieve records from this system.

CONTESTING RECORD PROCEDURES:

The DLA rules for access to records and for contesting contents and appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Civilian Personnel; Chiefs, Career Intern Training Programs, information provided by personnel, OJT supervisors and training instructors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S370.20DLA-WH

SYSTEM NAME:

Individual Accident Case Files.

SYSTEM LOCATION:

Primary System - Case files on A, B, and C Class injuries/illness, property damage accidents when damage exceeds

1000, and motor vehicle accidents with A, B, or C Class injuries/illness or property damage exceeding

1000. Partial case files for all A, B, C, D and E Class injuries and illnesses; A, B, C, and D Class property damages and A, B, C, and D Class motor vehicle accidents are maintained in the automated records files: Office of Installation Services and Environmental Protection, Headquarters, Defense Logistics Agency (HQ DLA).

Decentralized segments - Above files plus all other injuries and accidents. HQ DLA principal staff elements, DLA Primary Level Field Activities (PLFAs), secondary and third level field activities, where incidents occurred.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel, contractor employees, and other personnel who are injured on the premises of DLA or performing assignment icident to DLA operations. Also may include individuals involved in accidental damage to vehicles, equipment, and property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports, statements of witnesses, photographs and related papers, including summarized information maintained for the purpose of identifying accident repeaters and safety award recipients, regarding accidents incident to DLA operations, pertaining to injuries to individuals or accidents involving motor vehicles and other equipment or structural property damage.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 U.S. 651, et seq., The Occupational Safety and Health Act of 1970 (OSHA); Executive Order 12196, Occupational Safety and Health Programs for Federal Employees.

PURPOSE(S):

Information is maintained to identify cause of accident, to formulate accident prevention programs, to identify individual involved in repeated accidents, to present safety awards to individuals and to prepare statistical reports as required.

Information is used by:

Agency supervisors and managers - to determine actions required to correct the causes of the accidents.

Safety offices - to insure actions proposed by supervisors and managers are adequate to prevent future

accidents, to identify accident repeaters and safety award recipients, to provide verification that accidents have occurred when processing workmen's compensation cases, to prepare statistical reports, accident summaries, and accident prevention information for inclusion in Agency internal publications.

Security personnel - to determine accident causes, and to formulate possible changes in activity rules of conduct.

Medical personnel - to make medical determinations about individuals involved in accidents.

Facilities engineers and maintenance personnel - to formulate future installation facilities and equipment plans and budgets and to change operating procedures.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files and automated record files.

RETRIEVABILITY:

Filed by organizational activity and/or alphabetically by last name of injured person or principal person involved in accident, when known.

SAFEGUARDS:

Records are maintained in areas accessible only to DLA Safety and Health personnel.

RETENTION AND DISPOSAL:

Records are destroyed ten years after the case is closed. They are retained in active file until end of calendar year in which case is closed, held one to three additional years in inactive file and subsequently retired to Federal Records Center, held for the remaining years and destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Office of Installations Services and Environmental Protection, DLA; Safety Officers, DLA Primary Level Field Activities.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which incident occurred; or if individual is or was a DLA employee, name of employing activity is also required.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual and a signed statement asserting his or her identity and stipulating that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to

5,000. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employment identification card, and give some verbal information that could be verified from the case folder.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Employee's supervisors, medical units, DLA protective service, civilian police, fire department, investigating officer, or witness to accident.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S380.01 DLA-K

SYSTEM NAME:

Employee Assistance Program Case Record Systems

SYSTEM LOCATION:

Headquarters Defense Logistics Agency (HQ DLA) and Primary Level Field Activities (PFLA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Systems are comprised of case records on employees which are maintained by counselors, supervisors, civilian personnel offices and social action offices and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other job performance problems.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. 1175; Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended, 42 U.S.C. 4582; Subchapter A of Chapter I, Title 42, Code of Federal Regulations 5, U.S.C. Ch. 43.

PURPOSE(S):

Used by the counselors in the execution of their counseling function as it applies to the individual employee; selected information may be provided to and used by other counselors.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Used by medical personnel, research personnel, employers, representatives such as legal counsel, and to other agencies or individuals when disclosure is to the employee's benefit, such as for processing retirement applications.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Case records are stored in paper file folders.

RETRIEVABILITY:

By employee name, locally assigned identifying number of by case number.

SAFEGUARDS:

All records are stored under strict control. They are maintained in spaces normally accessible only to authorized persons, normally in locked cabinets.

RETENTION AND DISPOSAL:

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

SYSTEM MANAGER(S) AND ADDRESS:

Personnel Officer or comparable official of the Civilian Personnel Office servicing the activity or installation.

NOTIFICATION PROCEDURE:

Requests by correspondence should be addressed to servicing civilian personnel office or to the appropriate Employer Assistance Program administrator at the activity. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the Systems Manager.

CONTESTING RECORD PROCEDURES:

The rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S380.20DLA-K

SYSTEM NAME:

Civilian Medical Case Files

SYSTEM LOCATION:

Geographically decentralized to Defense Logistics Agency (DLA) Primary Level Field Activities (PLFA), secondary and third level field activities where records are maintained.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees and other personnel who are provided medical support at DLA activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Health records containing periodic medical reports, injury reports, dispensary treatment records, allergy history, immunization records, medical correspondence, reports of dispensary treatments, reports from private physicians of health units records of immunizations and allergies, records of health related work assignment restrictions. This system excludes pre-employment physical examinations, Health Qualification Placement Records, disability retirement examinations which become part of the Official Personnel Folders (Standard Form 66) upon separation, but which may be maintained separately from the folder prior to separation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7901. Health Service Programs.

PURPOSE(S):

Information is maintained in support of the medical treatment and preventive health programs. Medical and health personnel use the records to prescribe treatment, identify health problems, and interpose health related restrictions of work activities. They provide necessary information to agency supervisors and managers to alleviate health related problems on the job and to insure compliance with health related restrictions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and card index files, magnetic tape and disk, computer paper printout, microfiche.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Records are maintained in locked cabinets or in secured rooms. Access is limited to the health unit staff.

RETENTION AND DISPOSAL:

New files are set up each year. Records from previous years related to an individual are brought forward when that individual is treated again. Records are destroyed six years after date of last papers in file.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Personnel, DLA Primary Level Field Activities.

NOTIFICATION PROCEDURE:

Written or personal requests for information may by directed to the System Manager. Written requests shall include a signed employee statement authorizing release of record material.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual and a signed statement asserting his or her identity and stipulating that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with his 'case' folder.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Physicians, medical technicians, administrative personnel engaged in medical treatment or health programs at agency, contract or private facilities.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S390.01DLA-KE

SYSTEM NAME:

Grievance Examiners and Equal Employment Opportunity Investigators Program

SYSTEM LOCATION:

Office of Equal Opportunity, Staff Director, Personnel, Headquarters Defense Logistics Agency (HQ DLA).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired Federal civilian and military employees and others approved by HQ DLA as grievance examiners and EEO investigators for the Agency and available to serve under a non-personal services contract are listed by name on regional rosters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include regional rosters of the names of approved investigators/examiners of grievances and Equal Employment Opportunity (EEO) complaints which are available to Commanders of Defense Logistics Agency Primary Level Field Activities.

Agency regional rosters, certificates of training, personal qualifications statement, and related correspondence and papers pertinent to Agency grievance examiners and EEO investigators program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 1302. 3301, 3302, & 3105. E.O. 11478, as amended.

PURPOSE(S):

The purpose of this system is to maintain information for establishing Agency grievance and EEO investigators program and insuring the availability of quality personnel on short notice.

Information is used by Civilian Personnel officials of HQ DLA and other involved DLA HQ and field officials to select and supervise grievance examiners and EEO investigators as required.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name within each regional area.

SAFEGUARDS:

Records are maintained in locked file cabinets in areas accessible only to Agency personnel.

RETENTION AND DISPOSAL:

Records are retained in active file on current basis. New approvals are added continuously and deletions or withdrawals are held one to three years in inactive file and subsequently retired to Federal Records Center. Records are destroyed after a total of ten years.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Personnel, HQ DLA.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and, if a current DLA employee, name of DLA activity at which employed.

RECORD ACCESS PROCEDURES:

Official mailing address is in the DLA Directory. Written requests for information should be addressed to the System Manager and contain the full name, current address and telephone numbers of the individual. The individual should be able to provide some acceptable identification; that is, driver's license, employing office identification card, and give some verbal information that could be verified from the Agency folder.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

DLA PLFA Commanders, DLA civilian personnel office staffs, other DLA officials and others who may be able to recommend or provide information on potential or present candidates for this work.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S431.15DLA-C

SYSTEM NAME:

Travel Record

SYSTEM LOCATION:

Records are maintained at all Defense Logistics Agency (DLA) Centers, Depots, and Defense Contract Administration Service Regions (DCASRs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees, civilian and military, who perform travel, Temporary Duty (TDY) or Permanent change of Station (PCS) for DLA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Consists of copies of request and authorization for TDY travel of DoD personnel, request and authorization for DoD civilian permanent duty travel, travel voucher, travel voucher or subvoucher, claim for reimbursement for expenditures on official business and records of travel payments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Chapter 5F, Title 5 United States Code.

PURPOSE(S):

The file is used by the Accounting and Finance Officer to administer his disbursing and accounting duties for government travel performed by both military and civilian employees under his administrative control. Data is also used by Counsel to determine that expenses of the sale or purchase of the residence for a PCS are reasonable and customary to the locality of the transaction.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the listing of blanket routine uses set forth at the beginning of DLA.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name and social security number.

SAFEGUARDS:

Records are maintained in an area that is accessible to office personnel only.

RETENTION AND DISPOSAL:

Records of military personnel are maintained until separation or transfer of the military members. Records of civilian personnel are destroyed one year after termination of their employment.

SYSTEM MANAGER(S) AND ADDRESS:

Accounting and Finance Officer at each PLFA.

NOTIFICATION PROCEDURE:

Request for information can be addressed to the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Written requests for information must contain the full name and social security number of the employee. Employees making a personal request must present identification; i.e., employee badge, drivers license etc. Official mailing addresses are in the Department of Defense directory in the appendix to the DLA system of record notices.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Request for travel forms, travel vouchers, claims for reimbursement.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S434.15DLA-C

SYSTEM NAME:

Automated Payroll Cost and Personnel System (APCAPS)

SYSTEM LOCATION:

Records maintained at Defense Logistics Agency (DLA) Centers, Depots and Defense Contract Administration Service Regions (DCASRs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former civilian and military personnel who have been paid or costed by APCAPS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records are maintained in manual and mechanical files and contain all data which affect an employee's pay, deductions, employer contributions, leave, retirement, position status, or cost accumulation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 136, and DoD Directive 5105.22.

PURPOSE(S):

Information is used in preparing payrolls, cost and manpower reports.

Information is used by:

Agency supervisors and managers - to determine leave usage, manpower allocations and labor distribution. Supervisors and managers of agencies and activities other than DLA who receive payroll/cost accounting support from APCAPS - to determine leave usage, manpower allocations, labor distributions and costs.

Payroll office - to compute and control payroll and allocate labor costs.

Personnel office - to determine leave usage and changes that affect an employee's pay.

Security office - to determine location of employees.

Disbursing office - to determine the distribution of checks and bonds.

Law Enforcement/Security Personnel: To officials designated by the Head, PLFA or by regulation to perform law enforcement, safety, and vehicle registration/ parking duties. Only the shift number, if an individual works shift work, will be accessed and used from APCAPS. The information will be used as a control to ensure the integrity of information in systems S161.30 DLA-T and S161.50 DLA-T and to facilitate the audit of such file.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Financial Institutions - to determine disposition of net pay or allotments pay.

Treasury Department - to determine registration of bonds and federal tax allocation.

Unions, charities, and insurance organizations - to determine participation in those organizations.

Office of Personnel Management - to determine status of employee and for disposition of retirement records.

State and local taxing authorities - to determine tax liability.

Non-government organizations - to verify employment and credit data furnished to financial institutions by the employee.

Bureau of Employment Compensation - to process employee disability claims.

State employment offices - to submit data for unemployment compensation.

Local courts - to determine the withholding of pay for garnishment of wages.

See also the blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfilm, magnetic tape, disc pack, computer paper printouts, vertical file cards, paper records in file folders.

RETRIEVABILITY:

Hardcopy documents are filed by payroll block or alphabetically by last name. Data stored on mechanized storage devices are retrieved by SSAN.

SAFEGUARDS:

Access to mechanical records is limited to authorized DLA data systems personnel. All other records are maintained in areas accessible only to agency personnel. Security/Law Enforcement personnel who access APCAPS information through computer terminals (used as control for the integrity of information in S161.30 DLA-T and S161.50 DLA-T) have been cleared with an official need. The information accessed from APCAPS is limited to the items and uses under Routine Uses and is password protected in the automated system.

RETENTION AND DISPOSAL:

Retention of data varies from 1 to 3 days for mechanical working files up to an employee's total length of service with an activity for permanent payroll information.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller, DLA.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the Chief, Payroll Branch, Accounting and Finance Division, Office of Comptroller at each DLA Center and Depot.

RECORD ACCESS PROCEDURES:

Written requests must contain full name and Social Security Number of the employee. Employees making a personal request must present identification. Official mailing addresses are in the DLA Directory.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Employee's supervisors, civilian personnel office, military personnel office, financial institutions, local courts, military services or other government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S434.15DLA-KP

SYSTEM NAME:

Automated Payroll, Cost and Personnel System (APCAPS) Personnel Subsystem

SYSTEM LOCATION:

Offices of Civilian Personnel at:
Defense Construction Supply Center (DCSC)
Defense Electronics Supply Center (DESC)
Defense General Supply Center (DGSC)
Defense Personnel Support Center (DPSC)
Defense Property Disposal Service (DPDS)
Defense Depot Memphis (DDMT)
Defense Depot Ogden (DDOU)
Defense Depot Tracy (DDTC)
Defense Depot Mechanicsburg (DDMB)
Defense Logistics Agency Administrative Support Center (DASC)
Defense Contract Administration Services Region (DCASR), Atlanta
Defense Contract Administration Services Region (DCASR), Boston
Defense Contract Administration Services Region (DCASR), Chicago
Defense Contract Administration Services Region (DCASR), Cleveland
Defense Contract Administration Services Region (DCASR), Dallas
Defense Contract Administration Services Region (DCASR), Los Angeles
Defense Contract Administration Services Region (DCASR), New York
Defense Contract Administration Services Region (DCASR), St. Louis

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Defense Logistics Agency (DLA) civilian employees serviced by Offices of Civilian Personnel at the activities listed under LOCATION and other Department of Defense civilian employees who are both serviced by the Offices of Civilian Personnel and paid by the activities listed under LOCATION.

CATEGORIES OF RECORDS IN THE SYSTEM:

Official Personnel Folders (OPFs), computer records and files. Employee data segment of APCAPS data bank, including data being manually collected prior to implementation of the automated record system. For the civilian personnel segment of APCAPS, the employee data segment of the APCAPS data bank contains, for civilian employees, current personnel data on employment status and selected personal data, such as Social Security Number (SSN), name, sex, race and

national origin identification, date of birth, age, physical handicap, Government insurance, military reserve status, retired military status, education, whether individual passed the Federal Service Entrance Examination or the Professional and Administrative Career Examination, status preceding employment with DLA, U.S. citizenship, and veterans preference.

Position data segment of APCAPS data bank. For the civilian personnel segment of APCAPS, the position data segments of the APCAPS data bank contains position data pertinent to established positions, both those positions occupied by a civilian employee as well as those not so occupied.

Personnel History File. The personnel history file contains a profile of selected civilian employee personnel data as of the most recent transaction processed against it, as well as a chronological extract of all prior transactions processed on the employee.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 & 302; E.O. 10561; Federal Personnel Manual, Chapters 290 and 293.

PURPOSE(S):

Purposes of the system are to affect Federal personnel actions, maintain the Federal personnel service control system, fulfill Federal personnel reporting requirements, and provide information to officials of DLA for effective personnel management and personnel administration.

Officials designated by the Head, PLFA and by regulation to perform law enforcement, safety, and vehicle registration/parking duties. Only the following information will be accessed and used by these individuals. Individual's name, address, directorate and office which assigned, grade, and category (Military or civilian). The information will be used as a control to ensure the integrity of information in systems of record S161.30 DLA-T and S161.50 DLA-T and to facilitate an audit of such file.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information may be released to the listed activities for the following:

Prospective employers for employment determination purposes.

Credit firms for verification of data for credit determination purposes.

Taxing authorities for tax administration purposes.

Officials of other Executive Branch agencies, such as the Office of Personnel Management for performance of official duties.

Officials of Legislative Branch agencies, such as Congressmen for performance of official duties.

Officials of Judicial Branch activities, such as courts for performance of official duties.

Hospitals, medical offices and institutions for medical/hospital administration purposes.

Executor or administrator of the estate of a deceased employee, former employee, or annuitant, or next-of-kin for estate settlement purposes.

See also blanket routine uses above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tapes or discs, computer paper printouts. Paper records in file folders.

RETRIEVABILITY:

Information identified to a specific civilian employee is accessed and retrieved by Social Security Number.

SAFEGUARDS:

Records are either secured in locked storage or file cabinets or kept under the constant observation of personnel office officials during duty hours. During nonduty hours, records are either secured in locked storage or file cabinets; the records file area is locked, and the building in which the records are stored is protected by building security guard. If the records area is not protected by security guards, all records must be kept in locked storage. Individually identifiable personnel documents will either be handcarried or will be transmitted in envelopes addressed to a specific office or individual and marked to be opened by addressee only. Magnetic tapes and discs are kept in the computer room which is itself a security container with locked door and access limited to persons appropriately cleared and identified. Tapes and disc packs are stored in a tape library when not used in processing, and are logged in and out only to cleared personnel with an official need. Reports with individual appropriately cleared and maintain continuous observation of reports during all processing phases. Individual requesting information must identify themselves and their relationship to the individual upon whom the record information is being requested. Individual other than the individual of record must specify what information is requested and the purpose for which it would be used if disclosed. Personnel office official determines if request is reasonable and consistent with provisions of the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act of 1974 (5 U.S.C. 552a). In order to prevent unauthorized modifications of records contents, original records documents may only be reviewed in the presence of a witness designated by the Personnel Office.

Physical access, that is the ability to obtain the record, is limited to:

Personnel office officials.

Office of Personnel Management officials.

Data processing officials.

Supervisors for those records for which they are authorized to maintain.

Security/Law Enforcement personnel who access APCAPS information through computer terminals (used as control for the integrity of information in S161.30 DLA-T and S161.50 DLA-T) have been cleared and must have an official need-to-know. The information accessed from APCAPS is limited to the items and uses under Routine Uses and is password protected in the automated system.

Responsible officials are granted temporary custody of an original record in order to monitor the review of the record by the individual to whom it pertains, when the individual is geographically remote from the personnel office.

RETENTION AND DISPOSAL:

Records which are filed in the Official Personnel Folder (OPF) are retained in the personnel office until the employee leaves the agency. At that time the permanent portion of the OPF is transferred to the gaining Federal agency and temporary OPF records are destroyed by shredding or burning. Copies of records authorized to be maintained by supervisors or other operating offices are destroyed by shredding or burning when the employee leaves the agency. Operating records maintained within the Civilian Personnel Office may be retained up to three years, as needed. When no longer needed, they may be destroyed by burning or shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Personnel, HQ DLA and Directors of Civilian Personnel at DCSC, DPDS, DESC, DGSC, DPSC, DDMT, DDOU, DDTC, DDMP, DASC, DCASR Atlanta, DCASR Boston, DCASR Chicago, DCASR Los Angeles, DCASR New York, DCASR Cleveland,

DCASR Dallas, or DCASR St. Louis. See DLA directory for mailing addresses.

NOTIFICATION PROCEDURE:

Written or personal requests may be directed to the System Manager at the activity where the record is maintained. Individuals must provide name (last, first, middle initial) and SSN in order to determine whether or not the system contains a record about them. With a written request, individual must provide a return address. For personal visits, the individual should be able to provide some acceptable identification, such as employing office identification card.

RECORD ACCESS PROCEDURES:

Written requests are required. The request is to contain the name of the individual (last, first, middle initial), SSAN, return mailing address, telephone number where individual can be reached during the day, and a signed statement certifying that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to

5,000. Complete records are maintained only on magnetic tapes or discs and are not available for access by personal visits.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Agency supervisors and administrative personnel, medical officials, previous federal employers, U.S. Office of Personnel Management. Applications and forms completed by individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S434.87DLA-C

SYSTEM NAME:

Debt Records for Individuals

SYSTEM LOCATION:

Primary System: Accounting and Finance Division, Finance Systems Branch, Headquarters, Defense Logistics Agency (HQ DLA).

Secondary System: DLA Primary Level Field Activities (PLFAs).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals, including members of the general public, current and former civilian employees and military personnel, who are indebted to the DLA. Also included are those individuals who are indebted to other Federal agencies and for whom DLA has assumed collection responsibility.

CATEGORIES OF RECORDS IN THE SYSTEM:

Administrative reports with supporting documentation of individual's financial condition, such as pay, grade, salary, or financial documents furnished by individual, personnel actions and requests from the individuals for waiver of indebtness.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 951-953, 'Federal Claims Collection Act of 1966'; Public Law 90-616; Public Law 92-453.

PURPOSE(S):

Information is used to collect monies owed the United States Government. Information is maintained to support case files; financial statements provide an understanding of individuals' financial condition with respect to request for deferment of payment.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

If debtors do not enter into satisfactory payment arrangements or demonstrate a legitimate dispute within a specific period, the debt may be reported to a commercial credit bureau or consumer reporting agency.

Case files on uncollectible debts are forwarded to the U.S. General Accounting Office, Department of Justice, or a United States Attorney for further collection action.

See also blanket routine uses set forth above.

Disclosure to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Age, 15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966, 31 U.S.C. 3701(a)(3).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name.

SAFEGUARDS:

Files are located in the Finance Systems Branch, Accounting Finance Division, Office of the Comptroller, HQ DLA. Access is limited to personnel of the Division except in those instances where other personnel may have an official requirement for the files, such as the General Counsel, DLA.

RETENTION AND DISPOSAL:

Records are destroyed ten years after all aspects of the case are closed. Collected in full claims are retained for six months and then destroyed. Claims terminated, compromised or waived are retained for three years and subsequently retired to Federal Records Center, held for remaining years and destroyed. Claims settled by U.S. General Accounting Office, retained one year after settlement and retired to Federal Records Center, held for remaining years and retired.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Finance Systems Branch, Accounting and Finance Division, Office of Comptroller, HQ DLA.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager.

RECORD ACCESS PROCEDURES:

Official mailing address is in the DLA Directory. Written requests from individual should contain their full name, current address and telephone number. For personal visits, the individual should be able to provide acceptable identification, such as an employee badge or driver's license, etc.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Records obtained from Primary Level Field Activities (disbursing offices and/or personnel officer) in the form of copies of official government documents. Records also obtained from other Federal agencies, financial institutions, members of the general public and from the individual concerned. Accuracy of such records will be verified, as necessary, by requesting sworn or notarized statements, matching the various records and by comparison with official government records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S491.10DLA-K

SYSTEM NAME:

Nonappropriated Fund (NAF) Membership Records

SYSTEM LOCATION:

Military at Defense Construction Supply Center (DCSC), Defense Electronics Supply Center (DESC), Defense General Supply Center (DGSC), Defense Personnel Support Center (DPSC), Defense Depot Ogden (DDOU), and Defense Depot Tracy (DDTC). Community Club at Defense Depot Memphis (DDMT).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the NAF active/retired military and civilians.

CATEGORIES OF RECORDS IN THE SYSTEM:

Daily Status Report on VOQ, Pool and Swimming Class Registrations, and Liability Agreement between activity and participants. Record contains the member's name, rank, social security number, spouse's name, birthdate, and home/office telephone number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 & 302.

PURPOSE(S):

The records provide current listings of club memberships. They are used by the manager of the fund to determine eligibility for membership, mailing NAF activity notices, billing for dues and charges, indicating payment or nonpayment of dues, membership card number, to register applicants, maintain records for future classes and in cases of emergency. The record could be used by the Council to terminate membership for nonpayment of dues.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card files and filing cabinets. The records may also be automated.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Maintained in areas accessible only to authorized personnel.

RETENTION AND DISPOSAL:

Destroy one year after member departs, after auditing or after purpose has been served.

SYSTEM MANAGER(S) AND ADDRESS:

The manager of the NAF at DCSC, DESC, DGSC, DPSC, DDMT, DDOU, DDTC.

NOTIFICATION PROCEDURE:

Contact the System Manager by signing a request for the data or personal visit with identification.

RECORD ACCESS PROCEDURES:

Contact the System Manager. Official mailing addresses of the System Managers are in the DLA Directory.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Assignment orders, identification cards, and financial records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S493.10DLA-K

SYSTEM NAME:

Official Personnel Folders for Non-Appropriated Fund Employees

SYSTEM LOCATION:

Geographically and organizationally decentralized to the Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs) which employ nonappropriated fund employees.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of nonappropriated fund (NAF) instrumentalities of DLA and former employees of such activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Folders containing various forms and records pertaining to the selection and appointment of NAF employees, personnel actions and other records originating during an employee's service and records pertaining to the employee's separation, classification, training, adverse or disciplinary actions, and other employment related forms and documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 & 302 10 U.S.C. 136.

PURPOSE(S):

The information is collected and maintained to provide personnel officials and supervisory officials with information on which to base employment decisions affecting employees. It also provides a record of the employee's employment. The use of the record is restricted to official personnel administration uses.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The information is also used for answering inquiries from credit sources or other outside sources such as prospective employers when appropriate and requested.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by employee name.

SAFEGUARDS:

Maintained in locked filing cabinets. Direct access to the files is limited to civilian personnel office employees and to supervisors and others who are identified as having a specific and legitimate need.

RETENTION AND DISPOSAL:

Folders are maintained for the duration of the employee's employment. They are retired to the National Personnel Records Center (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118, 180 days after separation.

SYSTEM MANAGER(S) AND ADDRESS:

Civilian Personnel Officers (CPOs) of DLA PLFAs where there are NAF employees.

NOTIFICATION PROCEDURE:

Request for information from an employee about himself or herself should be forwarded to the System Manager at the PLFA where the employment occurred, and contain requester's full name and location of organization where employed. The requester may visit the Office of Civilian Personnel of the appropriate PLFA to obtain information on whether the system contains records pertaining to him or her.

RECORD ACCESS PROCEDURES:

Individuals should contact the System Manager. Official mailing addresses are in the DLA Directory. Written requests should include requester's full name, job title and name of organization where employed. For personal visits employee should be able to provide some acceptable identification such as driver's license or employee identification badge.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Information contained in the folder is obtained from the employee's previous employer educational institution, trade associations, references and others who would have knowledge of the employee's skills or employment characteristics and papers originating with the activity during the employee's work history.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S690.10DLA-W

SYSTEM NAME:

Individual Vehicle Operators File

SYSTEM LOCATION:

Decentralized At all Primary Level Field Activities (PLFAs) which issue vehicle operator's Identification Cards (I.D.): Heads of PLFAs.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons for whom Defense Logistics Agency (DLA) has issued permits to operate motor vehicles or equipment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for identification cards which may include personal data and the following: state and number of currently valid license; list of arrests or summonses for violation of motor vehicle laws (excluding parking violations) and convictions, if any; suspensions or revocations of his state license or identification card within the past five years and any motor vehicle accidents within the past five years. Standard form 47 and other related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 471 Federal Property and Administrative Services Act of 1949, as amended Federal Personnel Manual Chapter 930.

PURPOSE(S):

Records are maintained and used by DLA officials to determine an individual's qualifications and fitness to operate government vehicles and/or equipment.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Furnished to local, state and federal law enforcement agencies and courts for use during investigations and court proceedings.

See also blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by name and Social Security Number.

SAFEGUARDS:

Records are accessible only to DLA officials.

RETENTION AND DISPOSAL:

Records are destroyed 3 years after the individual's termination or transfer or after cancellation of authorization.

SYSTEM MANAGER(S) AND ADDRESS:

Heads of PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which licensing occurred, or if individual is or was a DLA employee, name of employing activity is also required.

RECORD ACCESS PROCEDURES:

Official mailing addresses of the System Managers are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

State driver's licenses Standard Forms 47 and 46, DD Forms 1360, Motor Vehicle Operator Qualifications and Record of Licensing Examination and Performance DLA Forms 1723, Application/Record for U.S. Government Motor Vehicle Operator's Identification Card (SF-46); court records, supervisors notes and comments and related documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S810.50DLA-P-1

SYSTEM NAME:

Contracting Officer Files

SYSTEM LOCATION:

Director of Procurement Headquarters Defense Logistics Agency (HQ DLA) and Heads of DLA Primary Level Field Activities.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All present and former contracting officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contracting Officer Certificate of Appointments; Contracting Officer Appointment Documentation Sheet (contains information on education, training and experience), and related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 2302; Defense Acquisition Regulation 1-405-2(b) and Defense Logistics Procurement Regulation 1-405.2(b).

PURPOSE(S):

DLA Headquarters - Provide a current profile of each contracting officer.

Field Activities - Necessary to maintain an active, centralized control over the issuance of contracting officer warrants. This file is a registry for the quantity of warrants and their distribution. The information is used by the members of the Contracting Officer Review Board, at activities where they exist, to perform their function of advising and recommending to the commander the issuance or revocation of warrants.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses listed above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and loose leaf binders.

RETRIEVABILITY:

Filed by organizational activity and alphabetically by last name of contracting officer.

SAFEGUARDS:

Records are maintained in an area accessible to Office of Procurement Policy personnel.

RETENTION AND DISPOSAL:

Documents relating to and reflecting the designation of Contracting Officers and terminations of such designations (Designating Office - Destroy 6 years after termination of appointment. Others - Destroy upon termination of appointment).

SYSTEM MANAGER(S) AND ADDRESS:

Executive Director, Directorate of Procurement DLA and Heads of PLFAs.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which employed.

RECORD ACCESS PROCEDURES:

Official mailing addresses of System Manager are in the DLA Directory. Requests should contain the full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, or DLA identification card.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting records contents may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Employee's supervisors Contracting Officer Review Board.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S850.10DLA-Q 1

SYSTEM NAME:

Quality Assurance Activity Certification Report.

SYSTEM LOCATION:

Primary System - Computer tape in the library of each Defense Contract Administration Services Region (DCASR).

Decentralized segments-Print-outs of all or part of this record may be maintained by the DCASR Quality Assurance Directorate, Defense Contract Administration Service District (DCAS). Defense Contract Administration Services Office (DCASO) where individual is assigned.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DCASR personnel involved in Procurement Quality Assurance (PQA) functions at each DCASR.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer records and printouts containing name, grade and step, organization assignment. Type of position, length of service information, certifications awarded, technical courses completed, courses for which the individual has been nominated and special qualifications as appropriate.

The file is created and maintained during the employee tenure in DCASR Quality Assurance and is deleted when his/her employment is terminated or upon transfer to another government agency. Changes are made as courses are completed or specific goals are met requiring a file update.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4103.

PURPOSE(S):

Information is maintained for purposes of determining training costs, qualifications for certification in various commodity fields and records of those certified in various commodity fields. The information is used by the first line supervisor in determining the need for training consistent with the individual's past experience and the current goals or needs of the DCASR organization.

The DCASR Training Coordinator uses the information in summary form to justify the need and priority for training.

Individual data is used only at the DCASR.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See the blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape in the computer tape library and print-outs at the DCSARS.

RETRIEVABILITY:

Filed by person code assigned to each individual.

SAFEGUARDS:

Records are maintained in areas accessible only to DCASR Personnel.

RETENTION AND DISPOSAL:

Records are destroyed after two years.

SYSTEM MANAGER(S) AND ADDRESS:

DCAS Quality Assurance Staff Development Office (DQADO).

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and person code if known.

RECORD ACCESS PROCEDURES:

Official mailing addresses are in the DLA Directory. Written requests for information should contain the full name, person code and telephone number of the individual. For personal visits, individuals should have their DLA identification cards. The system provides a report of data by individual. A copy of the report is available to the individual through his supervisor. When a change/update has been made to the computer file, an updated version of the individual file is distributed to the individual, the appropriate supervisor and the training coordinator.

CONTESTING RECORD PROCEDURES:

The DLA rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Employee's supervisor, college and technical school staffs for course contents and government training school personnel and record.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S850.10DLA-Q 2

SYSTEM NAME:

Monthly Quality Assurance Activity Report by Person

SYSTEM LOCATION:

Primary System - Computer tape in the tape library of each Defense Contract Administration Service Region (DCASR).

Decentralized segments - print-outs of all or part of this record may be maintained by the DCASR Quality

Assurance Directorate, Defense Contract Administration Services District (DCASD), Defense Contract Administration Services Office (DCASO), where the individual is assigned.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Quality Assurance personnel performing PQA functions at contractor facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Computer records and printouts reflecting of hours devoted by individuals performing Procurement Quality Assurance (PQA) functions in the contractor's plant. Record may include specific categories of effort in PQA as well as count of actions, contract count and dollar value of contracts received, completed and shipments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4103.

PURPOSE(S):

The information is used by the first line supervisor to determine how direct labor (individual) effort is distributed for the purpose of evaluating mission effectiveness and performance. The individual data is used only within the DCASR and its subordinate activities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses set forth above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape in the computer tape library, printed copies in the DCASR, District, DCASO offices.

RETRIEVABILITY:

Printed reports may be filed by person code under the Division, Branch and Section to which facilities or personnel are assigned.

SAFEGUARDS:

Records are maintained in areas accessible only to DCASR personnel.

RETENTION AND DISPOSAL:

Destroy records after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Plans and Systems Mgmt Division (DLA-QR).

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name, person code, division and branch assignment.

RECORD ACCESS PROCEDURES:

Official mailing addresses are in the DLA Directory. Written requests for information should contain the full name, person code and telephone number of the individual. For personal visits, individuals should have their DLA identification card.

The system provides for a monthly report in summary form by individual of all data/information reported during the month. The individual normally receives a copy of this data through supervisory channels.

CONTESTING RECORD PROCEDURES:

The DLA rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

The individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

S866.15DPSC

SYSTEM NAME:

Manufacturing Payroll System; Weekly Piece Work

SYSTEM LOCATION:

Defense Personnel Support Center (DPSC), Philadelphia, PA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former civilian personnel who have been paid by the Manufacturing Payroll System.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports are maintained that contain all the data which affect an employee's pay, deduction, employer contributions, leave and retirement.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Ch. 53, 'Pay Rates & Systems': 10 U.S.C. 136.

PURPOSE(S):

Information is maintained for purposes of affecting the weekly pay. Information is used by Agency supervisors and managers - to determine leave usage, manpower allocations and labor distribution.

Payroll office - to compute and control payroll.

Personnel office - to determine leave usage and changes that affect an employee's pay.

Security office - to determine location of employees.

Disbursing office - to determine the distribution of checks and bonds.

Officials designated by the Commander, DPSC - to perform law enforcement, safety, and vehicle registration/parking duties. Only the following information will be accessed and used: name, address, date of birth, office phone number, directorate and office where individual assigned, category (military or civilian), and shift number. This information will be used as a control to ensure the integrity of information in systems of records S161.30 DLA-T and S161.50 DLA-T. The information will be used to facilitate the audit of such files.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information is used by:

Financial Institutions - to determine disposition of net pay or allotments of pay.

Treasury Department - to determine registration of bonds and federal tax allocation.

Unions, charities, and insurance organizations to determine participation in these organizations.

Office of Personnel Management to determine status of employee and for disposition of retirement records.

State and local taxing authorities - to determine tax liability.

Non-government organizations - to verify employment and credit data furnished to financial institutions by employee.

Bureau of Employment Compensation - to process employee disability claims.

State employment offices - to submit data for unemployment compensation.

Local courts - to determine disposition of pay withheld for garnishment of wages.

See also blanket routine uses above.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape, disc pack, computer paper printouts, paper records in file folders.

RETRIEVABILITY:

Records are maintained in alphabetical and employee number order.

SAFEGUARDS:

Access to mechanical records is limited to authorized DPSC data systems personnel. All other records are maintained in areas accessible only to office personnel. Security/Law Enforcement personnel who access this information through computer terminals (used as control for the integrity of information in Systems S161.30 DLA-T and S161.50 DLA-T) have been cleared and must have an official need-to know. Furthermore, the information accessed from this system is limited to the items and uses under 'Purpose(s)' and is password protected in the Automated System.

RETENTION AND DISPOSAL:

Records are retained 18 months to 3 years after the active termination of employment.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Accounting and Finance Division, Office of Comptroller, DPSC.

NOTIFICATION PROCEDURE:

Written or personal requests for information may be directed to the System Manager.

RECORD ACCESS PROCEDURES:

Written requests must contain the full name and Social Security Number of the employee. Employees making a personal request must present identification, i.e., employee badge, driver's license, etc. Official mailing addresses are in the DLA Directory.

CONTESTING RECORD PROCEDURES:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Employee's supervisors, civilian personnel offices, financial institutions, local courts, other government agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DEFENSE LOGISTICS AGENCY OFFICIAL MAILING ADDRESSES

Headquarters, Defense Logistics Agency
Cameron Station, Alexandria, Virginia 22314
Special Assistant for Congressional Affairs
Special Assistant for Public Affairs
Inspector General
Counsel
Assistant Director, Plans, Programs, and Systems
Comptroller
Command Security Officer
Staff Director, Administration
Staff Director, Civilian Personnel
Staff Director, Installations and Services
Staff Director, Management Review
Staff Director, Military Personnel
Staff Director, Small and Disadvantaged Business Utilization
Executive Director, Procurement
Executive Director, Supply Operations
Executive Director, Technical and Logistics Services
Executive Director, Contract Administration
Executive Director, Industrial Security
Executive Director, Production
Executive Director, Quality Assurance

DEFENSE LOGISTICS AGENCY PRIMARY LEVEL FIELD ACTIVITIES (Alphabetically by State)

CALIFORNIA

Defense Contract Administration Services Region, Los Angeles
11099 South La Cienega Blvd.
Los Angeles, California 90045
Defense Depot Tracy
S. Chrisman Road
Tracy, California 95376

GEORGIA

Defense Contract Adminstration Service Region, Atlanta
805 Walker Street
Marietta, Georgia 30060

ILLINOIS

Defense Contract Administration Services Region, Chicago
O'Hare International Airport
6400 North Mannheim Road
P.O. Box 66475
Chicago Illinois 60666

MASSACHUSETTS

Defense Contract Administration Services Region, Boston
666 Summer Street, Boston, Massachusetts 02210

MICHIGAN

Defense Logistics Service Center
Federal Center
Battle Creek, Michigan 49016
Defense Property Disposal Service
Federal Center
Battle Creek, Michigan 49016

MISSOURI

Defense Contract Administration Services Region, St. Louis
1136 Washington Avenue
St. Louis, Missouri 63101

NEW YORK

Defense Contract Administration Services Region, New York
60 Hudson Street
New York, New York 10013

OHIO

Defense Contract Administration Services Region, Cleveland
Anthony J. Celebrezze Federal Building
1240 East Ninth Street
Cleveland Ohio 44199
Defense Construction Supply Center
Columbus, Ohio 43215
Defense Industrial Security Clearance Office
P.O. Box 2499
Columbus, Ohio 43216
Defense Logistics Agency Systems Automation Center
P.O. Box 1605
Columbus, Ohio 43216
Defense Electronics Supply Center
1507 Wilmington Pike, Dayton, Ohio 45444
Defense Automatic Addressing System Office
Gentile Air Force Station
Dayton, Ohio 45444

PENNSYLVANIA

Defense Depot Mechanicsburg
Mechanicsburg, Pennsylvania 17055
Defense Contract Administration Services Region, Philadelphia
P.O. Box 7478
Philadelphia, Pennsylvania 19101
Defense Industrial Supply Center
700 Robbins Avenue
Philadelphia, Pennsylvania 19111
Defense Personnel Support Center
2800 South 20th Street
Philiadephia, Pennsylvania 19101

TENNESSEE

Defense Depot Memphis
2163 Airways Boulevard
Memphis, Tennessee 38114
Defense Industrial Plant Equipment Center
Memphis, Tennessee 38114

TEXAS

Defense Contract Administration Services Region, Dallas
500 South Ervay Street
Dallas, Texas 75201

UTAH

Defense Depot Ogden
Ogden, Utah 84407

VIRGINIA

Defense Documentation Center
Cameron Station
Alexandria, Virginia 22314
Defense Fuel Supply Center
Cameron Station
Alexandria, Virginia 22314
Defense Logistics Agency Administrative Support Center

Cameron Station
Alexandria, Virginia 22314
Defense General Supply Center
Richmond, Virgina 23297

DEFENSE INVESTIGATIVE SERVICE

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General

Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

V1-01

SYSTEM NAME:

V1-01 Privacy and Freedom of Information Request Records.

SYSTEM LOCATION:

Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., S.W., Washington, D.C. 20324-1700.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have submitted requests or who were the subject of requests under. 5 U.S.C. 552 and 552a.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of all correspondence with requesters or pertaining to requests for information released or withheld; summaries, and logs of actions taken regarding requests.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations.

5 U.S.C. 552 as amended by P.L. 93-502, Freedom of Information Act.

5 U.S.C. 552(a) P.L. 93-579 Privacy Act of 1974.

PURPOSE(S):

To permit responses to individual requests; to document actions taken in subsequent requests (including correction and amendment actions), appeals, or litigation; and to serve as a basis for reports and implementing directives.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses listed at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and microfilm.

RETRIEVABILITY:

Information is retrieved by the name of the subject of the request.

SAFEGUARDS:

Records are maintained in security containers and only personnel who have a need to know the information are permitted access.

RETENTION AND DISPOSAL:

A log entry is made and a file folder established upon the receipt of each request. Copies or summaries of key documents are retained for as long as released material is retained.

SYSTEM MANAGER(S) AND ADDRESS:

Information & Public Affairs Office at the address listed under location.

NOTIFICATION PROCEDURE:

Requests should be addressed to the SYSMANAGER. The full and the approximate dates of earlier requests are necessary for retrieval of information. Information and Public Affairs Office, Defense Investigative Service, 1900 Half St., S.W., Washington D.C. 20324-1700 may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making inquiries for personal records.

RECORD ACCESS PROCEDURES:

Access may be obtained through the SYSMANAGER at the address previously listed.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

RECORD SOURCE CATEGORIES:

Information in this system is obtained from requesters, from other federal agencies with collateral interest in a request, and from records which were the subject of requests.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Information in this system may identify all or portions of records previously withheld in accordance with the exemptions of 5 U.S.C. 552(b) or 5 U.S.C. 522(a) (j) or (k). Any such exemptions will continue on requests of this system submitted under the same law.

V1-02

SYSTEM NAME:

V1-02 DIS Personnel Locator System

SYSTEM LOCATION:

Primary System-Defense Investigative Service, Assistant Director (Management and Resources), 1900 Half St., S.W., Washington, D.C. 20324-1700.

Decentralized segments - Field units including centers. (See directory listed at the end of this systems notices)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel assigned or attached to DIS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Primary system contains DIS Form 47, 'DIS Locator Card', Field units decentralized segments include DIS Form 47 or optional documents reflecting the required information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301. DoD Directive 5105.42, and DIS Regulation 01-10.

PURPOSE(S):

Records are used: to maintain a locator system of all personnel assigned to the Defense Investigative Service; to determine current assignment of DIS personnel; as an aid in distributing communications addressed to individuals and to make and to verify entries in required personnel rosters, directories, and listings subject to certain restrictions placed on the information by the individuals concerned.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses listed at the beginning of this component's published system notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Filed in security containers or locked file cabinets accessible only to authorized personnel who clearly have a need to know the information.

RETENTION AND DISPOSAL:

Records remain in the active file until departure of the individual, then they are placed in the inactive file and destroyed after one year.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Administrative Services Division, 1900 Half St., S.W., Washington, D.C. 20324-1700.

NOTIFICATION PROCEDURE:

Information may be obtained from the primary system by contacting the SYSMANAGER. Information regarding decentralized segments may be obtained from the field unit maintaining portions of these records. (See directory listed at the end of this systems notice.)

RECORD ACCESS PROCEDURES:

Access to any records maintained as a part of this system may be obtained from the System manager or field unit maintaining them.

CONTESTING RECORD PROCEDURES:

While not considered applicable, DIS rules are described in DISR 28-4 (32 CFR Part 298a).

RECORD SOURCE CATEGORIES:

From the individual on whom records are maintained.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V2-01

SYSTEM NAME:

V2-01 Inspector General Complaints

SYSTEM LOCATION:

Defense Investigative Service, Inspector General, 1900 Half St., S.W., Washington, D.C. 20324-1700.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Past and present civilian employees of the DIS and military personnel currently or formerly assigned to DIS for duty who have made a complaint or whose request has been referred to the Inspector General for action, assistance or information.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents which have been provided by individual complainants in support of their requests or which have been provided by others in support of, or in rebuttal to, these requests, such as: letters of reprimand, personal financial statements, medical records, promotion board actions, travel orders, personnel computer printouts, medical bills from civilian sources, accident reports, reports of survey, records of personnel actions, evaluation reports, efficiency reports, test results, courtesy letters, letters of appreciation or commendation, screening board actions, leave and earnings statements, movement orders for household goods.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301

DoD Dir 5105.42, Defense Investigative Service (DIS)

DoD Dir 5200.26, Defense Investigative Program

PURPOSE(S):

The purposes for which information in the system is collected are to resolve a complaint, to redress a problem or to provide assistance.

To correct records; take or recommend disciplinary action; reevaluate or rescind previous actions or decisions; conduct or recommend formal investigations or inquiries; provide assistance or guidelines in following prescribed procedures for specific problems; and to provide advice on how to obtain exception to policy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses listed at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Building employs security guards. Files are contained in a locked file safe and are accessible only to the IG staff. Information from this record system is made available to other officials only on a need to know basis.

RETENTION AND DISPOSAL:

Destroyed after two years by shredding.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Inspector General, 1900 Half St., S.W. Washington, D.C. 20324-1700.

NOTIFICATION PROCEDURE:

Information may be obtained from: Defense Investigative Service, Information and Public Affairs Office, 1900 Half St. S.W., Washington, D.C. 20324-1700.

RECORD ACCESS PROCEDURES:

Written requests for information should contain the full name of the individual, current address and telephone number, and the identity of the DIS element with which affiliated. Visits are limited to the Information and Public Affairs Office.

For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Information and Public Affairs office at the address above.

RECORD SOURCE CATEGORIES:

DIS personnel office, consolidated civilian personnel offices, DIS comptroller, military personnel offices, military finance offices, military medical record repositories, DIS investigative files.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V3-01

SYSTEM NAME:

V3-01 EEO Complaints

SYSTEM LOCATION:

Primary system: Defense Investigative Service, Chief, Office of Affirmative Action and Equal Opportunity, 1900 Half St. S.W., Washington, D.C. 20324-1700.

Decentralized segments: At regional Headquarters and centers by EEO Counselors. (See directory at the end of this systems notice.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DIS employees and applicants for employment who have been counselled by an EEO Counselor and DIS employees and applicants for employment who have filed a complaint of discrimination.

CATEGORIES OF RECORDS IN THE SYSTEM:

Administrative records and investigative files regarding complaints of discrimination; affirmative action plans and statistical analyses of the workforce; and Equal Employment Opportunity Commission or court decisions including legislative mandates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 code of federal regulation 1613, FPM 713

PURPOSE(S):

To adjudicate complaints based on the record.

To assist in arguing a case before EEOC or the U.S. District Court.

To do an analysis of the work force based on recruitment, selection, promotion, training discipline, adverse action, and awards.

To determine the impact of affirmative action initiatives.

As a basis of a corrective action as a result of the filing of a complaint of discrimination.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By case number; by alphabetical last name of complainant and by subject.

SAFEGUARDS:

Records are maintained in locked (combination lock) file cabinets accessible only to authorized personnel who are cleared, screened, and trained.

RETENTION AND DISPOSAL:

Records are maintained in accordance with regulations with a selected few determined to be permanent. Most records are destroyed two years after the final resolution of a complaint. Primary system records may be retained in subject reference files.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Chief, Office of Affirmative Action and Equal Opportunity, 1900 Half St. S.W., Washington, D.C. 20324-1700.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

For personal visits, the individual must provide some acceptable identification, i.e., driver's license or building pass.

Access to decentralized segments (counselling records) by individuals concerned may be obtained locally. (See directory listed at the end of this systems notice.)

CONTESTING RECORD PROCEDURES:

DIS rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from Defense Investigative Service, Information and Public Affairs Office, 1900 Half St. S.W., Washington, D.C. 20324-1700.

RECORD SOURCE CATEGORIES:

Civilian employees of DIS, applicants for employment, EEOC, OPM.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V4-01

SYSTEM NAME:

V4-01 Civilian Employee Personnel Records

SYSTEM LOCATION:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., S.W., Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of the Defense Investigative Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Permanent and temporary records pertaining to the individual's employment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12107.

FPM Supplement 990-1, Book III, Para 293 and 294

FPM Chapter 295

5 U.S.C. 301.

PURPOSE(S):

Individual's employment history; disclosure for verification of personnel information; details of employee qualification or eligibility for proposed personnel actions or new employment.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders or 5 x 8 cards in card file drawers.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in locked file cabinets accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are both permanent and temporary. Permanent records are transferred to the National Personnel Records Center, St. Louis, when no longer required by the agency. Temporary records are destroyed when the person leaves the agency or when utility of the record is no longer significant.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., S.W., Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGERS.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to SYSMANAGERS.

Written requests for information should contain the full name of the requesting individual, current address and telephone number, if known, and the name of the individual who appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, the individual must provide some acceptable identification, i.e., driver's license or building pass.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., S.W., Washington, D.C. 20324-1700.

RECORD SOURCE CATEGORIES:

Previous employers; references; supervisors; U.S. Veterans Administration; U.S. Office of Personnel Management; DIS Personnel and Security Directorate; DIS Security Division; other federal agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V4-02

SYSTEM NAME:

V4-02 Optional Personnel Management Records (OPMR).

SYSTEM LOCATION:

Primary system: Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., S.W., Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

Decentralized segments: Partial records are maintained at staff directorates, regional headquarters, operational centers, and field offices. (See directory at end of this systems notice.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military and civilian personnel assigned or attached to DIS and those being considered for assignment or employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains records which may include working documents, copies of correspondence and forms processed in anticipation of, or during, tour of duty with DIS that relate to assignment, security clearance, promotion, duty status, training, special duty, retirement, separation, reenlistment, performance appraisals, matters pertaining to military specialty qualification, manner of performance, morale and discipline, special personnel management and assignment factors and other personnel actions that affect the individual or his assignment with DIS. Qualification records, leave and financial documents, and award recommendations are also among the items that may be included in the records. Decentralized portions also contain emergency notification and locator informa- tion, security clearance data, individual workload and productivity measurement record (e.g., DIS Form 45) not necessarily retained by DISHQ.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12197, 5 USC 301, DoD Directive 5105.42, Defense Investigative Service, and other DIS, DoD and OPM directives on records maintenance and disposition.

PURPOSE(S):

To serve as a basis for recommendations for employment, selection, assignment, promotion, awards, training, relief, and disciplinary actions.

To record appraisals of performance and performance ratings. To record reenlistment, retirement, separation and relief from active duty or employment. To record information on qualifications, schooling, training, experience, and career programs affecting personnel actions.

To record moral and disciplinary actions.

To document completed actions, as a basis for responding to inquiries, and for use in substantiating and processing subsequent related personnel actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

Records filed in security containers or locked file cabinets accessible only to authorized personnel who clearly have a need to know the information.

RETENTION AND DISPOSAL:

Documents in each record are retained for one calendar year following year in which individual departed DIS and then destroyed, unless earlier destruction is prescribed.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St. S.W., Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Access to partial decentralized segments may be obtained from regional headquarters (see directory at the end of this component's published systems notice). Requests from individuals for information pertaining to themselves from the centralized repository should be addressed to the SYSMANAGER at the address above.

Written requests for information should contain the full name of the individual, current address and telephone number, grade, SSN, unit, and period of assignment to DIS. Visits should be made to the SYSMANAGER.

For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Public Affairs Office, 1900 Half St. S.W., Washington, D.C. 20324-1700.

RECORD SOURCE CATEGORIES:

A source of information other than from the individual is the individual's supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V4-04

SYSTEM NAME:

V4-04 Civilian Applicant Records

SYSTEM LOCATION:

Primary system: Defense Investigative Service, Assistant Director (Personnel and Security), Examining and Recruitment Division, 1900 Half St., S.W., Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

Decentralized segments: Regional Offices, the Defense Security Institute, the Defense Industrial Security Clearance Office, the Personnel Investigations Center, and the Office of Industrial Security, International. (See directory listed at the end of this systems notice.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for positions with the Defense Investigative Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Temporary record of applicants' stated interest in and/or qualifications for employment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

FPM Chapter 333; FPM Chapter 332; 5USC 301.

PURPOSE(S):

Identification of applicants and determination of eligibility for positions with DIS; disclosure to other agencies for verification.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in files, loose-leaf binders, paper files of 3 x 5 cards.

RETRIEVABILITY:

Filed by type of position for which the application applied, or filed alphabetically by last name of applicant, or filed numerically by sequential control number.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in files accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are temporary and are destroyed in accordance with DIS Records Disposition Schedule.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Examining and Recruitment Division, 1900 Half St. S.W. Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499 Columbus, OH 43216-2499.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGERS.

RECORD ACCESS PROCEDURES:

Request from individuals should be addressed to SYSMANAGERS.

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual who appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, the individual must provide some acceptable identification, e.g., driver's license or building pass.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Defense Investigative Service, Information and Public Affairs Office, 1900 Half St. S.W., Washington, D.C. 20324-1700.

RECORD SOURCE CATEGORIES:

Civilian Personnel Officers, personnel clerks, and personnel specialists of DIS and the Office of Personnel Management; subject individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V4-05

SYSTEM NAME:

V4-05 Military Personnel Management Information System (MILPERS)

SYSTEM LOCATION:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St. S.W., Washington, D.C. 20324-1700.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military personnel currently assigned or attached to DIS and those projected for assignment.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains computer records consisting of: (a) identification data on the individual; (b) assignment data; (c) duty information; (d) basic personnel data; (e) personal data; (f) agent qualifications.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DoD Directive 5105.42, Defense Investigative Service (DIS); 5 USC 301.

PURPOSE(S):

Personnel managers in DIS: To monitor manning posture of DIS elements; to respond to requests for personnel data from internal DIS, DoD, and congressional sources; to determine qualifications and eligibility for specific assignments, training, or reassignments within DIS; for locator reference, strength accountability, verification of manually prepared personnel actions; and for statistical reporting.

Administrative personnel in DIS: To prepare personnel actions, i.e., award recommendations, retirement applications, etc.; as locator reference file; for mail routing; for input of data to central file to produce consolidated reports for DISHQ staff elements.

Supervisors in DIS: To monitor manning situation, to determine qualification of personnel for special duty assignment or duty in selected areas, and to meet administrative reporting requirements.

DIS Security Officer: To monitor gains and losses; to insure currency of files and security briefing/debriefing; to determine periodic revalidation requirements; to respond to queries concerning security clearance or access information.

DIS Headquarters staff: To make decisions on policy and procedural matters; to determine agent qualifications and security access, and to complete administrative actions.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape and paper output in folders or binders.

RETRIEVABILITY:

Filed by Social Security Number (SSN).

SAFEGUARDS:

Magnetic tape storage is within a secured area accessible only to authorized personnel.

Paper products are secured in cabinets, and only personnel with a need to know are granted access to these documents.

RETENTION AND DISPOSAL:

Magnetic tape records are retained in active status until individual's departure from DIS and then in inactive status for 3 years. Then magnetic tape records are erased from computer file and output reports reflecting personnel data on the individual are destroyed by shredding or chemical decomposition. Paper products are retained for one year following the departure of the individual.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., S.W., Washington, D.C. 20324-1700.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Access to partial decentralized segments may be obtained from Regional Office headquarters. (See directory listed at the end of this systems notice.) Requests from individuals for information pertaining to themselves from the centralized repository should be addressed to the SYSMANAGER at the address above.

Written requests for information must contain the full name of the individual, current address and telephone number, grade, SSN, unit, and period of assignment to DIS. Visits should be made to the office of the SYSMANAGER.

For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Defense Investigative Service, Information and Public Affairs Office, 1900 Half St. S.W., Washington, D.C. 20324-1700.

RECORD SOURCE CATEGORIES:

Sources of information other than from the individual are military departments and the individual's commander or supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V4-06

SYSTEM NAME:

V4-06 Civilian Personnel Management Information System (CPMIS)

SYSTEM LOCATION:

Defense Investigative Service, Information Service Division, Personnel Investigations Center, P.O. Box 1211, Baltimore, MD 21203-1211.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of the Defense Investigative Service (DIS).

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consisting of identification and employment data, special qualifications, racial and ethnic identification, and other information found in the Official Personnel Folder.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code;
Section 301 (Agency Regulations);
Section 1302 (Regulations);
Section 2951 (Reports to the Commission);
Section 4118 (Training);
Section 4308 (Performance Rating);
Section 4506 (Incentive Awards);
Sections 5113, 5115, and 5338 (Classification);
Section 6311 (Leave);
Sections 8334(f), 8342(b), 8343(a), and 8347 (Retirement);
Section 8716 (Life Insurance);
Section 8913 (Health Insurance);
Civil Service Rules, Sections 7.2, 5.1, 5.2 and 5.3;
Executive Order 10561, September 13, 1954;
Executive Order 9830, Section 01.2 (e) and (f), February 24, 1947 as amended;
Executive Order 10800, Section 2 (d), January 15, 1959;
Executive Order 10988, Section 14, January 17, 1962;
Executive Order 11222, Section 405, May 8, 1965;
Executive Order 11246, Section 104, September 24, 1965 as amended;
DoD Directive 5105.42, Charter for the Defense Investigative Service;
Federal Personnel Manual (Chapter 713);
Federal Personnel Manual Letter 298-10.

PURPOSE(S):

Files are maintained: to provide OPM, DOD, and internal reports on employment characteristics of civilian employees; for statistical computations submitted to OPM; and to identify civilian personnel with selected characteristics or special qualifications.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer magnetic tape and paper output in folders or binders.

RETRIEVABILITY:

Filed by date of listing, organization of assignment, name, or Social Security Number (SSN), or race/ethnic background.

SAFEGUARDS:

Magnetic tape storage is within a secured area accessible only to authorized personnel. Paper products are secured in cabinets and only personnel with a need to know are granted access to these documents. Personnel with access are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Magnetic tape records and paper products of this system are retained in an active status until individual's departure from DIS and then in an inactive status for 1 year.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Assistant Director (Personnel & Security), 1900 Half St., S.W., Washington, D.C. 20324-1700.

NOTIFICATION PROCEDURE:

Information may be obtained from the SYSMANAGER.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to the SYSMANAGER. Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired listing. Visits are limited to SYSMANAGER or Holabird Personnel Operations Office, Baltimore, MD. For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Public Affairs Office, Defense Investigative Service, 1900 Half St. S.W., Washington, D.C. 20324-1700.

RECORD SOURCE CATEGORIES:

Notifications Personnel Action, SF-50 and 50a, and 50b, Personnel Qualifications Statements, SF-171, certificates of training, and the individual concerned.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V4-07

SYSTEM NAME:

V4-07 Adverse Actions, Grievance Files, and Administrative Appeals

SYSTEM LOCATION:

Defense Investigative Service, Personnel and Security Directorate, 1900 Half St. S.W., Washington, D.C. 20324-1700; Holabird Personnel Operations Office, Defense Investigative Service, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Industrial Security Clearance Office, Personnel Operations Office, Defense Investigative Service, P.O. Box 2499, Columbus, OH 43216-2499.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Affected civilian employees of the Defense Investigative Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Notifications of personnel actions.

Findings of inquiry into allegations of grievance or complaints.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

FPM Chapters 751, 752, 771 and 5 USC 301 Chapter 77.

PURPOSE(S):

For preparing the initial case and subsequent cases for consideration.

For consideration by examiner and appellate levels of the specifics of each case within and outside of DIS.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses listed at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically.

Filed by functional code in personnel office files.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in locked containers accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are both permanent and temporary. Permanent records are filed in the Official Personnel Folder. Temporary records are destroyed when the individual leaves DIS or when they are no longer needed. Individual records may be retained indefinitely in subject reference files.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St. S.W., Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 2103-1211; Defense Industrial Security Clearance Office, Personnel Operations Office, Defense Investigative Service, P.O. Box 2499, Columbus, OH 43216-2499.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGERS.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to SYSMANAGERS.

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual who appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records, contesting contents, and appealing initial determinations by the individual concerned may be obtained from the Information and Public Affair Office, Defense Investigative Service, 1900 Half St. S.W., Washington, D.C. 20324-1700.

RECORD SOURCE CATEGORIES:

Supervisors, complainants, investigators, appropriate law enforcement agencies.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V4-09

SYSTEM NAME:

V4-09 Merit Promotion Plan Records

SYSTEM LOCATION:

Primary system: Defense Investigative Service, Assistant Director (Personnel and Security), Examining and Recruitment Division, 1900 Half St. S.W., Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

Decentralized segments: Regional offices, the Defense Security Institute, and the Office of Industrial Security, International. (See directory at the end of this systems notice.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilians who have applied for certain vacancies within the Defense Investigative Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Temporary records pertaining to an individual's consideration for promotion.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

FPM Chapter 335.

PURPOSE(S):

To identify eligible candidates for specific promotion opportunities.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine use at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Appraisals filed alphabetically by employee's last name.

Promotion panel computations filed by announcement number.

SAFEGUARDS:

Buildings employ security guards. Records are maintained in locked cabinets accessible only to authorized personnel who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are destroyed two years after the effective date of the establishment of the promotion register.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Chief, Examining and Recruitment Division, 1900 Half St. S.W., Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGERS.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to SYSMANAGERS.

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual who appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Public Affairs Office, Defense Investigative Service, 1900 Half St., S.W., Washington, D.C. 20324-1700.

RECORD SOURCE CATEGORIES:

Evaluation by ranking panel members; supervisory appraisals; appraisal of individual's potential as supervisor.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V4-10

SYSTEM NAME:

V4-10 Incentive Awards

SYSTEM LOCATION:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St. S.W., Washington, D.C. 20324-1700.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian and military personnel of the Defense Investigative Service or persons outside of DIS making suggestions relating to DIS functions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Temporary records relating to proposed awards and suggestions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301. FPM Chapter 451.

PURPOSE(S):

Records are used to provide basis for recommending action on proposed awards including, but not limited to, awards for length of service, quality step increases, sustained superior performance, special act and service, meritorious and exceptional service, and similar awards.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders

RETRIEVABILITY:

Suggestions filed by number.

Award actions are filed alphabetically by last name of individual.

SAFEGUARDS:

Building employs security guards. Record are maintained in file cabinets accessible only to authorized personnel who are properly trained, cleared, and screened.

RETENTION AND DISPOSAL:

Records are temporary and are destroyed after two years.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., S.W., Washington, D.C. 20324-1700.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGERS.

RECORD ACCESS PROCEDURES:

Requests from individuals should be addressed to SYSMANAGERS.

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, a check of personal identification will be required.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., S.W., Washington, D.C. 20324-1700.

RECORD SOURCE CATEGORIES:

Reports of evaluating officials, committee determinations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V5-01

SYSTEM NAME:

V5-01 Investigative Files System

SYSTEM LOCATION:

Defense Investigative Service, Investigative Files Division, P.O. Box 1211, Baltimore, MD 21203-1211, has primary control over the system and is responsible for the maintenance of completed investigative records. DIS operational centers, regional offices, field offices, resident agencies, and various DIS headquarters staff elements originate and have temporary control over portions of the records. (See directory at the end of this systems notice.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel who are on active duty; applicants for enlistment or appointment; members of Reserve units; National guardsmen; DoD civilian personnel who are paid from appropriated funds; industrial or contractor personnel who are working in

private industry in firms which have contracts involving access to classified DoD information or installations; Red Cross personnel and personnel paid from nonappropriated funds who have DoD affiliation; ROTC cadets; former military personnel; and individuals residing on, having authorized official access to, or conducting or operating any business or other functions at any DoD installation or facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

Official Reports of Investigation (ROI's) prepared by DIS or other DoD, federal, state or local official investigative activities.

DIS Information Summary Reports (ISR's) which record unsolicited information received by DIS concerning a person or incident which is of direct interest to other DoD components or federal agencies.

Attachments to ROI's or ISR's including exhibits, subject or interviewee statements, police records, medical records, fingerprint cards, credit bureau reports, employment records, education records, release statements, summaries of or extracts from other similar records or reports.

Case control and management documents which are not reports of investigation, but which serve as the basis for investigation, or which serve to guide and facilitate investigative activity, including documents providing the data to open and conduct the case; documents initiated by the subject; and documents used in case management and control.

DIS file administration and management documents accounting for the disclosure of, control of, and access to a file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 301 of 5 U.S.C. Department Regulations.

Section 310 of 44 U.S.C. Records Management.

Sections 2,3,4,5,6,8 and 9, Executive Order 10450, Security Requirements for Government Employment.

Section 6(A), Executive Order 11652, Classification and Declassification of National Security Information and Material.

DoD Directive 5105.42, Defense Investigative Service.

DoD Directive 5200.1, Department of Defense Information Security Program.

DoD Directive 5200.2, Department of Defense Personnel Security Program.

Section IV A and B, DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense.

Section V a 2, DoD Instruction 5210.25, Security Acceptability of American National Red Cross Employees at Department of Defense Installations and Activities.

Encl 3, paragraphs b 2 and 2, DoD Directive 5210.41, Security Criteria and Standards for Protecting Nuclear Weapons.

Section III, DoD Directive 5210.45, Personnel Security in the National Security Agency.

Section VII, DoD Directive 5210.55, Selection of Department of Defense Military and Civilian Personnel for Assignment to Presidential Support Activities.

Section IV, C, DoD Directive 5220.6, Industrial Personnel Security Clearance Program.

Section V B, DoD Instruction 5220.28, Application of Special Eligibility and Clearance Requirements in the SIOP-ESI Program for Contractor Employees.

Section 1 (a) and 2, Executive Order 10865, Safeguarding Classified Information Within Industry.

Section III, DoD Instruction 5030.34, Agreement Between the Department of Defense Concerning Protection of the President and Other Officials.

Paragraph 10, Director of Central Intelligence Directive No. 1/14, Uniform Personnel Security Standards and Practices Governing Access to Sensitive Compartmented Information, C.

PURPOSE(S):

To insure that the acceptance or retention of persons in sensitive DoD positions or granting individuals including those employed in defense industry access to classified information is clearly consistent with national security;

For maintenance and use by the requesting activity when collected during reciprocal investigations conducted for other DoD and federal investigative elements;

For dissemination to appropriate federal agencies or other DoD components when information regarding personnel security matters is reported by ISR;

To furnish orally or by letter criminal information which is received by DIS personnel in the course of their duties which is of direct interest to local law enforcement agencies;

To determine the loyalty, suitability, eligibility, and general trustworthiness of individuals for access to defense information and facilities;

To determine the eligibility and suitability of individuals for entry into and retention in the Armed Forces;

To provide information pertinent to the protection of persons under the provisions of 18 U.S.C. 3056; and

For use in criminal law enforcement investigations including statutory violations and counterintelligence as well as counterespionage and other security matters.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine use listed at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders, microfilm, magnetic tape or supplementary index cards.

RETRIEVABILITY:

Investigations are centrally retrievable through the DIS Defense Integrated Management System (DIMS) or the Defense Central Index of Investigations (DCII) System described separately.

SAFEGUARDS:

Completed investigative records are contained and stored in power files, open shelves, and filing cabinets which are housed in secured areas accessible only to authorized personnel who are properly screened and have a need to know. Information contained on magnetic tape is secured in the same manner as the DCII described separately. Recipients of investigative information are responsible for safeguarding information within the guidelines provided by DIS.

RETENTION AND DISPOSAL:

Retention of closed DIS investigative files is authorized for 15 years maximum, except as follows: (1) Files which have resulted in final adverse action against an individual will be retained 25 years: (2) Files developed on persons who are being considered for affiliation with the Department of Defense will be destroyed within one year if the affiliation is not completed. In cases involving a pre-appointment investigation, if the appointment is not made due to information developed by investigation, the file will be retained 25 years upon notification from the requester for which the investigation was conducted. If the appointment is not made for other reasons not related to

the investigation, the file will be destroyed within one year upon notification from the requesting agency/service. (3) Files concerning unauthorized disclosure of classified information and other specialized investigation files will be retained for 25 years. (4) Information within the purview of the Department of Defense Directive 5200.27, 'Acquisition of Information concerning Persons and Organizations not Affiliated with the Department of Defense,' is destroyed within 90 days after acquisition by DIS unless its retention is required by law or unless its retention has been specifically authorized by the Secretary of Defense or his designee.

Reciprocal investigations are retained for only 60 days.

Partial duplicate records of personnel security investigations are retained for 60 days by DIS field elements.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Director, Personnel Investigations Center, P.O. Box 1211, Baltimore, MD 20203-1211.

NOTIFICATION PROCEDURE:

Requests should be addressed to the Defense Investigative Service, Office of Information and Public Affairs, 1900 Half St. S.W., Washington, D.C. 20324-1700. The full name, date and place of birth, and social security number are necessary for retrieval of information. A notarized statement verifying the identity of requesters is required. The Office of Information and Public Affairs, address above, may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries.

RECORD ACCESS PROCEDURES:

Access may be obtained through the Office of Information and Public Affairs at the address listed above.

CONTESTING RECORD PROCEDURES:

DIS rules for contesting and appealing initial determinations may be obtained from the Office of Information and Public Affairs at the address listed above.

RECORD SOURCE CATEGORIES:

Subjects of investigations.

Records of other DoD activities and components.

Federal, state, county, and municipal records.

Employment records of private business and industrial firms.

Educational and disciplinary records of schools, college, universities, technical and trade schools.

Hospital, clinic, and other medical records.

Records of commercial enterprises such as real estate agencies, credit bureaus, loan companies, credit unions, banks, and other financial institutions which maintain credit information on individuals.

The interview of individuals who are thought to have knowledge of the subject's background and activities.

The interview of witnesses, victims, and confidential sources.

The interview of any individuals deemed necessary to complete the DIS investigation.

Miscellaneous directories, rosters, and correspondence.

Any other type of record deemed necessary to complete the DIS investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The portions of this system of records which fall within the scope of 5 U.S.C. 522a (k)(2), (k)(3), and (k)(5) may be exempt from the provisions of subsections 5 USC 522a(c)(3), (d), (d), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f). See 32 CFR 298a.14 for the DIS exemption rules.

V5-02

SYSTEM NAME:

V5-02 Defense Central Index of Investigations (DCII)

SYSTEM LOCATION:

Central Facility
Defense Investigative Service
Information Services Division
Personnel Investigations Center
P.O. Box 1211, Baltimore, MD 21203
Remote Terminal Locations
Commander, Naval Military Personnel Command (NMPC)
NMPC-81
Navy Department
Washington, D.C. 20370
United States Army Crime Records Center (CRC)
United States Army Criminal Investigation Command
CRC Bldg. 305
2301 Chesapeake Avenue
Baltimore, Maryland 21222
U. S. Army Intelligence & Security Command (AIRR)
Chief, Investigative Records Repository
ATTN: IACSF-IR-E Bldg. 4552A
Fort George G. Meade, MD 20755
Deputy Director Personnel Security
Pentagon - Rm. 3C267
Washington, D.C. 20301
DA, HQ, USA Central Personnel Security Clearance Facility (ACCF)
ATTN: PCCF-MDS
Fort George G. Meade, MD 20755
Department of the Navy (NSG)
Naval Security Group Command Headquarters
3801 Nebraska Avenue, N.W.
Washington, D.C. 20390
Headquarters - USAF/SCO
Air Force Security Clearance Office (AFSCO)
Rm. 5D460
Washington, D.C. 20330
HQ Air Force Office of Special Investigations (FOSI)
IMIRS (FOSI)
Building 626
Bolling Air Force Base
Washington, D.C. 20332
U.S. Office of Personnel Management (OPM)
Office of Personnel Investigations
Investigations Operations Division
NAC1 Center
Boyers, PA 16018
Naval Investigative Service Headquarters (NIS)
Records Management Division (NIS-284)
NIS Bldg. 1
4600 Silverhill Rd.
Washington, D.C. 20389
Office of the Assistant Chief of Staff for Intelligence (ACSI)
HQDA (DAMI-CIS)
Pentagon - Rm 2D475
Washington, D.C. 20310-1052
Defense Intelligence Agency (DIA)
ATTN: OS-3A, The Pentagon, Rm 2B-535
Washington, D.C. 20301
Department of the Navy (NIC)
Naval Intelligence Command
Rm. 282, NIC Bldg.
4600 Silverhill Rd.
Washington, D.C. 20389
Defense Industrial Security Clearance Office (DISCO)
ATTN: S0812
P.O. Box 2499
Columbus, OH 43216
Defense Communications Agency (DCA)
Washington, D.C. 20305
DIS Headquarters (DIS HQ)
1900 Half St. S.W.
Washington, D.C. 20324-1700
Defense Logistics Agency (DLA)
Cameron Station
Alexandria, VA 22314
ATTN: Cmd. Security Office
Defense Criminal Inv. Service (DCIS)
DoD Office of Inspector General
DCIS - 8D490
Cameron Station
P.O. Box 9290
Alexandria, VA 22304
Defense Investigative Service
1900 Half St. S.W.
Washington, D.C. 20324-1700

Defense Contract Audit Agency
Cameron Station
Alexandria, VA 22314

Categories of users:

Components listed under the system location caption are the principal users and (with the exception of DISCO) the file custodians. Listed terminal holders (with the exception of DISCO) may release general DCII information to users of their investigative records or listed in their investigative records systems descriptions in this register.

It should be noted that information contained in the system is regarded as the property of the submitting activities. DIS can neither monitor nor assume responsibility for the propriety or accuracy of the date in the system other than that portion belonging to DIS.

Transfer of information from this records system to other DoD components is a routine intra-agency use under the provisions of 5 U.S.C. 552a3(b)(1). The use of the DCII by terminal holders to advise requesters of the possible location of information where there is no disclosure of personal information from the DCII does not require an accounting.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person described as a subject or a victim or who is a cross-reference in an investigation completed by or for a DoD investigative organization when that investigation is retained by the organization and the name is submitted for central indexing.

CATEGORIES OF RECORDS IN THE SYSTEM:

DCII MASTER INDEX:

Composed of locator references to investigations, Air Force clearances, and Army clearances conducted by or for DoD investigative organizations and retained by them. Index records contain the name and other personal identifying information on individuals who are indexed.

FILE TRACING:

Reference to an investigation maintained by one of the investigative records repositories. It identifies the individual by name and personal identifiers, the custodian of the file, the year indexed, and the number used by the repository to locate the file.

OPEN CASE TRACING:

A record input by either Army investigative activities or DIS reflecting the existence of an investigation in progress. It identifies the subject individual by name and personal identifiers, the location of the open investigation, the year indexed, and the number used to locate the investigative file.

NAC PENDING TRACING:

Record of a National Agency Check (NAC) investigation in progress. It identifies the subject individual by name, personal identifiers, the case number, the category of the requester of the NAC, and the type of NAC being run.

NAC HISTORY TRACING:

A record of completed favorable, or incomplete, national agency checks. It identifies the individual by name and personal identifiers, the date the NAC was completed, and the agencies that were checked.

DCII NAME ONLY INDEX (NOI):

Composed of names of persons who are referenced but not fully identified in investigative files. A Name Only Index record identifies the individual by name and lists the custodial agency of the file, year indexed, and the number used by the repository to locate the file. Positive identification is impossible from the index and may well be impossible from the case file itself. DIS has placed no records in this index.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 Departmental Regulation. 44 U.S.C. 3101 Records Management. Memorandum, Security of Defense, May 27, 1965. Memorandum, Secretary of Defense, December 3, 1965, subject: Establishment of a Central Index of DoD Investigations. DoD Directive No. 5105.42 subject: Defense Investigative Service (DIS) July 19, 1978, V32 CFR.

PURPOSE(S):

To determine the existence and location of DoD investigative records for granting clearances, for access to defense installations, and for entry into military service or employment in sensitive civilian positions; and to reflect security clearance information pertaining to Army and Air Force personnel.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See this agency's blanket routine uses at the head of this component's published system notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Master Index data is maintained in direct access storage devices, disks, and data cells. It is also contained on magnetic tape for continuity of operations to permit processing at alternate locations in the event of computer failure.

Name Only Index data is maintained on magnetic tape and microfiche. Each contributor is provided his portion on a quarterly basis.

RETRIEVABILITY:

Master Index records are accessed through name and at least one personal identifier (PID). Personal identifiers are: date of birth, place of birth, social security number, and the last four (4) digits of military service number. Inquiries may enter the system by being keyed in at remote terminals. A nonstandard retrieval capability also exists which permits retrieval without PID or on parts of a name and produces references to all individuals by that name. It should be noted that in many cases the subject's SSN is necessary to make a positive identification.

Name Only Index records are accessed through the name or some portion thereof. Records are retrieved based on an exact match with the name submitted. Inquires may enter the system through remote terminals.

SAFEGUARDS:

Generalized validation is provided in batch retrieval through program edits to prevent unauthorized access.

User terminals with access to the Master Index are located in controlled access areas. Access to the system is limited to specified time of the day. Terminals are connected via dedicated data circuits which prevent access from standard dial-up telephones.

Activities must be a part of DoD and accredited on the basis of authorized requirements before a new terminal is established or before batch requests will be honored and processed. Terminal holders and organizations authorized access by other means are responsible for insuring that individuals and organizations to whom they disclose index information have appropriate authority and need to know.

The computer room is located within a building controlled by security personnel at all times. Identification badges are required for entrance. Access to the computer room is controlled by a combination lock on the entrance. Critical backup files are stored in locked fireproof data safes.

RETENTION AND DISPOSAL:

The computer tape files are retained for as long as the hard copy files are retained at the Federal Records Center. The Federal Records Center is responsible for disposing of hard copy files at which time all index tracings pertaining to the files are deleted in accordance with established

procedures. Processing a deletion flags the computer record which precludes the record from being given out thereafter. Flagged records are eliminated from the system during periodic file restructuring procedures.

Open case tracings. Retained for as long as the investigation is open . When the investigation is completed, the contributor replaces the open case tracing with a file tracing as described above.

NAC history tracings. Retained for a period of four (4) years from th e date of completion and then automatically deleted unless specific action is taken sooner to delete the record. Should a subsequent favorable NAC be completed, the entering of a new history record will delete the first history record.

NAC pending tracings. Retained until completion of the NAC at which t ime they are replaced by an NAC history of file tracing, unless deleted sooner by the originator.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Director, 1900 Half Street, S.W., Washington, D.C. 20324-1700.

NOTIFICATION PROCEDURE:

Information may be obtained from: Information and Public Affairs Office, Defense Investigative Service, 1900 Half Street, S.W., Washington, D.C. 20324-1700.

Information required:

Full name and all maiden and alias names under which files may be maintained and personal identifiers listed under Retrievability. Note Social Security Numbers may be necessary for positive identification of certain records.

Office which may be visited:

Information and Public Affairs Office, 1900 Half St., S.W., Washington, D.C. 20324-1700.

Proof of identity:

Check of personal documents.

RECORD ACCESS PROCEDURES:

Access may be obtained through the Information and Public Affairs Office at the address listed above.

CONTESTING RECORD PROCEDURES:

The agency rules for access to records, contesting contents, and appealing initial determinations by the subject individual may be obtained from the Information and Public Affairs Office at the address listed above.

RECORD SOURCE CATEGORIES:

DoD investigative organizations listed under the LOCATION caption (excluding DISCO) and additionally:

Defense Logistics Agency, ATTN: DLAH-T, Cameron Station, Alexandria, VA 22314.

Director of Security, National Security Agency, ATTN: M-552, Fort Meade, MD 20755.

Assistant Chief of Staff of Intelligence (ACSI), Department of the Army, ATTN: Counterintelligence Division, Washington, D.C. 20314.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V5-03

SYSTEM NAME:

V5-03 Defense Integrated Management System (DIMS)

SYSTEM LOCATION:

Defense Investigative Service, Director, Personnel Investigations Center, P.O. Box 1211, Baltimore, MD 21203-1211.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who is the subject of an ongoing or recently completed Defense Investigative Service (DIS) investigation.

CATEGORIES OF RECORDS IN THE SYSTEM:

The DIMS Master file is composed of records of investigations which are being or have been conducted for DoD activities and personal identifying information on individuals who have been investigated. The DIMS master file also consists of records of leads assigned to DIS field elements for those investigations in progress. Records contain the name, social security, case control number, the investigative leads assigned, and their status.

The DIMS history file consists of records of investigations that have been closed. Records contain the name and other personal identifying information, the type of investigation, requester category, case number, the closing status, and/or the date closed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301, Departmental Regulations.

44 U.S.C 3101, Records Management.

DoD Directive 5105.42, July 19, 1978, Defense Investigative Service (DIS).

DoD Regulation 5200.2R, December 1979, Personnel Security Program.

PURPOSE(S):

To determine the existence, location, and status of the cases.

To control workload and prepare statistical reports.

To inform federal agencies or requesters of investigations regarding the status of ongoing cases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses listed at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The DIMS master file is in key sequenced Virtual Storage Access Method (VSAM). A copy of the master file is also contained on magnetic tape for continuity of operations to permit processing at alternate locations in the event of computer failure.

The DIMS history file is contained on magnetic tape.

DIMS Investigative assignment files are retained in paper form.

RETRIEVABILITY:

DIMS master Records are accessed through the case control number. History file records are accessed sequentially from tapes. Queries may enter the system in card form and from magnetic tape or indirectly through the DCII.

Lead assignment (IAF) data is retrievable by name of individual or case control number.

SAFEGUARDS:

For the master and history files as described in the DCII system descriptions of this notice.

IAF documents.

RETENTION AND DISPOSAL:

Monthly history tapes are retained indefinitely. After two years, all names are deleted from the records of monthly history tapes. IAF records are retained for one year after completion of field leads.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Deputy Director, 1900 Half St. S.W., Washington, D.C. 20324-1700.

NOTIFICATION PROCEDURE:

Information may be obtained from Defense Investigative Service, Information and Public Affairs, 1900 Half St. S.W., Washington, D.C. 20324-1700.

Information required:

Full name and all maiden or alias names under which files may be maintained.

Personal identifiers which include date and place of birth, social security number, and last four digits of military service number.

Office which may be visited:

Defense Investigative Service, Information and Public Affairs, 1900 Half St. S.W., Washington, D.C. 20324-1700.

Proof of identity:

Routine check of personal documents.

RECORD ACCESS PROCEDURES:

Information and Public Affairs Office at address listed above.

CONTESTING RECORD PROCEDURES:

The agency's rules for access to records, for contesting contents, and for appealing initial determinations by the individual concerned may be obtained from the Office of Information and Public Affairs.

RECORD SOURCE CATEGORIES:

DIS Case Control Center.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

In accordance with Subsection 3(j)(2) of the act, certain references contained in this system of case control records may be exempted from the provisions of subsections (c)(3), (c)(4), (d) and (e)(8). This exemption will allow the DIS, a law enforcement component, to conduct effective investigations into alleged unlawful activity and use the DIMS without jeopardizing such investigations. Knowledge of the investigations into alleged unlawful activity could enable subjects to take actions to prevent detection of criminal activities, conceal evidence, or to escape prosecution. It could also lead to intimidation of or harm to sources, informants, witnesses, and their families and to disclosure of national security information. Information from this system will be withheld only to the extent that its release would interfere with such investigations.

V5-05

SYSTEM NAME:

V5-05 Subject and Reference Locator Records.

SYSTEM LOCATION:

A decentralized system maintained by Defense Investigative Service field units. See directory listed at the end of this component's system notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel and civilian employees of the Department of Defense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel, locator, assignment, rosters and housing records furnished by Army, Navy, Air Force and Marine Corps posts, bases, and stations in the U.S. and Puerto Rico and retained for periods longer than they are retained by originating activities. An example of such records is Army Locator/Organizational Rosters (A0102.03a DAAG).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, E.O. 10450, E.O. 10865, DoD Directive 5105.42.

PURPOSE(S):

Records are maintained by DIS investigative elements for use in locating supervisors, coworkers, and character references of subjects of DIS investigations and to identify or verify the locations and assignments of subjects when this information cannot be obtained through other local sources. Information from this system may be provided to law enforcement agencies for the same purposes.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses listed at the beginning of this component's system notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper listings in files or binders, computer products, microfiche, index cards.

RETRIEVABILITY:

By name and other identifying data.

SAFEGUARDS:

Maintained in locked cabinets or locked rooms and only DIS personnel have access.

RETENTION AND DISPOSAL:

Records are retained for a maximum of five years.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., S.W., Washington, D.C. 20324-1700.

NOTIFICATION PROCEDURE:

Requests should be addressed to Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., S.W., Washington, D.C. 20324-1700. The full name, date and place of birth, social security number, and military service numbers are required and the name and location of the post, base, or station and periods of assignment or employment so that a thorough search can be conducted. A notarized statement verifying the identity of requester is required. Defense Investigative Service, Information and Public Affairs Office, Washington, D.C. 20324-1700 may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries.

RECORD ACCESS PROCEDURES:

Access to records may be obtained through Defense Investigative Service, Office of Information and Public Affairs, 1900 Half St., S.W., Washington, D.C. 20324-1700.

CONTESTING RECORD PROCEDURES:

DIS rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR Part 298a and DIS Regulation 28-4.

RECORD SOURCE CATEGORIES:

Military personnel offices, training schools, and housing offices for installations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V6-01

SYSTEM NAME:

V6-01 Personnel Security Files, (PSF's)

SYSTEM LOCATION:

Primary system: Defense Investigative Service, Security Division (V0540), 1900 Half St., S.W., Washington, D.C. 20324-1700.

Decentralized system: Partial records are maintained at working locations as a part of the Optional Personnel Management Record System described separately in this notice.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Every DIS employee, civilian and military, without exception.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's Certificate of Security Clearance, Access Authorization Certificate, Security Briefing Statement, Certificates of Clearance for other Services, Defense Central Investigations Index (DCII) check results, Summary Adjudication Sheet, debriefing statements, requests for investigations, and similar related documents varying in certain cases. Personal identifying

data to confirm identities is also contained in this system.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Requesting agency, to the extent that the information is relevant and 5 U.S.C. 301 (Departmental Regulations) and DoD Directive 5200.2-R, DoD Personnel Security Program.

PURPOSE(S):

Files are used to provide a basis for granting security clearance and evidence of clearance and access to classified defense information during an individual's employment with the agency. Files are also used to provide information on security clearances for individuals attending official activities of other offices on classified matters and are provided to other government offices when change of employment is being considered.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses listed at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

Individual Personnel Security Files are established when an individual has been tentatively selected for a position with DIS and a request for investigation is initiated. As each investigation is completed and adjudicated, a clearance certificate is filed in the PSF. If the applicant declines employment or is a nonselectee, the PSF is placed in the inactive file section and retained for two years.

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name.

SAFEGUARDS:

For the primary system, building employs security guards (Federal Protective Service). Records are maintained in locked containers in areas accessible only to authorized personnel who have a need to know.

RETENTION AND DISPOSAL:

Records are maintained for the period of time an individual is assigned to the DIS and for two years afterwards. Disposal is as classified waste.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Chief, Security Division, 1900 Half St., S.W., Washington, D.C. 20324-1700.

NOTIFICATION PROCEDURE:

Information regarding the primary system may be obtained from Defense Investigative Service, Chief, Security Division, 1900 Half St., S.W. Washington, D.C. 20324-1700.

RECORD ACCESS PROCEDURES:

Access to the decentralized records may be obtained at any time. Requests from individuals for access to the primary system should be addressed to Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., S.W., Washington, D.C. 20324-1700.

Written requests for information should contain the full name of the individual, current address, and telephone number. Visits are limited to the Defense Investigative Service, Information and Public Affairs Office.

For personal visits, a check of personal documents will be conducted.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the Chief, Information and Public Affairs Office at the address listed above.

RECORD SOURCE CATEGORIES:

Application and related forms from the individual, summaries of information from background investigations of the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V6-02

SYSTEM NAME:

V6-02 Sensitive Compartmented Information (SCI) Access file.

SYSTEM LOCATION:

Defense Investigation Service (DIS), Security Division, 1900 Half St., S.W., Washington, DC 20324-1700.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DIS personnel who have been granted Special Access to SCI information.

CATEGORIES OF RECORDS IN THE SYSTEM:

A Rosters are maintained on DIS personnel holding SCI access, requests for SCI access, access authorizations, and similar related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DIAM 50-l(C) and DCI Directive No. 1/14.

PURPOSE(S):

The SCI Access File is used to determine who in DIS has SCI access. Data is used also to monitor the program within DIS.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses listed at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

All data is maintained in one secure container. The roster is provided by DIA. Copies of access authorization are maintained for each individual having special access. When a person is taken off this access and has been debriefed, this is noted in the file.

STORAGE:

Paper records in file folder.

RETRIEVABILITY:

Roster is in billet order; access authorization is in chronological order.

SAFEGUARDS:

Files are maintained in an authorized security container within a locked room. The Federal Protective Service controls entrance to the building.

RETENTION AND DISPOSAL:

Records are maintained for the period that the individual is granted the special access and then for 2 years.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Chief, Security Division, 1900 Half St., S.W., Washington, DC 20324-1700.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER, Defense Investigative Service, Security Division, 1900 Half St., S.W., Washington, D.C. 20324-1700.

RECORD ACCESS PROCEDURES:

Request from individuals should be addresses to Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., S.W., Washington, D.C. 20324-1700.

Written requests for information should contain the full name of the individual, current address, and telephone number. Visits are limited to Defense Investigative Service,

Information and Public Affairs Office, 1900 Half St., S.W., Washington, D.C. 20324-1700.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and for appealing initial determinations may be obtained from the Information and Public Affairs Office at the address listed above.

RECORD SOURCE CATEGORIES:

Personnel Security File on the individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V7-01

SYSTEM NAME:

V7-01 Enrollment, Registration and Course Completion Record.

SYSTEM LOCATION:

Defense Security Institute (DSI), Richmond, Virginia 23297.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are scheduled for or who have attended courses of instruction offered by the Institute.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information may include individual's name and other personal identifying and administrative data pertaining to attendance at the Institute to include employer, course completion, and other similar data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301.

DoD Directive 5015.2 17 September, 1980.

DoD Directive 5105.42 (Defense Investigative Service).

Executive Order 10865, 20 February 1960.

Executive Order 10909, 17 January 1961.

Defense Investigative Service Regulation 28-1, 13 March 1981.

PURPOSE(S):

Used by Institute personnel to prepare class rosters and provide basic administrative information on attendees.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See DIS blanket routine uses at the head of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on index cards and computer diskettes.

RETRIEVABILITY:

Records are filed alphabetically by last name.

SAFEGUARDS:

Records are maintained in file cabinets in a locked room in areas accessible only to authorized personnel who have a need to know.

RETENTION AND DISPOSAL:

Records are retained for ten (10) years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Defense Security Institute, c/o Defense General Supply Center, Richmond, VA 23297-5091

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Access to records may be obtained through the Defense Investigative Service, Office of Information and Public Affairs, 1900 Half St., S.W., Washington, D.C. 20324-1700, either by mail or personal visit.

Written requests with full name and social security number are required, and the request must be accompanied by a notarized statement verifying the identity of the requester.

Personal visits should be made to the Office of Information and Public Affairs at the address listed above. A check of personal identification will be required of all visitors making such inquiries.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting records may be obtained from the Chief, Office of Information and Public Affairs at the address listed above.

RECORD SOURCE CATEGORIES:

The student, his/her employer, and the Defense Security Institute.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V7-02

SYSTEM NAME:

V7-02 Guest/Instructor Identification Records.

SYSTEM LOCATION:

Defense Security Institute (DSI), Richmond, Virginia 23297-5091.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Guest speakers and regularly assigned instructors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, position, biographical data, and other background information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DoD Directive 5105.42 (Defense Investigative Service (DIS)).

Executive Order 10865.20, 20 February 1960.

Executive Order 10909, 17 January 1961.

PURPOSE(S):

Used by Institute personnel for the introduction of speakers and instructors.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's published system notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are locked in file folders on index cards.

RETRIEVABILITY:

Records are filed alphabetically by last name.

SAFEGUARDS:

Records are maintained in file cabinets within a locked room in areas accessible only to authorized personnel who have a need to know.

RETENTION AND DISPOSAL:

Records are reviewed annually with obsolete records destroyed by burning or other means which preclude reconstruction.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Defense Security Institute, c/o Defense General Supply Center, Defense Investigative Service, Richmond, VA 23297-5091.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANGER.

RECORD ACCESS PROCEDURES:

Access to records may be obtained through Defense Investigative Service, Office of Information and Public Affairs, 1900 Half St., S.W., Washington, D.C.

20324-1700, either by mail or personal visit.

For written requests, full name and social security number are necessary for retrieval of information, and the request must be accompanied by a notarized statement verifying the identity of the requester.

Personal visits should be made to the Office of Information and Public Affairs at the address listed above. A check of personal identification will be required of all visitors making such inquiries.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the Chief, Office of Information and Public Affairs at the address listed above.

RECORD SOURCE CATEGORIES:

The information is provided by the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

V8-01

SYSTEM NAME:

V8-01 Industrial Personnel Security Clearance File.

SYSTEM LOCATION:

Central Facility, Defense Investigative Service, Defense Industrial Security Clearance Office, P.O. Box 2499, Columbus, OH 43216-2499.

Remote terminal location - NSA DIRNSA OPS Bldg. 3 Room CIB 51 Fort Meade, MD 20755

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and major stockholders of government contractors and other DoD affiliated personnel who have been issued, now possess, are in, or have been in process for personnel security clearance eligibility determinations, security assurances or NATO clearance documents.

CATEGORIES OF RECORDS IN THE SYSTEM:

The automated portion may include individual's name and personal identifying information; date and level of security clearance granted; date and type of investigation and investigator agency or case number and location; sequential record of action; and information necessary to facilitate the security clearance process.

The manual portion may include the clearance application, copy of the investigation, record of clearance, foreign clearance and travel information; clearance processing information, adverse information and other internal and external correspondence and administrative memoranda relative to the clearance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

DoD Directive 5015.2, 17 September 1980.

DoD Directive 5105.42 (Defense Investigative Service (DIS) 19 July 1978

DoD Directive 5200.2, December 20, 1979.

Executive Order 10865, 20 February 1960.

Executive Order 10909, 17 January 1961.

PURPOSE(S):

Records serve as a central repository on the eligibility determination of industrial personnel for access to classified information. The file serves as an administrative record, current record, and repository for clearance related reports and information.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See blanket routine uses at the beginning of this component's published systems notice.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Automated records are maintained in computer disk packs, magnetic tapes, and associated data processing files. Manual records are on microfiche, index cards, and hard copy paper records maintained in file folders.

RETRIEVABILITY:

Records are accessed by Social Security Number; manual records may also be accessed by name.

SAFEGUARDS:

Specific codes are required to access the automated records. Manual records are housed in a secured area accessible only to properly screened individuals who have the need to know.

RETENTION AND DISPOSAL:

Retention is based on the circumstances of the particular record. Automated records are retained 62 months following employment termination except DICR directed cases or cases involving a cleared person's death. These records are retained until the individual would have been 80 years old. Favorably manual records are destroyed upon issuance of the clearance. Records released in accordance with the privacy or FOIA act require at least a 2 year records maintenance. All cases which require adjudication are retained for 5 years from date of last clearance action. Destruction is accomplished by burning, shredding or other means which preclude reconstruction.

SYSTEM MANAGER(S) AND ADDRESS:

Defense Investigative Service, Deputy Director (Industrial Security), 1900 Half St., S.W., Washington, D.C. 20324-1700.

NOTIFICATION PROCEDURE:

Information may be obtained from SYSMANAGER.

RECORD ACCESS PROCEDURES:

Access to records may be obtained through the Defense Investigative Service, Office of Information and Public Affairs, 1900 Half St. S.W., Washington, D.C. 203241-700, either in person or by mail. For written requests, full name, date and place of birth, and social security number are necessary for retrieval of information. More information may be required. Personal visits should be made to the Office of Information and Public Affairs at the address listed above. A check of personal identification will be required of all visitors making such inquiries.

CONTESTING RECORD PROCEDURES:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the Chief, Office of Information and Public Affairs at the address listed above.

RECORD SOURCE CATEGORIES:

Categories of sources of records, subjects of investigations, records of other DoD activities and components, federal, state, county, and municipal records, employment records of private business and industrial firms, educational and disciplinary records of schools, colleges, universities, technical, and trade schools, hospital, clinic, and other medical records, records of commercial enterprises such as real estate agencies, credit bureaus, loan companies, credit unions, banks, and other financial institutions which maintain credit information on individuals, transportation companies, (air lines, railroads, etc.).

The interview of individuals who are thought to have knowledge of the subject's background and activities.

The interview of witnesses, victims, and confidential sources.

The interview of any individuals deemed necessary to complete the DIS investigation.

Miscellaneous directories, rosters, and correspondence.

Any other type of record deemed necessary to complete the DIS investigation.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the provisions of 5 USC 552a(k)(5) of the Privacy Act of 1974, information contained in the records which would reveal the identity of the source who furnished information to the government under an implied or expressed promise of confidentiality is exempt from disclosure. This exemption will allow the collection of information from sources who would otherwise be unwilling to provide necessary information.

UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address

may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

WUSUO3

SYSTEM NAME:

Uniformed Services University of the Health Sciences (USUHS) Student Record System.

SYSTEM LOCATION:

The file will be maintained in the Registrar's Office, USUHS, 4301 Jones Bridge Road, Bethesda Maryland 20014. Supplemental files consisting of student evaluation forms, grades, and course examinations pertaining to their Department will be maintained in each department by department chairperson, as well as in the Registrar's office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records will be maintained on all students who matriculate to the University.

CATEGORIES OF RECORDS IN THE SYSTEM:

Grade reports and instructor evaluations of performance/achievement; transcripts summarizing by course title, grade, and credit hours; records of awards, honors, or distinctions earned by students; and data carried forward from the Applicant File System, which includes records containing personal data e.g., name, rank, Social Security Number (SSN), undergraduate school, academic degree(s), current addresses, course grades, and grade point average from undergraduate work and other information as furnished by non-Government agencies such as the American Medical College Admission Service which certifies all information prior to being submitted to the University.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 92-426, Ch 104, Section 2114.

PURPOSE(S):

Data is used for recording internships, residencies, types of assignment and other career performance data on USUHS graduates; providing academic data to each student upon request, e.g., transcripts, individual course grades, grade point average, etc.; providing academic data within the Uniformed Services University of the Health Sciences for official use only purposes; and providing data to the respective Surgeon General when a specific and authorized need requires it.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Academic data may be provided to other educational institutions upon the written request of a student. For other external uses, see Uniformed Services University of the Health Sciences (USUHS) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders are stored at USUHS, supported by automated copies of subsets of each student's folder, which are maintained on magnetic tape and disk at the Air Force Data Service Center in the Pentagon, Washington, D.C.

RETRIEVABILITY:

The system will be indexed by name and Social Security (SSN). Also, any combination of data can be used to select individual records. Only personnel in the Office of the Registrar will be provided with the password that allows access to the data, and those individuals are authorized access to all data in the file.

SAFEGUARDS:

a. Current hardcopy records, prior to processing for computer storage are retained in a safe located in a limited access area at the University. The initial source of automated data on each student is transferred directly from the admission system, WUSUO4, when each new class is admitted. Only data for enrolled students is transferred. Teaching facility, instructor, course, and grade information are entered by Registrar personnel as they are received. Transcripts, Course Rosters, and Grade reports are produced at the terminal upon request by the Registrar's personnel. Approved special requests for data can be supported by ad hoc inquiry. Any combinations of data can be used to select individual records for special processing.

b. The computer facility is operated by the Air Force Data Services Center, the Pentagon, Washington, D.C. The computer hardware, disks, tapes and other materials are secured in an alarmed, controlled, and guarded area. Access is via access list, escast, or controlled dial-in to the unclassified computers, located in the center. Dial-in access for all system users is password controlled.

c. All access to AFDSC computers is via user identification and sign-on password, whether from a hardwired terminal or dial-in terminal. Computer software ensures that only properly identified users can access the Privacy Act files on this system. Passwords are changed semiannually, or upon the departure of any person knowing the password.

d. Hardcopy files are stored at the University, and computer files are stored on magnetic tape and disk at the

Air Force Data Service Center in the Pentagon, Washington, D.C. The remote terminal retains no data.

e. The automated system is operated by Data Base Management System. In addition to the sign on password, this system allows a user to access only those specific files authorized that user. Only Registrar personnel will be given the password and identification information needed to access the computer system. Those persons are authorized access to all fields in the data base. While the file is primarily indexed on Social Security Number (SSN), and name, any combination of fields and data within fields can be used to select individual records.

RETENTION AND DISPOSAL:

Records will be maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

The Registrar, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

NOTIFICATION PROCEDURE:

Information may be obtained from: USUHS Registrar's Office 4301 Jones Bridge Road Bethesda, Maryland 20014 Telephone: 202-295-3197.

RECORD ACCESS PROCEDURES:

Requests to review individual student's records may be made by telephone or visit the Registrar's Office, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Written requests should include name, Social Security Number (SSN) and dates attended.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information is furnished by instructor personnel, the individual concerned; the National Board of Medical Examiners; and the Applicant File System.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

WUSUO4

SYSTEM NAME:

Uniformed Services University of the Health Sciences (USUHS) Applicant Record System.

SYSTEM LOCATION:

A central applicant record file will be maintained at the USUHS, Admission Office, 4301 Jones Bridge Road, Bethesda, Maryland 20014. A supplemental file consisting of summary data on each applicant to be derived from data collected in the central file, will be stored on magnetic tape and maintained at the Pentagon Computer Center, Washington, D.C.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records will be maintained on all individuals applying for admission.

CATEGORIES OF RECORDS IN THE SYSTEM:

Identity and demographic information (e.g., SSAN, name, sex, minority status, address, birth date, citzenship, etc.); Academic and aptitudinal background data consisting of: (1) Schools attended, (2) Degrees earned, (3) GPA for college and graduate work, (4) Course hours completed in college and graduate school, (5) Medical College Admission Test scores and percentiles; information regarding work experience, socio-economic background, hobbies, extracurricular involvements in college community/service activities, honors and awards achieved, and professional and/or societal contributions; Letter of references; biographies; personal statements (autobiographical in nature) service preference statement; interview evaluations; test results and personality inventory scores on instruments used to assess noncognitive potential and aptitude; official college transcripts and health data. Unsolicited information provided by applicants will also normally be retained when such information pertains to the matters described above.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 92-426, Ch 104, Section 2114.

PURPOSE(S):

To be used by officials and personnel of the USUHS for selecting students and conducting studies of the selection process.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and magnetic tape.

RETRIEVABILITY:

The central file will be indexed by name. The computer file will be sequenced by SSAN, with data retrievable by any single or combination of variables stored, e.g., sex, minority status, ranking by academic performance, ranking by test achievement, state of residence, college attended, etc.

SAFEGUARDS:

All material will be maintained in metal rotary files in a securable office; the satellite file on disks, securable stored at the Pentagon Computer Center.

RETENTION AND DISPOSAL:

Records of applicants who matriculate to the school will be converted to students records and maintained permanently. Records of applicants who do not matriculate will be retained for five years and then destroyed by burning. Portions of the record may be retained on magnetic tape for longer periods.

SYSTEM MANAGER(S) AND ADDRESS:

The USUHS officer who will be responsible for the Applicant Record System is the Assistant Dean for Academic Support (business address: 4301 Jones Bridge Road, Bethesda, Maryland 22014).

NOTIFICATION PROCEDURE:

Inquiries regarding the system should be directed to the Assistant Dean for Academic Support, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-3101.

RECORD ACCESS PROCEDURES:

Requests for access for an individual's file should be made by either writing or calling the Assistant Dean for Academic Support. For written requests the information should contain the full name of the individual, current address and telephone number.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

The bulk of the information in the system will be furnished by the applicants. It will be either prepared by them personally, or submitted by other individuals/agencies in their behalf at their (the applicants') specific request. The remaining elements of the system, the data not furnished by the applicants,

will consist of evaluative records prepared and developed by admissions personnelbased on interviews, school administered tests, and analyses of applicant records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

WUSU01

SYSTEM NAME:

Uniformed Services University of the Health Sciences (USUHS) Personnel Files.

SYSTEM LOCATION:

A central personnel record file will be maintained at the USUHS Civilian Personnel/Manpower Directorate, 4301 Jones Bridge Road, Bethesda, MD 20014. Copies of 171's and curriculum vitae's of applicants and employees will be maintained in the Civilian Personnel/ Manpower Directorate by the Dean of the School of Medicine, and by the Department Chairperson, having a need for the information. Limited hardcopy information files are maintained at the USUHS military personnel office. A supplemental file consisting of summary data on each civilian employees will be stored in the computer at Bolling Air Force Base (AFB), Washington, D.C. 20332; for military personnel assigned to USUHS; at Walter Reed Army Medical Center (WRAMC) military personnel office, National Naval Medical Center (NNMC) military personnel office, Andrews Air Force Base (AFB) personnel office and at Public Health Service (PHS) personnel office, Parklawn Bldg., Rockville, MD 20850. Home phone numbers of key personnel will be provided to other key personnel, and those of students to other students on a need-to-know basis, and only with the express permission of the individual concerned, for an emergency call system. Biographical information on students to be maintained in the Commandant's office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records will be maintained on all personnel assigned to USUHS full-time and part-time.

CATEGORIES OF RECORDS IN THE SYSTEM:

The type of information which will be maintained on employees is as follows: Identity and demographic information (e.g., Social Security Number (SSN), name, sex, address, birth date, minority status, etc.). Academic and experience background data consisting of: (1) Schools attended; (2) Degrees earned; (3) Work experience, awards, etc.; (4) Letters of reference, performance evaluations, etc.; (5) Time and attendance cards; and (6) Biographical data file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136.

PURPOSE(S):

The System will be used for documenting the work experience of applicants and USUHS personnel and for notification of key personnel in case of emergency during nonworking hours. Biographical data file will be used for providing background information on USUHS students to lecturers.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Material stored in file folders at USUHS, supported by automated copies of pertinent data of each employee's folder which are maintained on magnetic tape and disk at USUHS Civilian Personnel/ Manpower Directorate, Bethesda, MD 20014.

RETRIEVABILITY:

The sytem will be indexed by name and Social Security (SSN). Also, any combination of data in the file can be used to select individual data. Only Civilian Personnel/Manpower Directorate personnel will be provided with the password that allows access to the data, and those individuals are authorized access to all data in the file. Records will be available to: the individual concerned; employees of USUHS on a need-to-know basis; other agencies of the Government to satisfy requests for routine reports.

SAFEGUARDS:

The files will be maintained in securable file cabinets located in a limited access area at the University. The computer hardware, disks, tapes and other materials are secured in locked cabinets in a controlled and guarded area. Access is via controlled dial-in and is password controlled. Passwords are changed semiannually, or upon the departure of any person knowing the password. The automated system is operated by USUHS Civilian/ Personnel/Manpower Directorate personnel and only those personnel will be given the password and user identification information needed to access the computer system. Those persons are authorized access to all fields in the data base. While the file is primarily indexed on Social Security Number (SSN), and name, any combination of fields and data within fields can be used to select individual records.

RETENTION AND DISPOSAL:

Indefinite files that are retained while the individual is employed and then retired.

SYSTEM MANAGER(S) AND ADDRESS:

The personnel officer of the University will be the custodian of this file (business address: 4301 Jones Bridge Road, Bethesda, Maryland 20014). Telephone: 202-295-3080.

NOTIFICATION PROCEDURE:

Inquiries regarding the personnel files should be directed to the System Manager.

RECORD ACCESS PROCEDURES:

Information on the procedures for gaining access to and contesting records will be furnished each employee by the Personnel Office upon entry into duty with USUHS.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Information contained in the file is furnished by the employees, supervisors and references supplied by the employees.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

WUSU02

SYSTEM NAME:

Uniformed Services University of the Health Sciences (USUHS) Payroll System.

SYSTEM LOCATION:

Central files are maintained at Bolling Air Force Base Accounting and Finance Office, Civilian Pay Branch. Satellite file maintained at USUHS Administrative Office at 4301 Jones Bridge Road, Bethesda, Maryland 20014.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian personnel paid by the USUHS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information contained in the sytems includes: Name, SSAN, Pay Grade, Number of Withholding Exemptions, Gross and Net Pay, Other Earnings and Leave Information (including Time and Attendance Records).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 136.

PURPOSE(S):

To be used by USUHS Officials and employees to produce data for budget purposes and as backup information for audits.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The information will be stored as computer printout.

RETRIEVABILITY:

The system will be indexed by name.

SAFEGUARDS:

The information will be available for personnel in the Civilian Personnel/ Manpower Directorate of the USUHS or other personnel who have a demonstrated need to know, e.g., auditors, Congress, etc. The material will be stored in metal file containers.

RETENTION AND DISPOSAL:

The records will be maintained for one year and then destroyed by burning.

SYSTEM MANAGER(S) AND ADDRESS:

The responsible official in the USUHS for the Civilian Pay System is the Director of Civilian Personnel/ Manpower, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-3379.

NOTIFICATION PROCEDURE:

Any inquiries should be directed to the Civilian Personnel/Manpower Directorate at the above address.

RECORD ACCESS PROCEDURES:

Information may be accessed in person at the above address. Requests for change to the information must be made in writing at the above address.

CONTESTING RECORD PROCEDURES:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 C.F.R. 286b and OSD Administrative Instruction No. 81.

RECORD SOURCE CATEGORIES:

Computerized pay records from Bolling Air Force Base Accounting and Finance Office.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

WUSU05

SYSTEM NAME:

USUHS Graduate and Continuing Medical Student Records.

SYSTEM LOCATION:

Office of the Assistant Dean for Graduate and Continuing Education, Uniformed Services University of the Health Services (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814. Supplementary files, consisting of student evaluation forms, grades, and course examinations pertaining to their department, are maintained in each USUHS department by departmental chairpersons.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records are maintained on all students who apply for or matriculate in the Graduate Education and Continuing Medical Education programs at the University.

CATEGORIES OF RECORDS IN THE SYSTEM:

Grade reports and instructor evaluations of performance/ achievement; educational records listed by course title, grade, and credit hours; records of awards, honors, or distinctions earned by students; and data carried forward from the application, which includes records containing personal data, e.g., name, rank, social security number (SSN), undergraduate school, academic degree, current addresses, course grades, and grade point average from undergraduate work; letters of recommendation; and other information as furnished by non-government agencies such as the Educational Testing Service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Section 2114.

PURPOSE(S):

The sytem is used to: record types of assignment, program participation and other student performance data and participation in continuing education programs; provide academic data to each student upon request (such as, individual course grades and grade point averages); provide academic data within the USUHS for official purposes; and provide data to the respective Department of Defense component Surgeon Generals when a specific and authorized need exists.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Academic data may be provided to other educational institutions upon the written request of a student. Also see blanket routine uses at the beginning of the USUHS listing of system notices.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders are stored at Uniformed Services University of the Health Services (USUHS). These are supported by automated copies of subsets of each student's folder, which are maintained on magnetic tapes and disk at the Office of Computer Operations, USUHS, Bethesda, Maryland 20814.

RETRIEVABILITY:

The system is indexed by name and social security number (SSN). Also, any combination of data in the file can be used to select individual records. Only personnel in the Office of the Assistant Dean for Graduate and Continuing Education, USUHS, with an official need for the data are provided with the password that allows access.

SAFEGUARDS:

The files are maintained in secured file cabinets located in a limited access area of the University. The computer hardware, disks, tapes and other materials are secured in locked cabinets in a controlled and guarded area. Computer access is via controlled dial-in and is password controlled. Passwords are changed semiannually, or upon the departure of any person knowing the password. The automated system is operated by Office of Computer Operations, USUHS, and only personnel with an official need to know are given the password and user identification information needed to access the computer system. While the file is primarily indexed by social security

number (SSN) and name, any combination of fields and data can be used to select individual records.

RETENTION AND DISPOSAL:

Records on disenrolled and nonselected individuals are maintained for three years. Records on matriculated students are maintained permanently.

SYSTEM MANAGER(S) AND ADDRESS:

The Assistant Dean for Graduate and Continuing Education, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20814.

NOTIFICATION PROCEDURE:

Information may be obtained from: Assistant Dean for Graduate and Continuing Education, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20814. Telephone: 202/295-3106.

RECORD ACCESS PROCEDURES:

Requests to review individual students' records should be made in writing to the Office of the Assistant Dean for Graduate and Continuing Education, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20814. Written requests must include name, social security number and dates of attendance or application.

CONTESTING RECORD PROCEDURES:

The rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 C.F.R. 286b (See also OSD Administrative InstructionNumber 81).

RECORD SOURCE CATEGORIES:

Information is furnished by the individual concerned; instructor personnel; the Graduate Records Examination; the application for admission and registration material for continuing medical education courses; the applicable department; the USUHS Graduate Committee; and the Office of the Assistant Dean for Graduate and Continuing Education, USUHS.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

WUSU06

SYSTEM NAME:

USUHS Family Practice Medical Records.

SYSTEM LOCATION:

Student Health Clinic, Uniformed Services University of the Health Sciences (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records will be maintained on medical students, military retirees, military active duty personnel and their dependents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Medical charts, results of laboratory tests, physical examinations, patients' medical histories.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 10, United States Code, Sections 133, 1071 through 1087, 2114, 5031, and 8012 and Executive Order 9397.

PURPOSE(S):

Physicians and nurses use the medical charts in the diagnosis and treatment of patients. Medical charts contain results of laboratory tests, medical examinations, and patients' medical histories. Medical Clerks file, retrieve and keep the records up to date by adding new material when appropriate.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Files are retained until departure of patient; the record is then given to the patient.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Medical records are stored in folders.

RETRIEVABILITY:

Medical records are filed by Social Security Number.

SAFEGUARDS:

Records are maintained in metal file cabinets which are kept locked when not in use. The cabinets are stored in a controlled area.

RETENTION AND DISPOSAL:

Files are retained until departure of patient; and then are given to the patient.

SYSTEM MANAGER(S) AND ADDRESS:

Chairman, Department of Family Practice, Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, Maryland 20814.

NOTIFICATION PROCEDURE:

Records are maintained only on individuals who seek treatment. Contact system manager for notification procedures.

RECORD ACCESS PROCEDURES:

Information as to exact access procedures may be obtained from the System Manager. The rules for record access are in accordance with Air Force Regulation 168-4, 'Administration of Medical Activities, Patient Administration,' Chapter 12, 'Outpatient Records.'

CONTESTING RECORD PROCEDURES:

The rules for contesting may be obtained from the System Manager. These rules are in accordance with Air Force Regulation 168-4, Chapter 12.

RECORD SOURCE CATEGORIES:

Patient, doctors, other medical professionals and test results.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

WUSU07

SYSTEM NAME:

USUHS Grievance Records.

SYSTEM LOCATION:

Civilian Personnel/Manpower Directorate, Uniformed Services University of the Health Science (USUHS), Department of Defense, Bethesda, Maryland 20814.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former Federal employees who have submitted grievances in accordance with Title 5, United States Code Sections 2302 and 7121.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains records relating to grievances filed by USUHS employees under 5 U.S.C. Section 2302 and 5 U.S.C. Section 7121. These case files contain all documents related to the alleged grievance, including statements of witnesses, reports of interviews and hearings, examiners findings and recommendations, a copy of the original and final decisions, and related correspondenceand exhibits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5, United States Code Sections 2302 and 7121.

PURPOSE(S):

This information is used by the USUHS in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained and for related work force studies.

While published statistics and studies do not contain individual identifiers, in some instances the selection of elements is such that individuals could be identified by reference.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records and information in these records are used:

a. To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, when there are indications of a violation or potential violation of civil law, criminal law or regulation.

b. To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

c. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; the issuance of a security clearance; the conducting of a security or suitability investigation of an individual; the classifying of jobs; the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to requesting the Agency's decision on the matter.

d. To provide information to a Congressional office from the record of an individual, in response to a Congressional inquiry made at the request of that individual.

e. To disclose information to another Federal Agency or to a court when the Government is party to a judical proceeding.

f. By the National Archives and Records Service (General Services Administration) in records management inspections conducted under authority of Title 44 United States Code Section 2906.

g. To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel; the Federal Labor Relations Authority; and the Equal Employment Opportunity Commission, when requested in conjunction with their official activities.

h. To disclose in response to a discovery motion or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

i. To provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records are maintained in file folders.

RETRIEVABILITY:

These records are retrieved by the names of the individuals about whom the records are maintained.

SAFEGUARDS:

Records are maintained in locked file cabinets, with access restricted to authorized USUHS employees who have a demonstrated need-to-know.

RETENTION AND DISPOSAL:

Records are disposed of three years after closing of the case. Disposal is by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Civilian Personnel/ Manpower, Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, Maryland 20814. Telephone: 202/295-3195.

NOTIFICATION PROCEDURE:

Information may be obtained from the System Manager.

RECORD ACCESS PROCEDURES:

Information to access procedures may be obtained from the System Manager.

CONTESTING RECORD PROCEDURES:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned are contained in 32 C.F.R. 286b (See also OSD Administrative Instruction No. 81).

RECORD SOURCE CATEGORIES:

Information in this system of records is obtained from:

a. The individual on whom the record is maintained.

b. Testimony of witnesses.

c. Agency officials, and

d. Related correspondence from organizations or persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

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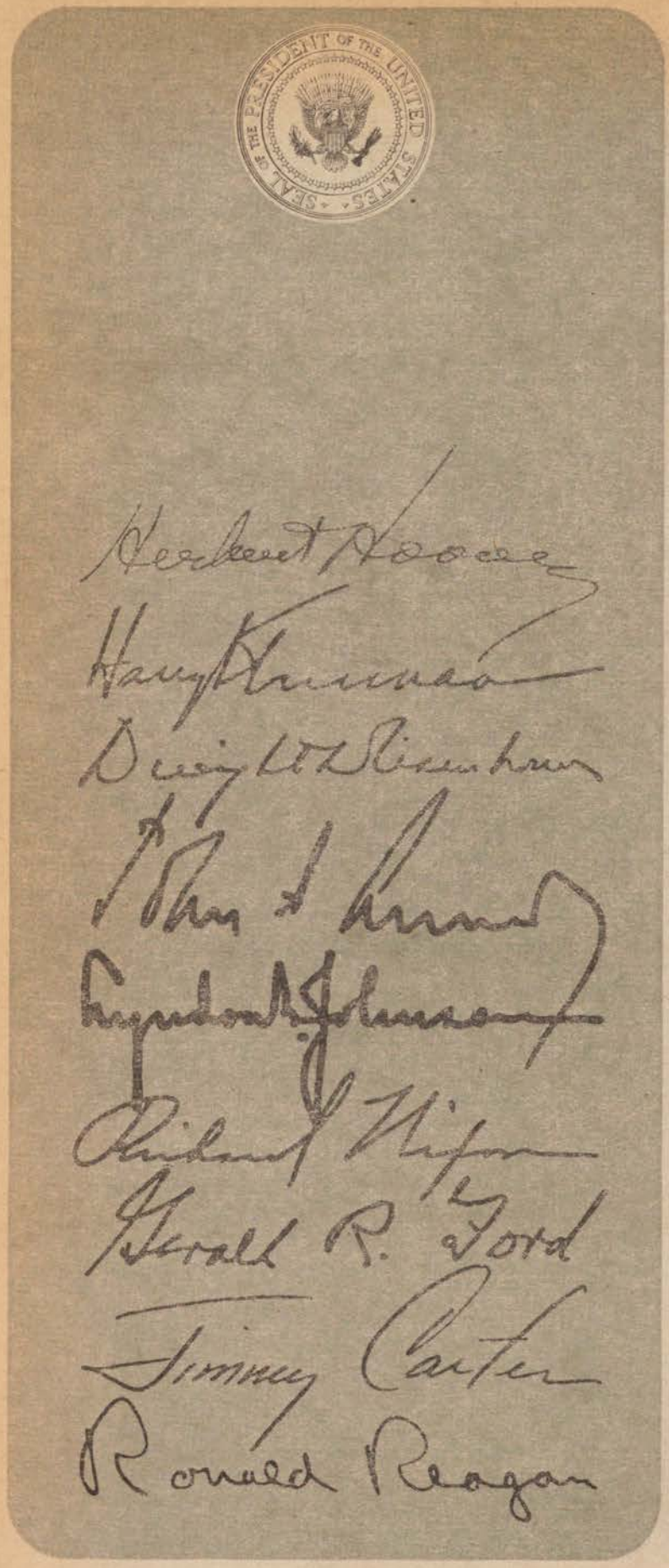

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